



EDUCATION PROCUREMENT  
SERVICE (EPS)

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OIDEACHAIS



# LA3535F User Guide

Multi Supplier Framework Agreement for the  
Provision of Services for the Collection and Disposal  
of Hazardous Waste for Laboratory and Research.

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## What is a Framework Agreement?

Multi-Supplier Framework Agreement for the Provision of Services for the Collection and Disposal of Hazardous Waste for Laboratory and Research.

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 for the Provision of Services for the Collection and Disposal of Hazardous Waste, 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?

The Procurement of Services for the Collection and Disposal of Hazardous Waste can take significant time and money, both for the awarding authority and service provider.

**Easy access to pre-selected, suppliers:** The framework provides an easy access route to pre-selected suppliers & prices that are best placed to deliver Hazardous Waste Services to Public Sector customers.

**Best Pricing:** Because the public sector is speaking as one voice by going to market collectively, it enables Framework Clients to aggregate Hazardous Waste requirements over a given period, thereby ensuring best pricing from suppliers for a range of Hazardous Waste Services and products.

**Easy drawdown mechanism:** Public sector bodies can easily call off the products they require under €50k or run their own Self-Serve Mini Competition over €50k customers.

## How Were the Suppliers Evaluated?

The EPS carried out in-depth research into Public Sector Body requirements for Services for the Collection and Disposal of Hazardous Waste. Following a significant market soundings/business intelligence exercise, the EPS received invaluable information from both users and suppliers. The EPS consultation period involved the publication of a Pre Market Consultation (PMC) to the supply base, consultations with both buyers and suppliers to the marketplace, as well as the distribution of as well as the distribution of customised buyer questionnaire.



## What is the Duration of the Framework?

The Framework commenced on 23<sup>rd</sup> February 2026 and will run for two (2) years with an option for two (2) twelve (12) month extensions.

- Valid From: 09<sup>th</sup> March 2026
- Expiry Date: 09<sup>th</sup> March 2030 (should all extensions be activated)

## Who Can Use the Framework?

The Multi-Supplier Framework for the Provision of Services for the Collection and Disposal of Hazardous Waste can be availed of by the following Public Sector Bodies, and associated departments:

Government	Health	Education	Defence
<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> </ul>	<ul style="list-style-type: none"> <li>• Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology and members of the Education Procurement Service).</li> <li>• 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 .</li> </ul>	<ul style="list-style-type: none"> <li>• An Garda Síochána (Police)</li> <li>• The Irish Prison Service</li> <li>• The Defence Forces</li> </ul>

## What Products and Services are Covered by this Framework?

The Multi-Supplier Framework Agreement for the Provision of Services for the Collection and Disposal of Hazardous Waste covers any Services or related Consumable Products, catering for Laboratory and Research.

Lot	Lot Description																																						
Lot 1	<p><b>Provision of Services for the Collection and Disposal of Hazardous Waste</b></p> <p><i>Including: Any services relating to the packing, storage, collection, segregation and disposal of Hazardous Waste. This framework can also include related services and charges including pick up, administration, training and consumables.</i></p> <p><i>The classes of Waste and services/goods included under this framework can include but are not limited to the following:</i></p> <table border="1" data-bbox="244 817 1453 1861"> <thead> <tr> <th>Class</th> <th>Waste</th> </tr> </thead> <tbody> <tr> <td>UN Class 1</td> <td>Explosive Substances and Articles</td> </tr> <tr> <td>UN Class 2</td> <td>Gases</td> </tr> <tr> <td>UN Class 3</td> <td>Flammable Liquids</td> </tr> <tr> <td>UN Class 4.1</td> <td>Flammable Solids, Self-reactive substances, polymerizing substances and Solid Desensitized Explosives</td> </tr> <tr> <td>UN Class 4.2</td> <td>Substances Liable to Spontaneous Combustion</td> </tr> <tr> <td>UN Class 4.3</td> <td>Substances which, in contrast with water, emit flammable Gases</td> </tr> <tr> <td>UN Class 5.1</td> <td>Oxidising Substances</td> </tr> <tr> <td>UN Class 5.2</td> <td>Oxidising Peroxides</td> </tr> <tr> <td>UN Class 6.1</td> <td>Toxic substances</td> </tr> <tr> <td>UN Class 6.2</td> <td>Infectious Substances</td> </tr> <tr> <td>UN Class 7</td> <td>Radioactive material</td> </tr> <tr> <td>UN Class 8</td> <td>Corrosive substances</td> </tr> <tr> <td>UN Class 9</td> <td>Miscellaneous dangerous substances and articles</td> </tr> <tr> <td></td> <td>Ad Hoc Services (Emergency situations, site visits and full lab disposal)</td> </tr> <tr> <td></td> <td>Non-hazardous wastes that are not appropriate for domestic waste route</td> </tr> <tr> <td></td> <td>Additional Services (packing, segregation)</td> </tr> <tr> <td></td> <td>Categorisation and packing of non-routine waste clear outs</td> </tr> <tr> <td></td> <td>Consumables</td> </tr> </tbody> </table>	Class	Waste	UN Class 1	Explosive Substances and Articles	UN Class 2	Gases	UN Class 3	Flammable Liquids	UN Class 4.1	Flammable Solids, Self-reactive substances, polymerizing substances and Solid Desensitized Explosives	UN Class 4.2	Substances Liable to Spontaneous Combustion	UN Class 4.3	Substances which, in contrast with water, emit flammable Gases	UN Class 5.1	Oxidising Substances	UN Class 5.2	Oxidising Peroxides	UN Class 6.1	Toxic substances	UN Class 6.2	Infectious Substances	UN Class 7	Radioactive material	UN Class 8	Corrosive substances	UN Class 9	Miscellaneous dangerous substances and articles		Ad Hoc Services (Emergency situations, site visits and full lab disposal)		Non-hazardous wastes that are not appropriate for domestic waste route		Additional Services (packing, segregation)		Categorisation and packing of non-routine waste clear outs		Consumables
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# Who Can Provide Products and Services Under this Framework?

