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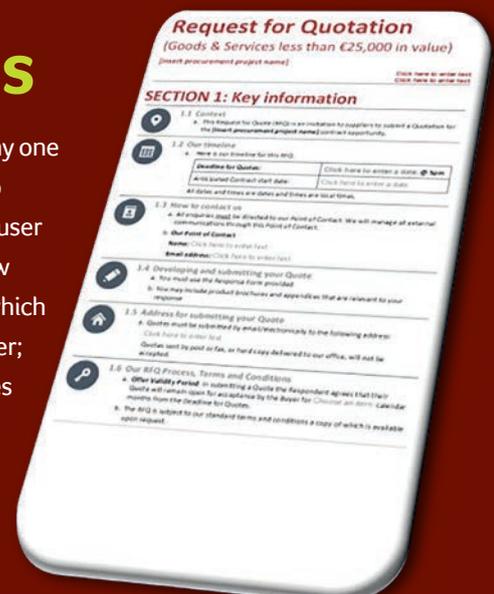


New SPU Website

In March 2018, the SPU launched its new website which contains the most up-to-date procurement related information, advice and support for all primary and post-primary schools. Web page links to vital sources of information including on the Department of Education's website, the OGP, together with access to copies of the SPU newsletters and our Guidance for Schools on Good Procurement Practices can now be found at www.spu.ie

Introducing the new RFQ Template for Schools

The expenditure levels on the vast majority of goods and services sourced by schools will, at any one time, be less than €25,000 in value. To help schools make the procurement processes easier to conduct, the SPU has developed a Request for Quotation (RFQ) template (with accompanying user guide) for use when sourcing goods and services up to the value threshold of €25,000. The new template is designed to be intuitive and should therefore be easy to use. It is 'macro enabled' which gives functionality such as text boxes which prompt the user on the correct information to enter; 'auto-fill' in a number of fields, and drop-down choices to pick from. The template also provides a response format for suppliers/service providers to complete and return their quotations/proposals. The new RFQ template (and user guide) is available to download from www.spu.ie/request-for-quotation/. We always welcome feedback from schools who use the template and who wish to make suggestions on how it might be improved.



CONFIDENTIALITY AND CONFLICT OF INTEREST

Declaration of Confidentiality and Conflict of Interest Form

Best governance practice would observe that each member of a procurement evaluation team should sign a copy of the Declaration of Confidentiality and Conflict of Interest Form.

This form highlights the duties and responsibilities of the evaluation team within a formal procurement process. Each evaluation team member is required to sign a confidentiality agreement in relation to the commercial information provided by companies tendering. Each evaluation team member must also declare any conflict of interest with regard to affiliations, or otherwise, to companies who enter the tender process. The Declaration form is available to download from: <https://www.spu.ie/declaration-of-confidentiality-and-conflict-of-interest-form/>

When issuing result notifications

Some matters which require serious consideration as part of the evaluation process, and when debriefing tenderers, are as follows:

- (i) The valid award of contracts is intertwined with providing adequate reasons for procurement decisions (i.e. the rationale for awarding marks). If adequate reasons are not provided, then the entire process is open to legal challenge.
- (ii) The validity of the reasons provided will be undermined if the same reasons are provided to all the unsuccessful tenderers.
- (iii) Generic reasons are not acceptable as 'dutiful' under the law.
- (iv) A sufficiently precise bespoke statement (by criterion) of reasons must be provided to each unsuccessful tenderer.
- (v) Providing scores alone is not acceptable as providing reasons.

