



EDUCATION PROCUREMENT  
SERVICE (EPS)

AN tSEIRBHÍS UM SHOLÁTHAR  
OIDEACHAIS



## BE3508DPS User Guide

Dynamic Purchasing System (DPS) for Electrical  
Maintenance Services for the Education Sector

## Contents

<b>What is a Dynamic Purchasing System (DPS)?</b> .....	3
<b>Why Use This Dynamic Purchasing System?</b> .....	4
<b>What is the Duration of the DPS?</b> .....	5
<b>Who Can Use the DPS?</b> .....	5
<b>To be admitted to this DPS, Appointed Members Demonstrated they met the following selection criteria:</b> .....	6
<b>What Services are Covered by this DPS?</b> .....	7
<b>How do I access this DPS?</b> .....	8
<b>Completing your Tender Documents</b> .....	9
<b>Running a Self-Serve Competition</b> .....	11
<b>Insurances:</b> .....	12
<b>Contact Us</b> .....	13

## What is a Dynamic Purchasing System (DPS)?

The DPS approach promotes efficiency, flexibility, and value for money, while supporting small and medium-sized enterprises (SMEs) by lowering barriers to entry. In Ireland, DPS arrangements are commonly used for procurement consultancy services, energy efficiency projects, and other recurring or low-complexity requirements

A Dynamic Purchasing System (DPS) is a two-stage procurement arrangement to establish a panel of suitably qualified operators for the purpose of procuring goods and services. The EPS has established this DPS to assist the Education public sector bodies (PSBs) in the procurement of Electrical Maintenance Services. A DPS differs from a framework whereby a potential supplier may apply to join the DPS at any stage during the lifetime of the DPS.

The DPS approach promotes efficiency, flexibility, and value for money, while supporting small and medium-sized enterprises (SMEs) by lowering barriers to entry. **Stage 1 – Qualifying**

The EPS reviews and evaluates all applications received to ensure all DPS members possess the appropriate professional, technical and financial standing required to provide the services. There is no limit to the number of DPS members

### **Stage 2 – Invite to Tender**

With the assistance of EPS, a DPS client runs an Invite to Tender to award a Services Contract. All DPS members are invited to submit a tender for stage 2 conducted under the DPS.

## Why Use This Dynamic Purchasing System?

This DPS Agreement is specifically designed to allow Education public sector bodies (PSBs) to procure Electrical Maintenance Services in a compliant and timely manner.

**Flexibility:** This DPS Agreement reduces the time and cost associated with a full procurement exercise, which in turn allows you to be more flexible

**Best Practice:** The successful providers on this DPS Agreement have been subject to a rigorous onboarding process, ensuring that they offer the scope and quality of services you require

**Efficiency:** The DPS Agreement removes the need for you to conduct full tender exercises or lengthy service provider evaluations, saving the time and costs associated with procurement.

## What is the Duration of the DPS?

The DPS commenced on 2<sup>nd</sup> of March 2026 and will run for five (5) years with an option to extend the Term for a period of up to 2 (two) years.

- Valid From: 29<sup>th</sup> of January 2026
- Expiry Date: 29<sup>th</sup> of January 2033 (should all extensions be activated)

## Who Can Use the DPS?

1. Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology, and members of the Education Procurement Service).
2. 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.

## To be admitted to this DPS, Appointed Members Demonstrated they met the following selection criteria:

### **Financial & Economic Standing:**

- Insurances;
- Tax Compliance;
- Financial Capacity.

### **Technical and Professional Ability:**

- Company Information & Capacity;
- Health & Safety policy and statement;

### **Professional Qualifications;**

- That my organisation is a Registered Electrical Contractor with an Electrical Safety Supervisory Body (Safe Electric) as appointed by the Commission for Regulation of Utilities (CRU).

- References from experience of previous contracts;
- Environmental.

## What Services are Covered by this DPS?

The relevant categories associated with services for the above lots may include but not limited to:

- Planned and reactive maintenance repairs
- Testing, inspection, and certification
- Emergency call-out services
- Periodic electrical inspection reports
- Provide ongoing maintenance/service
- Routine electrical maintenance

**Please note that Fire Alarm and Electronic Security electrical maintenance services are excluded from this Dynamic Purchasing System (DPS). These are not covered within the scope of this DPS.**

The DPS for Electrical Maintenance Services covers a total of six (6) geographical lots.

Ref	Description
Lot Number	Geographical Locations
Lot 1	Dublin City and County
Lot 2	Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal
Lot 3	Cork, Limerick, Kerry, Clare, Tipperary
Lot 4	Waterford, Wexford, Carlow, Kilkenny, Offaly, Laois, Kildare, Wicklow
Lot 5	Meath, Louth, Monaghan, Cavan, Longford, Westmeath
Lot 6	<p>More than one geographical Lot (Covering Regional and Divisional Boundaries)</p> <p><b>Note to DPS Clients:</b> This lot should only be used where the procurement activity genuinely covers multiple regions or divisions e.g., TUS: Midwest's campuses, Limerick and Athlone, or ETBs: CMETB and LOETB. For single-region or single-division procurements, standard local lots should be used instead.</p>

## How do I access this DPS?

On each occasion that you wish to award a contract for the services covered by this DPS, you must run a Stage 2 Request For Tender (“RFT”). To access the services, download and complete the Request for Tenders (RFT) and Tender Response Document (TRD) that are available by contacting the EPS at [info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie).

The RFT and TRD are presented in a standardised format and are designed to make it easy for you to define the services you require. The RFT must clearly state the scope, budget and requirement of the service required and any specific terms and conditions of the required contract.

