SPU
Schools Procurement Unit

Procurement Newsletter

ISSUE FIVE:
SEPTEMBER / OCTOBER 2017

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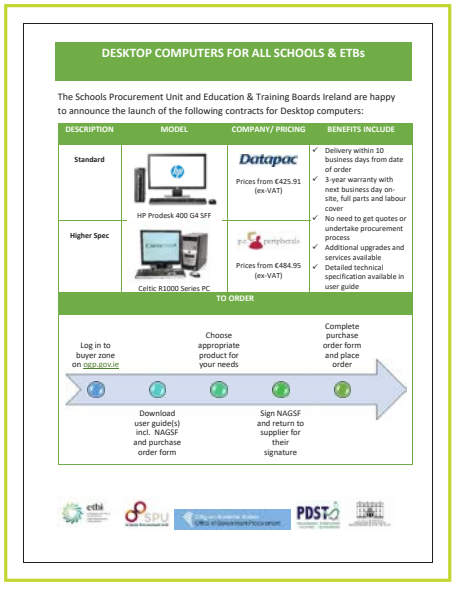
Electricity Supply for Schools – contract renewals

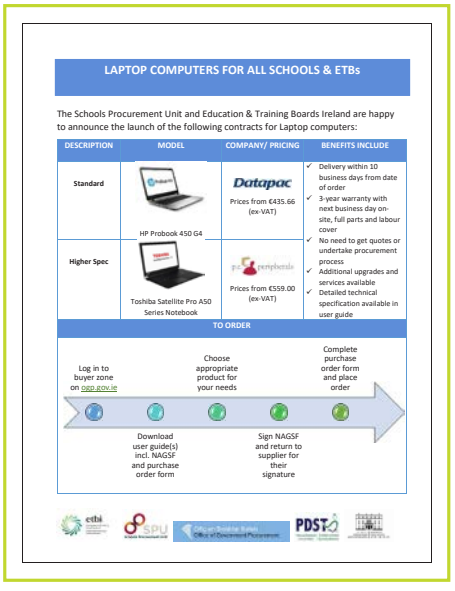
Towards the end of September 2017, the Office of Government Procurement (OGP) sent information and contract documents in relation to the appointment of a new electricity provider for all school currently under contract within the OGP bundle. Further notifications issued to these schools reminding them to sign (i) the goods contract; (ii) confidentiality agreement; and (iii) the account set up form, and send all three to the new provider, Energia (**smeAccountManager@energia.ie**) by the end of October 2017. Completing the administration process at this early stage facilitates the smooth transfer of school accounts from the current supplier to Energia by 1st May 2018, the commencement date of the new contract.

If you have any questions in relation to the renewal process or wish to add your school to the OGP bundle, please contact the OGP helpdesk on: 076 100 8000 or email them at **support@ogp.gov.ie**

PC's and Laptops for Schools

We are delighted to finally announce this new arrangement by which schools can directly order their PC and Laptop requirements. There is no procurement requirement because the procurement has already taken place on behalf of all schools. Simply identify which device meets your specific needs and order by the quantity you require.





For full access to the User Guide and the Order Forms, ensure you are registered as a 'Buyer' on **www.procurement.ie** and you will find the documents at this link - **https://bz.procurement.ie/contracts/4212**

News of the latest Frameworks available to schools

The Office of Government Procurement has recently concluded a number of new framework agreements which are available to all primary and post-primary schools for use. Full details of each framework, the range of goods and services covered and the defined draw-down mechanism is available to 'registered' buyers on **www.procurement.ie**. These details can to be found on the dedicated Schools page within the Buyer Zone on **www.procurement.ie**

Occupational Health Services - Lot 2 Travel Vaccinations and Consultation Services
https://bz.procurement.ie/contracts/4183

Purchasing Card Programmes
https://bz.procurement.ie/contracts/4144

Supply and Delivery of Catering Consumable and Disposable Products
https://bz.procurement.ie/contracts/4176

Multi Supplier Framework for the Provision of Confidential Shredding Services
https://bz.procurement.ie/contracts/4201

School Canteen Table Seating Units (see further details opposite)
https://bz.procurement.ie/contracts/4179

School Canteen Table Seating Units for Primary and Post Primary Schools

Schools can now order a range of School Canteen Table Seating Units in three sizes (8, 12, 16 seats) directly from the supplier. Images and Data-Sheets for each product can be found at **https://bz.procurement.ie/contracts/4179** in the "Further Information" section.

