



EDUCATION PROCUREMENT
SERVICE (EPS)

AN tSEIRBHÍS UM SHOLÁTHAR
OIDEACHAIS



LA3067DPS User Guide

Dynamic Purchasing System for the Supply of
Laboratory and Research Equipment to the Irish
Public Sector

Contents

What is a DPS?	3
Why Use This DPS?	3
How Were the Suppliers Pre-Evaluated?	4
What is the Duration of the DPS?	5
Who Can Use the DPS?	5
What Products are Covered by this DPS?	6
Who Can Provide Products Under this DPS?	8
How do I drawdown from this DPS?	8
What is Self-Serve?	8
How to Initiate the Stage 2 Invitation to Tender through Self-Serve	9
Completing your Tender Documents	10
Running a Self-Serve Competition	11
How can you be sure Selection Criteria is up to date?	13
Contact Us	13

What is a DPS?

Dynamic Purchasing System for the Supply of Laboratory and Research Equipment. This DPS is divided into Nineteen (19) lots.

DPS is particularly powerful for categories with frequent purchases and multiple suppliers, such as laboratory equipment—making it ideal for major spend areas.

A Dynamic Purchasing System represents a flexible procurement process designed specifically for recurring purchases of goods and services. Unlike traditional framework agreements, a DPS remains open throughout its lifetime, allowing new suppliers to join at any time.

This innovative approach enables organisations to run Stage 2 Invitation to Tenders for individual contracts, ensuring both agility in procurement and full regulatory compliance with public procurement rules.

Markets and supplier landscapes evolve rapidly—DPS adapts in real time, ensuring access to the latest innovations and competitive pricing. DPS also opens doors to SMEs and innovative suppliers throughout the DPS lifecycle, fostering competition and fresh perspectives.

Why Use This DPS?

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

Cost Savings: DPS ensures that suppliers are continuously providing the best value due to its competitive nature. It encourages suppliers to offer their most competitive terms, resulting in potential cost savings.

Innovation: Different suppliers bring different ideas and innovations to the table. This can result in more cutting-edge solutions, incorporating the latest advancements from various sources.

Continuous Onboarding: Once a DPS is ‘Live’, suppliers can apply at any time, should a supplier not qualify in initial application they have the opportunity to re-apply during the DPS lifetime. This reduces risk of interruption to supply and stagnation by continually offering new providers.

How Were the Suppliers Pre-Evaluated?

The EPS carried out in-depth research into Public Sector Body requirements for Laboratory Equipment. 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 and consultations with both buyers and suppliers to the marketplace. All onboarded suppliers were required to provide evidence of the following selection criteria.

Financial & Economic Standing Requirements

Insurances
Tax Compliance
Financial Capacity

Technical & Professional Ability

Company Information & Capacity
Quality Assurances Measures
Contract References
Environmental Considerations

Applicants Statement

Declaration as to Personal Circumstances of Applicant

Electronic European Single Procurement Document (eESPD)

What is the Duration of the DPS?

The DPS Stage 2 Self-Serve was established on 18th May 2026 and will run for five (5) years with an option for two (2) Twelve (12) month extension.

- Valid From: 18th May 2026
- Expiry Date: 18th May 2033 (should all extensions be activated)

Who Can Use the DPS?

The DPS for the Supply of Laboratory and Research Equipment can be availed of by the following Public Sector Bodies, and associated departments:

Government	Health	Education	Defence
<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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 Contracts) Regulations 2016 (Statutory Instrument 284 of 2016). 	<ul style="list-style-type: none"> • Contracting authorities which are Third Level Educational Institutions (including Universities, Technological Universities, Institutes of Technology and members of the Education Procurement Service) • 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 	<ul style="list-style-type: none"> • An Garda Síochána (Police) • The Irish Prison Service • The Defence Forces

What Products are Covered by this DPS?

The Laboratory and Research Equipment DPS covers a total of 19 Lots.

