



User Guide

LA2698F Multi Supplier Framework Agreement for the Supply of Electronic Components and Consumables



TABLE OF CONTENTS

	Page No.
What is a Framework Agreement?	3
Why use this Framework?	4
How were the suppliers chosen?	5
Who can use the Framework?	6
What products and services are covered by this framework?	7
Who can provide products and services under this framework?	8
How to purchase?	9
Activating Contracts	10
Contact us	11



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 Electronic Components and Consumables, 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 Electronic Components and Consumables can take significant time and money, both for the awarding authority and service provider.

The Multi Supplier Framework for the Supply of Electronic Components and Consumables 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 Electronic Components and Consumables 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 and prices that are best placed to deliver Electronic Components and Consumables 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 requirements over a given time period, thereby ensuring best pricing from suppliers for a range of Electronic Components and Consumables products.

Easy drawdown mechanism

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

Lots 1 – 4 The framework provides a quick and compliant process to allow purchasing of a large range of Electronic Components and Consumables by Cascade, Quotation or Mini Competition call-off methods.

How were the suppliers chosen?

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:

- Key Account Management Deliverables
- E-Commerce

Delivery & Supply Requirements

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

- Delivery Requirements & Guaranteed Response Time

Service & Stock Requirements

Tenderer's Service & Stock was assessed and evaluated through:

- Stockholding, Distribution Hub Locations, & Returns Policy

Environmental, Sustainability & CSR Requirements

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

- Environmental & Sustainability Policy
- Corporate Social Responsibility

Ultimate Cost

Tenderer's Ultimate Cost was assessed and evaluated through:

- Notional Basket of Goods
- % Percentage blanket discount applicable to all catalogue listings under each relevant lot
- Delivery Charge

Who can use the Framework?

The Multi-Supplier Framework for the Supply of Electronic Components and Consumables 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.
7. The Defence Forces.

The Multi-Supplier Framework for the Supply of Electronic Components and Consumables has four (4) Lots covering a vast offering of products.

BACKGROUND

The EPS carried out in-depth research into Public Sector Body requirements for Electronic Components and Consumables. 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 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.

What products and services are covered by this framework?

Lot Number	Lot Description
Lot 1	Cables, Connectors, Consumables, Sensors, and Transducers
Lot 2	Tools and Test Equipment
Lot 3	Development Boards, Microcontrollers, Single Board Computers and Associated Components
Lot 4	Automation and Control

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 two 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 these goods identified in the associated lots. Two Suppliers have been appointed to this Framework.

Lots 1 - 4

The Suppliers admitted to these Lots were ranked based on the total score of their Tender submitted under the relevant lot and associated products. Note that the Notional Basket of goods listed on these Lots was 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.

LA2698F Multi-Supplier Framework Agreement for the Electronic Components and Consumables – Supplier Rankings		<u>% discount offered</u>
<u>Lot 1 - Cables, Connectors, Consumables, Sensors, and Transducers</u>		
1	Radionics Ltd T/A RS Ireland	20%
2	Premier Farnell Ltd	8%
<u>Lot 2 - Tools and Test Equipment</u>		
1	Radionics Ltd T/A RS Ireland	15%
2	Premier Farnell Ltd	8%
<u>Lot 3 - Development Boards, Microcontrollers, Single Board Computers and Associated Components</u>		
1	Radionics Ltd T/A RS Ireland	30%
2	Premier Farnell Ltd	6%
<u>Lot 4 - Automation and Control</u>		
1	Radionics Ltd T/A RS Ireland	25%
2	Premier Farnell Ltd	10%

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 Framework 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 Electronic Components and Consumables 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 Electronic Components and Consumables (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 framework 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.
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.
 7. Document and record your supplier engagement for audit purposes. Ensure reference to the Framework LA2698F and the relevant Lot are included in documentation.

Activating Contracts

Activating Contracts

There are two options available to activate contracts for the purchase goods from the Electronic Components and Consumables 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 the 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 over 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 the 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 **LA2698F Multi Supplier Framework for the Supply of Electronic Components and Consumables** and to request the framework roll-out pack, please contact:

✉ info@educationprocurementservice.ie

+353 (0)61 233715

Education Procurement Service
Unit 10, IBC - Block 2,
University of Limerick,
Castletroy,
Limerick