CONFIDENTIAL

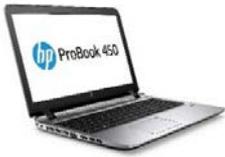
CONFLICT

PC's and Laptops for Schools

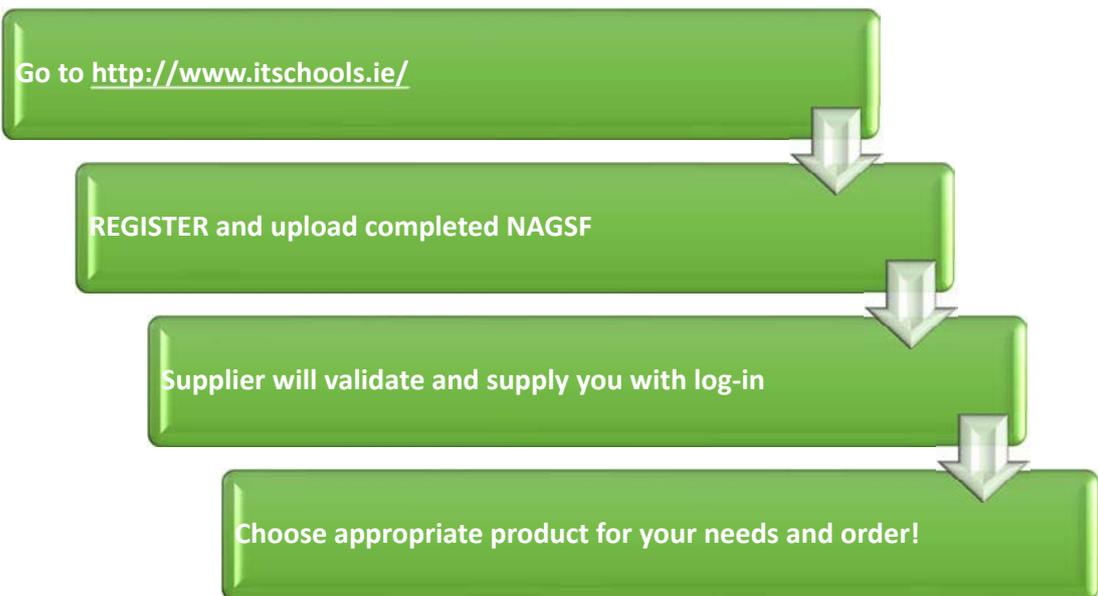
Schools can now order their PC and Laptop requirements online directly from the two appointed suppliers. Under these arrangements, there is no requirement on schools to embark upon any procurement process for these devices because this has already been concluded on behalf of all schools. Full details are available here.

STANDARD DESKTOP AND LAPTOP COMPUTERS FOR ALL SCHOOLS AND ETBs

The Schools Procurement Unit and Education & Training Boards Ireland are happy to announce the launch of the following contracts for standard desktop and laptop computers:

MODEL	COMPANY/ PRICING	BENEFITS INCLUDE
 <p>HP Prodesk 400 G4 SFF</p>	<p>Datapac</p> <p>Prices from €425.91 (ex-VAT)</p>	<ul style="list-style-type: none"> ✓ Delivery within 10 business days from date of order ✓ 3-year warranty with next business day on-site, full parts and labour cover ✓ No need to get quotes or undertake procurement process
 <p>HP Probook 450 G4</p>	<p>Datapac</p> <p>Prices from €435.66 (ex-VAT)</p>	<ul style="list-style-type: none"> ✓ Additional upgrades and services available ✓ Detailed technical specification available in user guide available in buyer's zone of ogp.gov.ie

TO ORDER:



