



User Guide

LA2691F Multi-Supplier Framework Agreement for the Supply of Laboratory and Research Consumables and Equipment



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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 numerous Laboratory and Research Consumables and Equipment, 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 access suitable products quickly and easily.

This Multi-Supplier Framework reduces the time and cost associated with procurement by offering an agreement that has already been competitively tendered for.

Why use this Framework?

Framework Benefits

- *Easy access to preselected suppliers*
- *Best pricing*
- *Easy drawdown options*
- *Flexibility*
- *Best practice procurement*
- *Agreed terms and conditions*
- *Efficiency*
- *Value for money*
- *Quality of products and services*
- *Value added services.*

The Procurement of Laboratory and Research Consumables and Equipment can take significant time and money, both for the awarding authority and service provider.

The Multi Supplier Framework for the Supply of Laboratory and Research Consumables and Equipment 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 and Research Consumables and Equipment at the best possible price.

The main benefits include:

Easy access to pre-selected, suppliers

The framework provides an easy access route to pre-selected suppliers & prices that are best placed to deliver Consumables and Equipment 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 Consumables and Equipment requirements over a given period, thereby ensuring best pricing from suppliers for a range of core & non-core Consumables and Equipment products.

Easy drawdown mechanism

Public sector bodies can easily call off the products they require without running a formal tender process.

Lots 1 – 11 The framework provides a quick and compliant process to allow purchasing of a large range of Consumables and Equipment by Cascade, Quotation or Mini Competition call-off methods.

Lot 12 Purchasing from Lot 12 is by Quotation or Mini Competition call-off method.

Lot 13 Post Primary Schools Purchasing from Lot 13 is by Cascade, Quotation or Mini Competition call-off method.

Lot 14 Green sustainable products from Lot 14 can be purchased by direct drawdown or request quotations from appointed suppliers.

How were the suppliers chosen?

The EPS carried out in-depth research into Public Sector Body requirements for Consumables and Equipment. Following a significant market soundings/business intelligence exercise, the EPS received invaluable information from both users/researchers and suppliers. The EPS consultation period involved the publication of a Request for Information (RFI), one-to-one interviews with both buyers and suppliers to the marketplace, as well as the distribution of customised supplier/buyer questionnaires.

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

Account Management Requirements

Tenderers were evaluated under:

- Key Account Management Deliverables
- eCommerce

Delivery & Supply Requirements

Tenderers were evaluated under:

- Delivery
- Guaranteed Response Times

Service & Stock Requirements

Tenderers were evaluated under:

- Stockholding
- Distribution Hub Locations
- Returns Policy

Environmental, Sustainability & CSR Requirements

Tenderers were evaluated under:

- Environmental & Sustainability Policy
- Corporate Social Responsibility

Ultimate Cost

Tenderers were evaluated according to Mystery Basket Pricing submitted in combination with Delivery Charges. The traditional approach to evaluation of a category of spend such as laboratory consumables is a Basket Evaluation approach where a list of products is provided to suppliers to price accordingly. A result of this pricing methodology is that target discounting occurs on the list of products provided.

By using the Mystery Basket Items approach suppliers presented their best overall price offering for all products in each relevant Lot to attain as many marks as possible under the Cost Criteria.

Who can use the Framework?

The Multi-Supplier Framework for the Supply of Laboratory and Research Consumables and Equipment can be availed of by the following Public Sector Bodies, and 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 Laboratory and Research Consumables and Equipment Framework has 14 Lots covering a vast offering of products to the laboratory environment.

What products and services are covered by this framework?