Lot Number	Lot Description	
Lot 1	Laboratory and Research Equipment This Lot will be used for any requirements that would combine more than one of the Lots 2-19, or example, systems of equipment or multi lot requirements.	
Lot 2	Autoclaves	<i>Including: Free-standing autoclaves, benchtop autoclaves, mediaclave</i>
Lot 3	Bioprocessing	<i>Including: Bioreactors, fermenters.</i>
Lot 4	Cabinets and Fume Hoods	<i>Including: Ducted biosafety cabinets, non-ducted biosafety cabinets, fume hoods, chemical storage cabinets, UV viewing cabinets</i>
Lot 5	Centrifuges	<i>Including: Bench-top, free-standing, and ultra-centrifuges.</i>
Lot 6	Chromatography and Chemical Analysis	<i>Including:</i> <ul style="list-style-type: none"> • <i>Gas Chromatography (GC) and Detectors – to include gas chromatograph including detectors: single quadrupole spectrometer, triple quadrupole spectrometer, flame ionisation detector.</i> • <i>Liquid Chromatography (HPLC) and Detectors – to include liquid chromatograph including detectors: single quadrupole spectrometer, triple quadrupole spectrometer, high resolution accurate mass, mass spectrometer detector, fluorescence detector, diode array detector, flash chromatography, preparative chromatography.</i> • <i>Ion Chromatography – to include ion chromatograph including detectors: pulsed amperometry, conductivity and ultraviolet detectors.</i> • <i>Inductively Coupled Plasma – to include ICP with mass spectrometer detector, ICP with optical emission spectrometry.</i> • <i>Chemical Analysers – to include chemical analysers, nitrogen/protein analysers, biochemical analysers, haematology analysers.</i>
Lot 7	Cold Storage	<i>Including: Refrigerated storage units, -80c freezers, cryo-freezers.</i>
Lot 8	ELISA Equipment	<i>Including: Readers, washers</i>
Lot 9	Heating Equipment	<i>Including: Furnaces, drying ovens, microwave digestors.</i>
Lot 10	Histopathology	<i>Including: Microtomes, staining machines, tissue processors, immuno-stainers</i>
Lot 11	Incubators	<i>Including: Cooling incubators, drop-down incubators, large free-standing incubators.</i>
Lot 12	Laboratory Printers	<i>Including: 3D Printers, label printers, printer accessories</i>
Lot 13	Liquid Handlers	<i>Including: Fully and semi-automated systems, sample dispensers</i>

Lot 14	Microscopy, High Resolution, Electron Beam, and Cell Imaging	<i>Including: Scanning electron microscopes (SEM), TEM, EDX, EELS, microscopes, fluorescent microscopes, cameras, confocal microscopes, flow cytometer, cell sorters, cell separators, cell analysers, X-ray, CT-scan, scanning acoustic microscopy, interferometry, 3D microscopes, confocal laser microscopes, advanced optical microscopes.</i>
Lot 15	Molecular Analysis, Nucleic Acid Analysers and Extraction Units	<p><i>Including:</i></p> <ul style="list-style-type: none"> • <i>Sequencers – including Sanger, NGS.</i> • <i>DNA Analysis - instruments including all Q/C for DNA and visualisation instruments.</i> • <i>DNA Extraction Units - all DNA extraction robots.</i> <p><i>Molecular Accessory Equipment – including fluorometers, DNA spectrophotometers, lab-chip bio-analysers, integrated gel electrophoresis systems.</i></p>
Lot 16	PCR	<i>Including: Thermocyclers including QPCR, LAMP, digital PCR.</i>
Lot 17	Photonics	<p><i>Including:</i></p> <ul style="list-style-type: none"> • <i>Semiconductor front-end processing - ALD, ALE, RIE, ICP etch, ion beam etch, pulsed laser deposition, plasma deposition, sputter tools, evaporators, furnaces, annealing ovens, laser spike anneal, PVD tools, SRD tools, SAT systems.</i> • <i>Semiconductor back-end processing - wafer grinders, wafer thinning equipment, wafer lapping equipment, CMP, wafer polishing systems, wafer planarization systems, mechanical dicing saws, laser dicing saws, wafer-tape mounting equipment, wafer bonders and de-bonders.</i> • <i>Semiconductor packaging and assembly - die pick and place equipment, solder ball placement systems, dispense equipment, wire bonders, flip-chip bonders, hermetic sealing systems, package welders, plastic moulding systems.</i> • <i>Mechanical Characterisation - tensile testers, shear testers, torque testers, indentation equipment, hardness testers, seal (hermeticity) testers, particle impact noise detection (PIND) testers, profilometers.</i> • <i>Ion Beam Tools - FIB, Ion beam mills</i> • <i>Materials Analysis - EDX, XRF, TXRF, FTIR, XPS</i>
Lot 18	Spectroscopy	<i>Including: Spectral Measurement Devices, Spectrometers, Spectrophotometers, Spectrographs, Spectral Analysers, FT-IR Spectroscopy, Raman Spectroscopy, FR-IR Microscopy, NIR Spectroscopy, UV-Vis Spectrophotometers, NMR, Polarimetry, Microanalysis, Plate Readers, Luminometers, Portable and Handheld Spectroscopy Devices.</i>
Lot 19	Water Purification	<i>Including: Water Polishers, Distilled Water Purification Unit.</i>

Who Can Provide Products Under this DPS?

There was a minimum of 5 suppliers required for each lot.

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

An up to date list will be provided to you upon acceptance of your PSR. Due to the dynamic nature of this arrangement, supplier lists are being updated on a continuous basis.

How do I drawdown from this DPS?

Purchasing goods in an easy, flexible, and simple manner is a core element of the DPS. All drawdowns on this DPS will be completed using a Stage 2 Invitation to Tender on the Self-Serve platform on eTenders and must be over a value of €50,000.

Stage 2 Invitation to Tender/ Self-Serve (over €50k)

The Stage 2 Invitation to Tender applies to all lots and can be achieved by using the Self-Serve platform on eTenders. This is an effective and compliant way of procuring goods requirements over €50k. To activate Stage 2, a PSR must be raised, EPS will then provide access to the DPS platform on eTenders where the standardised competition templates will be made available. These are designed to assist you in defining your requirements and for admitted DPS members to respond. The templates can then be completed and published on the relevant lot.

