



User Guide

LA2332F - Multi-Supplier Framework for Supply of Laboratory & Medical Gases and Accessories



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What is a Framework Agreement?

Framework Agreements are a procurement tool for facilitating the purchasing of defined goods and services and from which considerable potential time and cost savings can be made. Framework Agreements are widely used across the Public Sector.

A framework is an agreement put in place with a supplier, or range of suppliers, that enables buyers to place orders with service providers, without running a full tender exercise.

Frameworks are based on large volume purchasing. Aggregating different buyer's needs means individual buyers can buy goods and services at prices below those normally charged, or with special added benefits and/or more advantageous conditions.



Public Bodies have requirements to purchase Laboratory & Medical Gases & Accessories is, either regularly or as one-off purchases. This means that costly and time-consuming procurement exercises are regularly undertaken across some organisations, while others struggle to quickly and easily access suitable products.

The Multi Supplier Framework for the Supply of Laboratory & Medical Gases & Accessories is fully compliant with procurement regulations. It reduces the time and cost associated with the procurement process by offering a facility that has already been competitively tendered for.

It aims to deliver easy access for Public Sector Bodies to quality Laboratory & Medical Gases & Accessories at the best possible price.

The main benefits include:

Easy access to pre-selected, suppliers

The Multi Supplier Framework for the Supply of Laboratory/Medical Gases and Accessories is fully compliant with procurement regulations.. The framework provides an easy access route to pre-selected suppliers & prices that are best placed to deliver Laboratory & Medical Gases & Accessories to Public Sector customers.

Best Pricing

Because the public sector is speaking as one voice by going to market collectively for this requirement, it enables Framework Clients to aggregate Laboratory & Medical Gases & Accessories requirements over a given time period, thereby ensuring best pricing from suppliers for a range of Core and Non-Core Products.

Easy drawdown mechanisms

Public sector bodies can easily call off the products they require without running a formal tender process. The framework provides a quick and compliant process to allow purchasing of a large range of Laboratory/Medical Gases and Accessories by either using the Cascade, Mini-Competition methods, Quotation and Direct Drawdown.

Flexibility & Efficiency

It reduces the time and cost associated with a conducting a full procurement exercise, which in turn allows you to be more flexible with the planning and running of any tender process via Cascade, Mini- Competition Quotation and Direct Drawdown.

Quality of products and services

The experience, expertise, and commitment to quality of products and associated services submitted by all tenderers are evaluated at the time of the initial Framework Agreement tender evaluation. Framework client satisfaction with the supplier performance will be monitored on an ongoing basis

How were the suppliers chosen?

Each of the suppliers on the framework has been subject to a rigorous qualification and compliance process and subsequent evaluation, ensuring they offer the scope and quality of products you require.

As part of the tender process, successful framework members demonstrated proof of the following:

Account Management Requirements

Tenderer's **Account Management** was assessed and evaluated through:

- Appointment of dedicated account management team
- Key Account Management Deliverables
- E-Commerce
- Price Stability

Delivery & Supply Requirements

Tenderer's **Delivery & Supply Requirements** was assessed and evaluated through:

- Delivery Requirements & Guaranteed Response Time
- New Business Account / Change of Gas infrastructure proposal

Service & Stock Requirements

Tenderer's **Stock Requirements** was assessed and evaluated through:

- Stockholding & Distribution hub locations
- Cylinder/Container rental & management process

Health & Safety Standards

Tenderer's **Health & Safety Requirements** was assessed and evaluated through:

- CLP, REACH & Other Standards
- Certs of Analysis/Certs of Conformity & MSDS (Material Safety Data Sheets)
- Training, Manual Handling/Onsite Transportation Requirements

Environmental, Sustainability & CSR Requirements

Tenderer's Environmental, Sustainability & CSR Requirements was assessed and evaluated through:

- Environmental & Sustainability Policy
- Corporate Social Responsibility

Ultimate Cost

Tenderer's Ultimate Cost was assessed and evaluated through:

- Tenderers were evaluated on Ultimate Cost based on their Core List Product Pricing and also based on the flat discount provided off the list price for the Non-Core Product per Lot and included standard Delivery Charges to selected zones.