Lot Number	Lot Description
Lot 1	Lot 1 Plastics Major PCR (Multi-well plates, tubes, sealing film, strips, and lids), spreaders & Loops/Petri Dishes/ Reservoirs/ Weigh Boats, etc.
Lot 2	Lot 2 Tissue Culture Flasks/ Tubes/ Dishes/ Multiwell plates/ Roller bottles/ Cell Scrapers and lifters/ Cell culture surfaces and inserts, etc
Lot 3	Lot 3 Centrifuge Bottles, Tubes & Containers (Sterile and non-sterile) Centrifuge Bottles/Centrifuge tubes, Caps/Tubes (Inc. micro centrifuge tubes)/ Containers/ Pots/ Cylinders - Plastic/Vials (including cryogenic vials)/Bottles/Universals – Plastics, Cling film, tin foil, Para film/Autoclave bags/Tapes and Labels, etc.
Lot 4	Lot 4 Filter Paper & Membrane Filter paper/ Membranes (nitrocellulose, PVDF and Nylon)/ Blotting paper & Benchkote/ Filtration units, cartridges, etc.
Lot 5	Lot 5 Histology & Microscopy Glassware Coverslips/ Slides/ Pens/ Mounting medium/ Cassettes/Scalpels/ Blades (Microtome, etc.)
Lot 6	Lot 6 Laboratory Glassware & Bottles Beakers/ Measuring Cylinders/ Universals - Glass/ Bottles/ Caps/ Flask/ Pasteur pipettes, etc
Lot 7	Lot 7 Storage Boxes, Racks Racks/ Storage boxes/ Trays/ Tube holders, etc.
Lot 8	Lot 8 Syringes, Needles and Blood Collection Syringes/ Needles/ Vacutainers & Blood collection tube, etc.
Lot 9	Lot 9 Disposable Pipettes & Tips Disposable Pipettes (including aspirating pipettes)/ Tips/ Pastettes, etc.
Lot 10	Lot 10 Chromatography Consumables Columns/ Tubing/ Plates/ Syringes/ Paper/ Sample Prep/ Vials & Wells/ Parts & Accessories including nuts, ferrules and adapters, etc.
Lot 11	Lot 11 Laboratory Gloves Nitrile, Vinyl, Latex, Chemical Resistant, Cleanroom, Knotted, Glove Liners, etc.
Lot 12	Lot 12 Laboratory and Research equipment below the value of €10,000 ex.VAT Safety Cabinets/ Water baths/ Centrifuge/ Ovens/ Balances/ Benchtop Apparatus/ Incubator/ Vortex Mixer/ Hotplate/ Stirrers Mixers/ Meters/ Pumps/ Chillers/ Power Supplies/ Pipettes/ Deionizers/ Fridges/ Freezers/ Measuring Apparatus, Calipers, etc.
Lot 13	Lot 13 Laboratory Consumables, and Laboratory Equipment below the value of €10,000 ex.VAT, for Post Primary Schools Laboratory Plastics, Glassware, Bottles, Paper, Tongs, Spoons, Tubing, Gloves, Storage boxes, Racks, Stands, and Laboratory Equipment below €10k (Cabinets/ Water baths/ Centrifuges/ Ovens/ Furnaces/ Balances/ Benchtop Apparatus/ Incubators/ Mixers/ Hotplates/ Stirrers Mixers/ Meters/ Pumps/ Chillers/ Power Supplies/ Pipettes/ Deionizers/ Fridges/ Freezers/ Measuring Apparatus & Calipers/ Bench Lamps/ Thermometers/ Visualisers/ Sensors/ Microscopes/ Microwaves/ Spectroscopes/ Glasswashers/ Propagators/ Clinostats/ Cameras/ Probes
Lot 14	Lot 14 Green sustainable product options Suppliers provided green sustainable product options as alternatives to their approved Lot listings.

[Please refer to the EPS with any specific questions regarding products covered under this Agreement.](#)

Who can provide products and services under this Framework?

There are 12 suppliers admitted as members to this Framework.

To be appointed to the Framework, suppliers have demonstrated they have the right expertise, capacity and product range to provide these goods and related services.

The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

Full pricing and product details by suppliers and by lot are available to framework clients upon framework activation at public sector body level.

Lot 1 Plastics Major	
1	Scientific Laboratory Supplies (SLS)
2	Carl Stuart
3	Sarstedt
4	Cruinn
5	Medical Supply Company (MSC)

Lot 2 Tissue Culture	
1	Medical Supply Company (MSC)
2	Accuscience
3	Cruinn
4	Sarstedt
5	Fisher Scientific

Lot 3 Centrifuge Bottles, Tubes & Containers	
1	Carl Stuart
2	Scientific Laboratory Supplies (SLS)
3	Fisher Scientific
4	Sarstedt
5	Cruinn

Lot 4 Filter Paper & Membrane	
1	Scientific Laboratory Supplies (SLS)
2	Carl Stuart
3	Cruinn
4	Fisher Scientific
5	Lennox

Lot 5 Histology & Microscopy Glassware	
1	Carl Stuart
2	Scientific Laboratory Supplies (SLS)
3	Medical Supply Company (MSC)
4	Fisher Scientific
5	Cruinn

Lot 6 Laboratory Glassware & Bottles	
1	Scientific Laboratory Supplies (SLS)
2	Carl Stuart
3	Cruinn
4	Fisher Scientific
5	Accuscience

Lot 7 Storage Boxes & Racks	
1	Sarstedt
2	Carl Stuart
3	Accuscience
4	Cruinn
5	Scientific Laboratory Supplies (SLS)

Lot 8 Syringes, Needles & Blood	
1	Scientific Laboratory Supplies (SLS)
2	Carl Stuart
3	Sarstedt
4	Fisher Scientific
5	Cruinn