There are a number of stages to be followed to access the products: Prior to placing your first order with the supplier, you must complete, sign and email a signed "Notification to Activate Goods Form" (NAGF) to Peter Walsh & Sons (Manufacturing) Limited at **info@pwalshandsons.com** The supplier will sign it and return to you within five days. This will activate your account You can then order goods by emailing or telephoning Peter Walsh & Sons (Manufacturing) Ltd. Your request will be acknowledged and a site visit arranged to agree your requirements and your delivery schedule. Full details of this contract and how to use it are available here **https://bz.procurement.ie/contracts/4179**

Online ordering - Electrical Goods
(White Goods and Small Appliances)

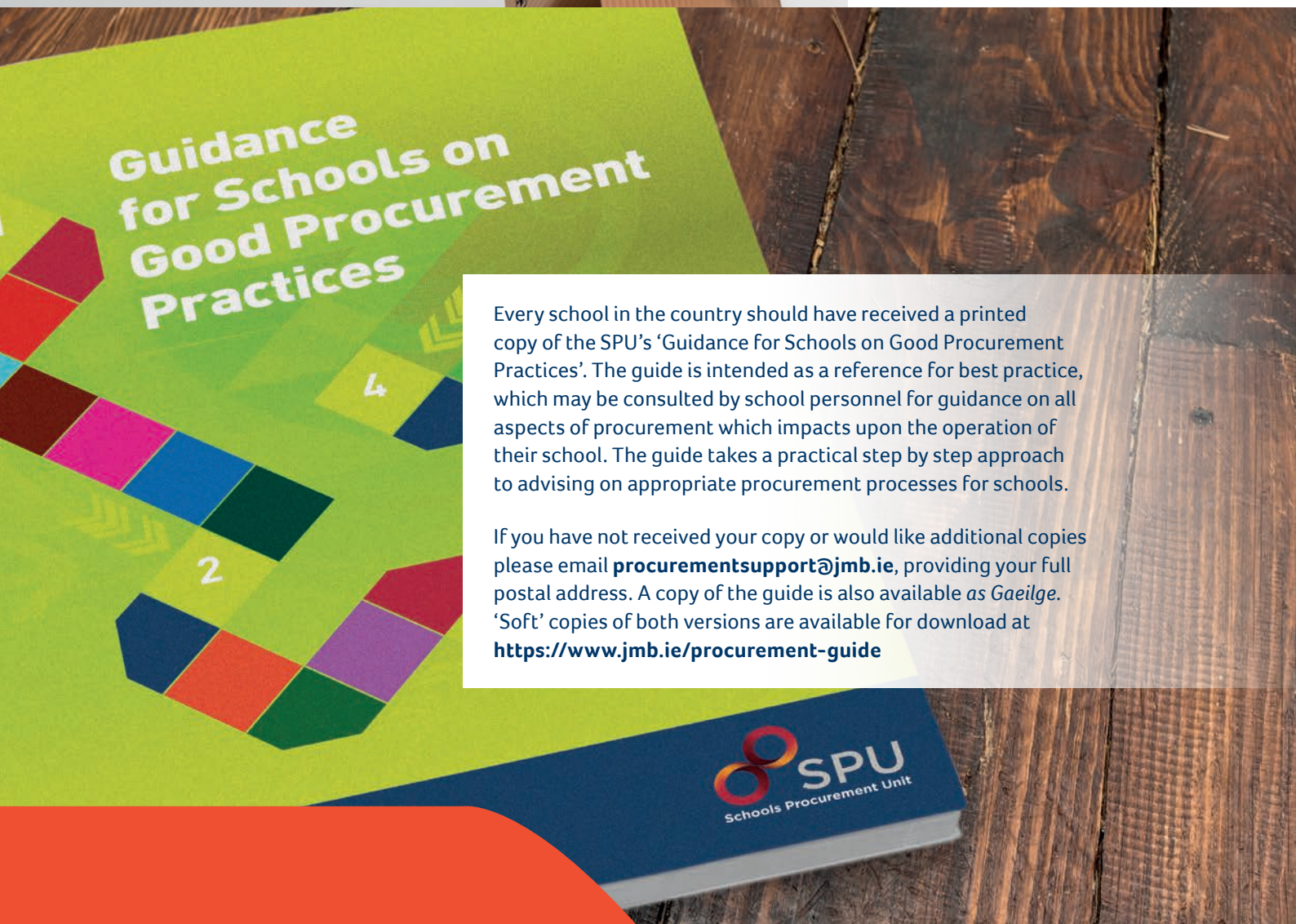
It is now possible to directly order online from D.I.D Electrical for your white goods needs.If you have a current active account registered to use this framework, you can request the log-on details by emailing D.I.D Electrical directly at **ogp@did.ie**