Who can use the Framework?

The Multi-Supplier Framework for the Supply of Laboratory & Medical Gases & Accessories can be availed of by the following Public Sector Bodies, employees staff & associated departments;

1. Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a formal reporting and legal relationship to Central Government Departments, including all local authorities in Ireland (themselves including regional assemblies, local enterprise boards);
2. Entities in the Irish health sector including but not limited to the Health Service Executive (HSE) and the Health Information and Quality Authority (HIQA), provided that such entities are contracting authorities within the meaning of Regulation 2 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 284 of 2016);
3. Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology and members of the Education Procurement Service);
4. Contracting authorities which are Education and Training Boards (ETBs) and ETB schools, primary, post-primary, special and secondary schools as well as ETBs acting on behalf of schools;
5. An Garda Síochána (Police);
6. The Irish Prison Service; and
7. The Defence Forces.

The Multi-Supplier Framework for the Supply of Laboratory & Medical Gases & Accessories has seven Lots covering a vast offering of products to the laboratory environment.

What products are covered by this framework?

LOT Number	Product Description
Lot 1	Standard Gases
Lot 2	Medical Gases
Lot 3	Research & Special Gases
Lot 4	Bulk Gases
Lot 5	Environmental Monitoring Gases
Lot 6	Dry Ice & Storage containers
Lot 7	Ancillary Equipment & Accessories

Who can provide products under this Framework?

There are five Suppliers admitted as members to this Framework.

In order to be appointed to the Framework, suppliers have demonstrated that they have the right expertise, capacity and product range to provide these goods identified in the associated lots.

Five Suppliers have been appointed to the Framework Agreement.

Lots 1 - 7

The Suppliers admitted to these Lots were ranked on the basis of the total score of their Tender submitted under the relevant lot and associated products. Note that the Core Products listed on these lots were provided and identified by a technical user group as frequently purchased products. The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

Lot Breakdown

Lot 1 - Standard Gases	Ranking	Lot 2 - Medical Gases	Ranking	Lot 3 - Research & Special Gases	Ranking	Lot 4 - Bulk Gases	Ranking
Irish Oxygen Company Ltd	1	BOC GASES	1	Air Products Ireland Ltd	1	Air Products Ireland Ltd	1
Air Products Ireland Ltd	2	Irish Oxygen Company Ltd	2	BOC GASES	2	BOC GASES	2
BOC GASES	3			Irish Oxygen Company Ltd	3	Pipeline Solutions NI Ltd	3

Lot 5 - Environmental Monitoring Gases	Ranking	Lot 6 - Dry Ice & Storage Containers	Ranking	Lot 7 - Ancillary Equipment & Accessories	Ranking
BOC GASES	1	Polar Ice Ltd	1	Irish Oxygen Company Ltd	1
Air Products Ireland Ltd	2				
Irish Oxygen Company Ltd	3				

Draw Down Mechanisms

Lots 1 – 6 - the Contracting Authority may use the Cascade method of drawdown and Mini-Competition Call-off Method (as appropriate) for awarding contracts under the Framework.

- Where the Cascade method is used to call-off the requirement, the first ranked supplier will be contacted to conduct the required services. If the first supplier is unable to provide the required product, is unavailable to carry out the work within the set time limits, or in the event of underperformance, the request to provide requirement will be automatically sent to the next tenderer on the list, in descending order.
- Where the Mini-competition method is used to call-off the requirement, each Framework Member appointed to a Lot will receive a Supplementary Request for Tender (“SRFT”) to compete for the contract. Where the Mini-competition method is used to call-off the requirement the Contracting Authority reserves the right to include the cost involved in the changeover to a new provider as part of Award Criteria.
Contracting Authorities should avail of the self-serve option to run mini competitions associated with this Laboratory Gases framework. For further information on self-serve please contact info@educationprocurementservice.ie.