Lot 9 Disposable Pipettes & Tips	
1	Sarstedt
2	Cruinn
3	Carl Stuart
4	Medical Supply Company (MSC)
5	Scientific Laboratory Supplies (SLS)

Lot 10 Chromatography Consumables

1	Scientific Laboratory Supplies (SLS)
2	Fisher Scientific
3	Agilent
4	Cruinn
5	Carl Stuart

Lot 11 Laboratory Gloves

1	Carl Stuart
2	Fisher Scientific
3	Scientific Laboratory Supplies (SLS)
4	Cruinn
5	Lennox

Lot 13 Post Primary Schools - Consumables & Equipment

1	Scientific Laboratory Supplies (SLS)
2	Carl Stuart
3	Cruinn

Lot 12 Laboratory Equipment below €10,000

Accuscience Ireland Ltd
Carl Stuart Ltd
Cruinn Diagnostics
Davidson & Hardy Ltd
Fisher Scientific Ireland Ltd
Lennox Laboratory Supplies Ltd
Mason Technology Ltd
Medical Supply Company Ltd
Premier Scientific Ltd
Scientific Laboratory Supplies

Lot 14 Green Sustainable

Carl Stuart Ltd
Cruinn Diagnostics
Davidson & Hardy Ltd
Fisher Scientific Ireland Ltd
Medical Supply Company Ltd
Premier Scientific Ltd
Sarstedt
Scientific Laboratory Supplies

How to Purchase?

Framework Client Activation Process

1. Contact EPS to express interest in using the Framework.
2. EPS issues rollout folder.
3. Complete NAGF with suppliers.
4. EPS provides the Pricing Documentation.
5. Drawdown from 1st ranked Tenderer or conduct a competitive process using Quotation or Mini-Competition (Self-Serve is available for this framework).
6. Finalise procurement & document the process.

Purchasing goods in an easy, flexible, and simple manner is a core element of the Framework. The nature of the requirement will determine the most appropriate route to adopt.

Client Activation Process

To purchase goods from the Consumables and Equipment Framework on an ongoing basis, Framework Clients (Public Sector Bodies) will need to follow the step-by-step process below to ensure compliant activation:

1. Framework Clients should contact the EPS to express interest in using this Framework Agreement as their basis for procuring Laboratory/Research Consumables and Equipment (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 NAGF with each supplier for their required Lot(s).
 3. The EPS will co-ordinate the distribution of pricing and promotion information in consultation with Procurement & Contracts Offices (PCO's) in Public Sector Bodies. **(The NAGF need only be completed once for each supplier)**
4. Framework clients should then take time to assess the Rollout File and associated pricing files issued by the EPS.
 5. Evaluate your requirements and assess the best form of arrangement required. For example,
 - a. I need a small quantity of goods which are a one-off requirement. (**Cascade** drawdown method would be the most suitable, engage with the 1st ranked tenderer in the relevant Lot).
 - b. I need a medium/large quantity of goods which are a one-off requirement. (Requesting **Quotations** from ALL the appointed suppliers in the relevant Lot).
 - c. I need to facilitate a recurring order of a large quantity of goods. (Requesting Quotations from ALL the appointed suppliers in the relevant Lot or running a **Mini-Competition** between all appointed suppliers in the relevant Lot).
 6. If availing of Mini-Competition, **Self-Serve** is available for this framework. Please contact the EPS for information on Self-Serve.
 7. Document and record your supplier engagement for audit purposes. Ensure reference to the Framework LA2691F and relevant Lot are included.

Activating Contracts

Activating Contracts

There are two options available to activate contracts for the purchase goods from the Consumables and Equipment Framework.

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 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.

To activate the Framework Agreement, Framework Clients, and Framework Members (Suppliers) should sign and countersign 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 2 within the EPS Framework Rollout pack.

2. **Option 2 – Contract**. If you are entering into an ongoing supply arrangement because of a mini competition (Self-Serve) or quotation process which is a recurring purchase or a supply arrangement over a set duration of time, ensure the goods contract is included and issued to the supplier for signing, then the Contracting Authority countersigns and returns to the supplier. Ensure to keep a record of the contract.

Please refer to Folder 2 within the EPS Framework Rollout pack.

3. **Record keeping** is of vital importance, as all Public Sector spend is auditable. Please ensure to keep a record of all NAGF forms and Contracts.

Reference to the framework title should be made in any associated Purchase Order and kept on file for future audit record purposes.

Contact Us

For further information about **LA2691F Multi Supplier Framework for the Supply of Consumables and Equipment** and to request the framework roll-out pack, please contact:

✉ info@educationprocurementservice.ie

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