### Summary of process steps:

- Step 1.** Consult with your local procurement to confirm Stage 2 Invitation to Tender as the ideal drawdown for your requirement.
- Step 2.** Your procurement representative will then complete a PSR (Procurement Support Request) with you, referencing the relevant DPS.
- Step 3.** The completed PSR is issued to the OGP (Office of Government Procurement) for review.
- Step 4.** This will then be forwarded to EPS who will accept the request and assign a project lead.
- Step 5.** Your project lead will guide you through the tender process and provide tender templates.
- Step 6.** Your project lead will provide access to the relevant DPS on eTenders so that your tender can be uploaded and published.
- Step 7.** On the completion of the stage 2 tender process, a CAN notice **must** be published, once this step is completed a copy of the CAN notice is forwarded to the EPS project lead for completion and closing out of the project.



## Completing your Tender Documents

Should you wish to run a Self-Serve Competition, you will need to submit a PSR. Once submitted, the EPS will provide you with Request for Tender (RFT) templates to guide you in your Stage 2.

These Documents include:

Self-Serve Guidance	RFT	TRD	Appendix 2	Appendix 4	Appendix 7
This template will guide you through accessing self-serve on eTenders and creating a competition.	This template contains all required instructions to tenderers and conditions of the tender.	This template will assist in putting your award criteria and specification together. It will also include supplier guidance and scoring methodology.	This template will guide you on putting together an appropriate pricing schedule for your requirement.	This template contains the contract which will be completed between you and the winning tenderer following award.	This template contains the Confidentiality Agreement which will be completed between you and the winning tenderer following award.

An RFT will be issued to all DPS Members, and this will set out:

- the scope and term of the contract to be awarded,
- the deadline (date and time) for the receipt of the response to stage 2 RFT taking into account the complexity of the contract and the time needed to prepare an appropriate submission. Responses received after the deadline will not be considered.
- the pricing requirements of the contract.
- the special conditions (if any) that apply to the Contract in addition to those published with the RFT.
- how the criteria will be weighted, DPS Clients can decide their weightings based on the ranges below. The total award criteria should equal 1000 marks (i.e. 100%).
- The award criteria table included in the RFT will also ask Contracting Authorities to state a 60% minimum score for each weighting, i.e. suppliers will need to achieve a minimum of 60% for each criterion.

Award Criteria	Weighting (Range)
Resource Profile	0% - 70%
Technical Merit	0% - 70%
Customer Service & Contract Management	0% - 70%
Account Management	0% - 70%
Social, Sustainability & Environmental Criteria <i>Note: This criteria heading is a mandatory requirement and MUST be included at stage 2.</i>	5% - 40%
Ultimate Cost	10% - 90%

Please refer to the award criteria above for Stage 2. Note that only Environmental & Corporate Social Responsibility along with Ultimate Cost are mandatory requirements; the other criteria listed can be used if desired. All other areas of these templates and can be adjusted to your needs or special conditions.

## Running a Self-Serve Competition

The DPS Client and the Contracting Authority shall not be responsible for any costs incurred by the Supplier in the preparation of a Response to Stage 2 - RFT

Once your tender documents are complete, please refer to the '*EPS Self-Serve Guidance*' (separate document), to guide you on accessing the self-serve platform and publishing your competition.

The steps below outline the tendering process to follow for a Self-Serve.

### Step 1: Issue invitation to Tender

The tenderer must issue an RFT on the appropriate lot. All Suppliers onboarded to this lot will then receive an automatic invite to tender. The RFT must clearly outline how and when Suppliers must respond to the RFT.

### Step 2: Evaluate Responses

Following your submission deadline, you can go ahead and download your submissions and proceed to evaluation. This evaluation must be completed according to the published award criteria and scoring methodology within your RFT. The evaluation report must include specific, impartial and objective comments to justify the scores given. These comments should be used to provide feedback to unsuccessful suppliers and a record kept for audit purposes.

### Step 3: Award Tender

To award a contract you will need to draft letters to the successful and unsuccessful tenderers. The successful tenderer must receive their scoring breakdown along with any further information required as to the next steps. The unsuccessful tenderer must receive a scoring breakdown in relation to the scores of the winning tenderer. They must also receive clear comparative information on all areas in which they were scored below the winning tenderer while providing a voluntary non-mandatory standstill period.

### Step 4: Complete Service Contract

Once the submitted tenderers have been notified and standstill concluded, the DPS Client may then proceed to complete the published Appendix 4 Service Contract with the winning tenderer. When this is in place DPS Clients must ensure that the competition on the Self-Serve platform has been progressed and correctly awarded.

## Insurances:

The successful Tenderer(s) have provided the following insurances for the term of this DPS and any Service Contract award.

Type of Insurance	Indemnity Limit
Employer's Liability	€13 million limit for any one claim or series of claims arising out of a single occurrence
Public Liability	€6.5 million limit for any one claim or series of claims arising out of a single occurrence
Product Liability	€6.5 million for any one occurrence and in the aggregate per insurance year
Professional Indemnity	<p><b>*If required by the DPS Client at stage 2.</b></p> <p>€1 million - on an 'each and every claim' basis or the value of the contract if greater than €1 million</p>

**\* If required by the DPS Client at Stage 2**, insurance shall be placed with an insurer authorised to transact business in Ireland (or within the EU under the freedom of Services Directive)

## Contact Us

For further information about the DPS to get up on the self-serve, please contact:  
[info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie).

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