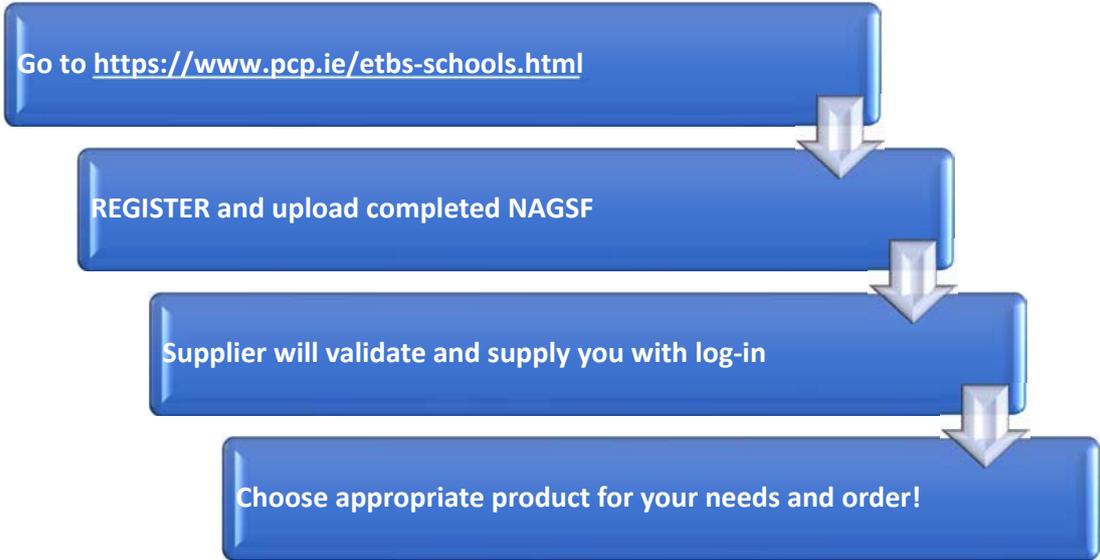


HIGHER SPEC DESKTOP AND LAPTOP COMPUTERS FOR ALL SCHOOLS & ETBs

The Schools Procurement Unit and Education & Training Boards Ireland are happy to announce the launch of the following contracts for higher specification desktop and laptop computers:

MODEL	COMPANY/ PRICING	BENEFITS INCLUDE
 Celtic R1000 Series PC	 Prices from €484.95 (ex-VAT)	<ul style="list-style-type: none"> ✓ Delivery within 10 business days from date of order ✓ 3-year warranty with next business day on-site, full parts and labour cover ✓ No need to get quotes or undertake procurement process
 Toshiba Satellite Pro A50 Series Notebook	 Prices from €559.00 (ex-VAT)	<ul style="list-style-type: none"> ✓ Additional upgrades and services available ✓ Detailed technical specification available in user guide available in buyers zone on ogp.gov.ie

TO ORDER



Electricity Supply for Schools

The latest contract for electricity supply to schools commenced with Energia from May 1st. If you wish to add your school to the OGP bundle for electricity, please contact the OGP helpdesk on: 076 100 8000 or email them at support@ogp.gov.ie to engage with the registration process.



Natural Gas Supply for Schools

The latest contract for the supply of natural gas to schools commenced with SSE Airtricity from April 1st. If you 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 to engage with the registration process.



Provision of School Payment Solutions for the Irish Primary and Post-Primary School Sector

The Department of Education and Skills has established a framework of three service providers (Payzone, MIT and Three Ireland) to provide payment solutions to schools. The payments solutions are intended to fulfil the following objectives:

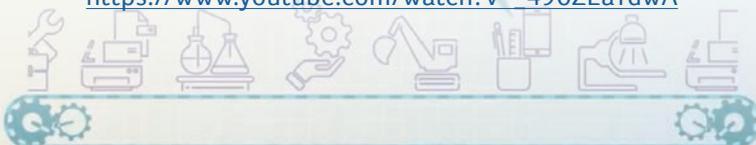
- To facilitate flexibility in making, and receiving, payments to and in schools;
- To remove cash payments for school activities from the schools themselves, but without removing the cash payment option for parents; and
- To align school payments with the National Payments Plan – the main goal of which is to ‘deliver a significant increase in the use of secure and efficient electronic payment methods leading to a reduction in the reliance on cash and paper-based payment instruments’.

Further details of what the framework offers and how to engage with it are available at this link on the Department’s website - <https://www.education.ie/en/Schools-Colleges/Information/Procurement/schools-payments.html>

Office of Government Procurement Ireland (OGP) YouTube Information Videos

These videos, produced by the OGP, give an overview of the different types of procurement processes used by Irish public bodies as well as information on how the process works when securing goods or services. Information also on how businesses can access these opportunities.

<https://www.youtube.com/watch?v=490ZEaYdwA>



Guidance for Schools on Good Procurement Practices



Archive of previous Newsletters

The archive of our previous newsletters, available in both Irish and English versions, is now available on our website at:

<https://www.spu.ie/procurement-newsletters/>

Our 'Guidance for Schools on Good Procurement Practices' is available for download in both Irish and English versions from – <https://www.spu.ie/procurement-guide/>



COMING SOON

The April 2018 Q2 Update of the OGP Schedule of Frameworks and Contracts has now been published at <http://ogp.gov.ie/3328-2/>. Schools logged-in as 'buyers' can access this update to see the range of contracts and frameworks coming down-stream this year. Buyers can click on the hyperlinks in the update to find out more detailed information (scope, specification and drawdown mechanism, where known) on each arrangement. The hyperlinks are updated as additional information becomes available.

“ Latest Testimonial

We had a school lunch tender to organise. We couldn't have done it without the SPU. We have no expertise in all the areas that needed to be included in the marking process. Fiona was very patient in explaining what was needed and very helpful to us.

Kilmacthomas Primary School, Kilmacthomas, Co. Waterford

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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