Lot 7 - the Contracting Authority may use the Quotation method, direct drawdown, and the Mini-Competition Call-off Method (as appropriate).

- Quotation method can be used to call-off the requirement, each of the Framework Members appointed to the relevant Lot will receive a Request for Quotation (“RFQ”) to compete for the contract. For Quotation call off method, all suppliers appointed to the relevant lot must be invited.
- Direct drawdown method can be used when purchasing ancillary products such as tubing and connectors, these ancillary products may be purchased directly from the provider. Where the same product is available from multiple suppliers within a Lot the Contracting Authority must drawdown the lowest cost proposal available.
Mini-competition method is used to call-off the requirement, each Framework Member appointed to a Lot will receive a Supplementary Request for Tender (“SRFT”) to compete for the contract. Contracting Authorities should avail of the self-serve option to run mini competitions associated with this Laboratory Gases framework. For further information on self-serve please contact info@educationprocurementservice.ie.

Client Activation Process

Full pricing and product details are available to framework clients upon framework activation at public sector body. In order to be able to purchase goods from the Multi Supplier Framework for the Supply of Laboratory & Medical Gases & Accessories on an ongoing basis, Framework Clients (Public Sector Bodies) will need to follow the step-by-step process below in order to ensure compliant activation.

- 1.** Framework Client should contact the EPS to express interest in using this Framework Agreement as their basis for procuring Laboratory & Medical Gases & Accessories (EPS contact details are provided at the end of this document).
- 2.** Framework Clients should sign up to the Framework Agreement by completing and signing the Confidentiality Agreement and NAGF with each supplier. The EPS will co-ordinate the distribution of pricing and promotion information in consultation with Procurement & Contracts Offices (PCO's) in Public Sector Bodies. (NAGF – required once only for each supplier).
- 3.** Framework clients should then take time to assess the Rollout File and associated pricing files issued by the EPS.
- 4.** Evaluate your requirements and assess the best form of arrangement required.
- 5.** Document and record your supplier engagement for audit purposes. Ensure reference to the Framework and Lot are included.

Activating Contracts

There are two options available to activate contracts for the purchase of products from the Supply of Laboratory & Medical Gases & Accessories.

1. Option 1 – Notification to Activate Goods Form. When using the Cascade Method or Quotations process; if it is your first time purchasing from a supplier ensure the Notification to Activate Goods Form (NAGF) is completed. The Framework Client (Contracting Authority) and the Framework Member (Supplier) must complete this form in order to proceed with the first drawdown/transaction between both Parties. This process must be completed ONCE for each Supplier the Framework Client engages with, but ONLY for the initial transaction/order. In order to activate the Framework Agreement, Framework Clients and Framework Members (Suppliers) should sign and counter-sign this form and keep it on record as proof of activation of the Framework Agreement. You have the option to insert an end date in the NAGF form, if an end date is not included the NAGF arrangement will conclude on Framework expiry. Please refer to folder two within the Rollout pack.
2. Option 2 – Contract. If you are entering into an ongoing supply arrangement as a result of a mini competition or quotation process which is over a recurring purchase or a supply arrangement over a set duration of time. Ensure the contract detail is included and issued to the supplier for signing, then the Contracting Authority counter-signs, returns to the supplier and keeps a record of the contract. Please refer to folder two within the Rollout pack.
3. Please note that the User Confidentiality Agreement needs to be completed and signed by both parties for both options.
4. Record keeping is of vital importance, as all Public sector spend is auditable. Please ensure to keep a record of all NAGF forms, Confidentiality Agreements and Contracts. Reference to the framework title should be made in any associated Purchase Order and kept on file for future audit record purposes.

Supplier Contact Details

Please refer to the Supplier contact details excel document.

Contact Us

If you have any questions about the LA2332F Multi Supplier Framework for Supply of Laboratory & Medical Gases & Accessories or would like to know more, please contact us at the following:



info@educationprocurementservice.ie

+353 (0)61 233715

Education Procurement Service

Unit 10, IBC - Block 2,

University of Limerick,

Castletroy,

Limerick.