There are 4 suppliers admitted as members to this Framework.

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

The table below outlines the suppliers appointed to this framework and their ranking within each Lot.

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

To promote value for money the Suppliers were ranked on the basis of the total score of their Tender submitted. The tables below outline the suppliers appointed to each Lot and their ranking within each Lot.

Lot 1 Provision of Services for the Collection and Disposal of Hazardous Waste
1. SRCL T/A Stericycle 2. Enva Ireland Limited 3. OCon Chemicals Ltd 4. Soltec (Ireland) Limited

## How do I Access the Roll Out Pack?

### Framework Client Activation Process:

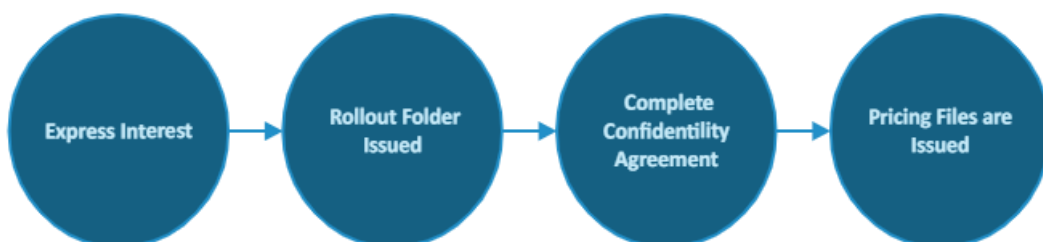
Purchasing goods in an easy, flexible, and simple manner is a core element of the Framework. The nature of the requirement will determine the most appropriate route to adopt.

**Step 1.** Contact EPS to express interest in using the Framework on [info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie).

**Step 2.** EPS issues rollout folder.

**Step 3.** Complete a Confidentiality Agreement form with all Suppliers.

**Step 4.** EPS provides the Pricing Documentation in consultation with your local Procurement & Contracts Offices.



## How do I Drawdown from this Framework?

Once you have examined the pricing, you can proceed to drawdown from the Framework. There are three drawdown mechanisms available to you on this framework.

### Cascade Method

When the Cascade method is used to procure services, the highest-ranked Supplier on the lot will be contacted first to deliver the required goods. If the first-ranked supplier is unable to fulfil the request, due to unavailability, inability to meet the required timelines, or underperformance, the request will automatically be passed to the next ranked supplier in descending order. When the Goods Contract/Purchase Order is completed between the Framework Client and the Supplier, the contract is formed.

### Mini Competition/ Self-Serve

The Mini Competition method can be achieved by using the Self-Serve platform on eTenders. Mini Competitions are an effective way of putting a contract in place which requires extra technical detail or long term recurring requirements. To initiation the process you must first raise a PSR with the OGP, EPS will then provide the required competition templates within the roll out pack, which you will then complete according to your requirements.

When the Mini Competition method is used to call off the service, each Supplier appointed to the Framework will be invited to an open competition on the Self-Serve eTenders platform. They will then be able to access your Supplementary Request for Tender (SRFT) documentation and submit a response. Framework clients will then proceed to evaluate the response and award the competition. When the Goods Contract is completed between the Framework Client and the Supplier, the contract is formed. Further instruction on running a mini can be seen [below](#).