If you don't have an account, you must first complete the 'Notification to Activate Goods Form' available here - **https://bz.procurement.ie/contracts/3054** - How to use this contract. Send a scanned copy to **ogp@did.ie**. D.I.D Electrical will then sign it and return it to you, this will activate your account. You can then request log-on details to their online ordering facility.

Products required from the DES Home Economics List, are now available via direct draw-down from an OGP contract arrangement. Contact Fiona in the SPU for more details - **fionacoy@jmb.ie**

School Payments Pilot Project

Currently underway is the evaluation process which critically examines the proposals received from the market for the delivery of a comprehensive range of user-friendly payment solutions which makes the sending (by parents) of payments to school for school-based activities, and the receiving of those payments in the schools, more flexible for both parents and the school. The successful delivery of this project should go some way towards reducing the number of cash payments into the schools themselves, yet would not remove the cash payment option for those parents who prefer that option. The projected availability of these solutions to the schools is now Q1 2018



Every school in the country should have received a printed copy of the SPU's 'Guidance for Schools on Good Procurement Practices'. The guide is intended as a reference for best practice, which may be consulted by school personnel for guidance on all aspects of procurement which impacts upon the operation of their school. The guide takes a practical step by step approach to advising on appropriate procurement processes for schools.

If you have not received your copy or would like additional copies please email **procurementsupport@jmb.ie**, providing your full postal address. A copy of the guide is also available *as Gaeilge*. 'Soft' copies of both versions are available for download at **https://www.jmb.ie/procurement-guide**

COMING SOON

The latest OGP Schedule of Frameworks and Contracts (October 2017 – Q4 Update) has recently been published and is available at **http://ogp.gov.ie/3236-2/** This schedule allows schools to see the range of contracts and frameworks, many of which will be available to schools to use, coming 'on-stream' within the next six months.

Latest Testimonal

"I have no prior experience of Tenders, so I approached the SPU to get some advice on how to proceed with the process. The SPU gave me some invaluable information in the form of templates for the Tender and guided me through the entire process from assisting in creating the draft tender document to uploading of the tender and getting the tender life. In addition, they prepared the pricing matrix for pricing comparison re submission as this was quite complex and I would not have been able to do this myself. They also provided me with template letters for acceptance / decline of the Tender. I used the SPU in relation to a Cleaning Contract and a Canteen Contract and I received exceptional service in relation to both."

Crescent College Comprehensive Dooradoyle Limerick

For your general enquires, specific feedback or suggestions on how we can improve our service to your school or to the schools sector generally, please see our contact details below.

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