When the Stage 2 Invitation to Tender method is used to call off the service, each Supplier appointed to that Lot will be invited to an open competition once your documents are published. Suppliers will then be able to access your Request for Tender (RFT) documentation and submit a response. You will then proceed to evaluate the response and award the competition. Further instructions on running a Stage 2 Invitation to Tender can be seen below.

What is Self-Serve?

The self-serve procurement process for DPSs in the Irish public sector is a significant development aimed at enhancing efficiency, transparency, and cost-effectiveness.

The self-serve model empowers DPS clients to have a more active role in shaping their procurement process, aligning it with their unique requirements.

This approach streamlines the acquisition of goods, ensuring that government agencies and contracting authorities can access the necessary resources quickly while adhering to regulations and best practices.

Contracting Authorities can initiate the procurement process independently, through the original DPS on the eTenders platform, reducing the need for extensive administrative support from the EPS. They will be provided

with associated DPS documentation templates and will be able to define their requirements, set evaluation criteria, and manage the procurement timelines.

How to Initiate the Stage 2 Invitation to Tender through Self-Serve

The Education Procurement Service will facilitate support in a non-decision-making role.

Stage 2 Invitation to Tenders, run through the Self-Serve platform on eTenders, are open competitions advertised to all awarded Suppliers on a particular lot.

Once you have completed your pre market research, confirmed the value and identified the lot/s which hosts the goods and potential suppliers required, you can initiate the Self-Serve process simply by following the steps outlined below:

- Step 1.** Consult with your local procurement to confirm Stage 2 Invitation to Tender as the preferred 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 EPS coordinator.
- Step 5.** Your EPS coordinator will provide a guidance document as well as access to the DPS platform on eTenders which contains the relevant competition templates.
- Step 6.** You will then complete and publish your Invitation to Tender on the relevant lot.
- Step 7.** Submissions will then be evaluated and suppliers are issued notification letters.
- Step 8.** The competition is awarded on eTenders and a contract award notice is published.



Completing your Tender Documents

Should you wish to run a Self-Serve Competition, you will be provided a User Guide for Self-Serve to guide you as well as Request for Tender (RFT) templates to complete the competition.

These Documents include:

RFT Template	TRD Template	Appendix 2	Goods Contract	Confidentiality Agreement
This template contains all required instructions to tenderers and conditions of the tender. This is a sample and should be tailored to your own special conditions.	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 is a sample and can be tailored to your needs.	This template contains a goods contract which will be completed between you and the winning tenderer following award. This is a sample and can be tailored to your needs.	This template contains a confidentiality agreement which will be completed between you and the winning tenderer following award. This is a sample and can be tailored to your needs.

An RFT will be issued to all DPS Members in a Lot which 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 RFT (“Response”) taking into account the complexity of the contract and the time needed to prepare an appropriate submission
- 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)
Technical Merit	0% - 80%
Customer Support, Repair/Breakdown Requirements & Spare Parts	0% - 40%
Warranty	0% - 40%
Training	0% - 40%
Lead Time & Delivery	0% - 40%
Installation, Commissioning & Calibration	0% - 40%
Social, Sustainability & Environmental Criteria	10% - 40%
Ultimate Cost	10% - 60%

Please refer to the award criteria above for Stage 2 Invitation to Tenders. Note that only Social, Sustainability & Environmental Criteria along with Ultimate Cost are mandatory requirements; the other criteria listed can be used if desired. All other areas of these templates 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 an SRFT

Once your tender documents are complete, please refer to the “User Guide Self-Serve Guidance” file, provided by your EPS coordinator, 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 Stage 2 Invitation to Tender.

Step 1: Issue invitation to Tender

The tenderer must issue an RFT on the appropriate lot, for multi lot requirements Lot 1 must be used. 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.

Step 3: Award Tender

To award a contract you will need to draft notification letters to the successful and unsuccessful tenderers.

Step 4: Complete Goods Contract/ PO

Once the submitted tenderers have been notified, the DPS Client may then proceed to complete the Goods Contract/ PO with the winning tenderer..

Step 5: Complete your Contract Award Notice (CAN)

Once your contract/PO is in place with the winning tender, the DPS client must bring the competition to award stage on the eTenders platform and complete a contract award notice.

On contract completion the DPS client is expected to complete the stage 2 tender process on the eTenders platform including the publication of a contract award notice.

Step 6: Complete Audit File

It is recommended that all information relating to the Stage 2 procurement process is compiled and archived for future reference.



How can you be sure Selection Criteria is up to date?

Selection Criteria for this DPS is updated Annually.

Onboarded Suppliers are required to update selection criteria on an annual basis.

If, during this review process, Suppliers cannot provide the requested information, the EPS reserve the right to remove a supplier from the DPS.

Contact Us

For further information about LA3067DPS- DPS for the Supply of Laboratory and Research Equipment please contact:

info@educationprocurementservice.ie

+353 (0)61 233715

Education Procurement Service

Unit 10, IBC - Block 2,

University of Limerick,

Castletroy,

Limerick