### Request for Quotation Method/RFQ

The Request for Quotation allows framework clients to generate quick price comparisons on the goods required. This method gives clients opportunity to achieve further discount on the original ceiling prices offered. EPS will provide a template for creating an RFQ within your roll out pack.

When the Request for Quotation method is used to procure services, all Suppliers appointed to the Framework will receive a Request for Request for Quotation (RFQ) via email, the preferred method of communication. Suppliers must submit their RFQ responses by the specified deadline date and time. Framework clients can then evaluate the responses and progress with the most suitable Request for Quotation. Once the evaluation is complete, all tenderers who submitted a response will be notified of the outcome via email. When the Goods Contract/Purchase Order is completed between the Framework Client and the Supplier, the contract is formed. Further instructions on completing an RFQ are included [below](#).

## How does the Pricing Work?

Pricing for this Framework is open for review Annually.

Onboarded Suppliers are free to submit updated product and price reviews on an annual basis. Should you sign up to this framework agreement, any changes in relation to this will be communicated by EPS by the end of March annually. Prices issued by EPS are ceiling prices and should not be exceeded by Suppliers.

If during the price review process Suppliers exceed the percentage by which the relevant Price Index has increased, the EPS reserve the right to query these increases and remove the Supplier from the Framework should it be deemed necessary.

## How do I Use an RFQ?

If you are looking for an efficient method to easily benchmark one Supplier to another for a particular requirement, then an RFQ may be the best approach to take.

An RFQ is generated using the Request for Quotation drawdown method available on this framework. Should you wish to complete an RFQ, you will find the relevant templates in your roll out pack, which are provided by EPS following [client activation](#). Once this is complete, you will proceed to email your RFQ to ALL suppliers appointed to the relevant lot. EPS will provide the contact information. Suppliers must provide a response within your requested timelines. Once your responses have been submitted, you are then free to evaluate and proceed to award to the most economically advantageous tender.







## Completing your Tender Documents

Should you wish to run a Self-Serve Competition, you will find Supplementary Request for Tender (SRFT) templates to guide you in your Stage 2 Folder of the Roll out pack. This will be issued by EPS once you have completed [client activation](#).

These Documents include:

Self-Serve Guidance	SRFT Template	Appendix 1	Appendix 2	Appendix 6
<p>This template will guide you through accessing self-serve on eTenders and creating a competition.</p>	<p>This template contains all required instructions to tenderers and conditions of the tender.</p>	<p>This template will assist in putting your award criteria and specification together. It will also include supplier guidance and scoring methodology.</p>	<p>This template will guide you on putting together an appropriate pricing schedule for your requirement.</p>	<p>This template contains the contract which will be completed between you and the winning tenderer following award.</p>

An SRFT will be issued to all Framework Members in a Lot 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 the SRFT (“Response”) 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, Framework 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 SRFT 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)
Waste Management Deliverables	0%-80%
Method & Training	0%-80%
Environmental Responsibility & CSR Requirements	5%-100%
Ultimate Cost	10%-100%

Please refer to the award criteria above for Mini Competitions. Note that only Environmental Sustainability & CSR 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

Mini Competitions are an effective way of putting a contract in place which requires extra technical detail or long term recurring requirements.

Once your tender documents are complete, please refer to the “Self-Serve Guidance” file within your templates, 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 Mini Competition.

### Step 1: Issue invitation to Tender

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

### 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 SRFT. 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.

### Step 4: Complete Goods Contract

Once the submitted tenderers have been notified, the Framework Client may then proceed to complete the published Appendix 6 Goods Contract with the winning tenderer. When this is in place Framework Clients must ensure that the competition on the Self-Serve platform has been progressed and correctly awarded and moved to **award stage** on eTenders. EPS must be advised that this has been completed.

### Step 5: Complete Audit File

It is essential that all information relating to the process contains the original framework reference number and name. Ensure your full audit trail is compiled and stored correctly, note this must include a tender summary/cover report completed by the Framework Client.



## Supplier Contact Details

Please refer to the Supplier contact details excel document outlining supplier contact details and any online purchasing facility.

## Contact Us

For further information about LA3535F Multi-Supplier Framework Agreement for the Provision of Services for the Collection and Disposal of Hazardous Waste for Laboratory and Research and to request the framework roll-out pack, please contact:

[info@educationprocurementservice.ie](mailto:info@educationprocurementservice.ie)

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