



Information Note

Covid-19 (Coronavirus) and Public Procurement

The developing situation around the spread, containment and control of Covid-19 (Coronavirus) may mean contracting authorities come under pressure to deliver essential goods and/or services in greater volume or speedier timeframes than otherwise expected. The Office of Government Procurement (OGP) guidance in this respect is available for download at this link - <https://ogp.gov.ie/information-note-covid-19-coronavirus-and-public-procurement/>

Central Database for offers of surplus supplies of PPE etc. in support of National Covid-19 countermeasures

The Government, through the Office of Government Procurement, has created a central database where offers of support - through the supply or donation of goods, services and premises in support of the National effort against the Covid19 pandemic - can be made. In the context of a school, PPE might take the form of masks, gloves, goggles, and hand sanitiser. The database is located at gov.ie/covidsupplies. Schools might also direct their suppliers to the site. While gov.ie/covidsupplies was originally designed for businesses, it is understood that Education Sector bodies, including schools, can make offerings through the same platform.

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For the duration of the Covid-19 crisis, the SPU remains open for business to its client Schools and Education Centres.

The team at the SPU extends its very best wishes to all school communities for keeping safe and well during these most challenging of times.

Revised Procurement Thresholds for Schools from January 1st 2020

<p>Goods & Services <math>\leq \text{€}4,999.99</math></p>	<ul style="list-style-type: none"> • Minimum of 3 written quotes required (e.g. email for example) • Select lowest price/most suitable
<p>Goods & Services €5,000 - €24,999.99</p>	<ul style="list-style-type: none"> • Minimum of 3 written quotes required. • Issue documented specification, outlining timeframe, assessment and award criteria. • Use a scoring sheet to evaluate offers. • Notify and provide written feedback to unsuccessful tenderers
<p>Goods & Services €25,000 - €213,999.99 Must be advertised on www.etenders.gov.ie</p>	<ul style="list-style-type: none"> • Draw up tender documentation. • Set criteria for award giving a weighting to each. • Use the weighted scoring sheet to evaluate offers. • Select highest scoring offer. • Notify and provide feedback to the winning tenderer and to those who were unsuccessful. • Award the contract.
<p>Goods & Services > €214,000 Must be advertised on www.etenders.gov.ie AND Official Journal of the EU (OJEU)</p>	<ul style="list-style-type: none"> • Draw up tender documentation. • Set criteria for award giving a weighting to each. • Use the weighted scoring sheet to evaluate offers. • Select highest scoring offer. • Notify and provide feedback to the winning tenderer and to those who were unsuccessful. • Award the contract.
<p>Works & Works Related Services <math>\leq \text{€}50,000</math></p>	<ul style="list-style-type: none"> • Quick Quote • Invite not required to be openly published on www.etenders.gov.ie Instead, see www.constructionprocurement.gov.ie • See DPER CWMF GN 2.3 Section 3.2
<p>Works & Works Related Services <math>\leq \text{€}50,000</math> - €5,350,000</p>	<ul style="list-style-type: none"> • See DPER CWMF GN 2.3 Section 3.2 • Open or restricted procedure with public advertisement www.etenders.gov.ie • Sourcing and expenditure approval for all capital projects (non-routine spend greater than €5,350,000) are conducted by the Planning & Building Unit of the Department of Education and Skills http://www.education.ie/en/School-Design/

SEAI – energy in education

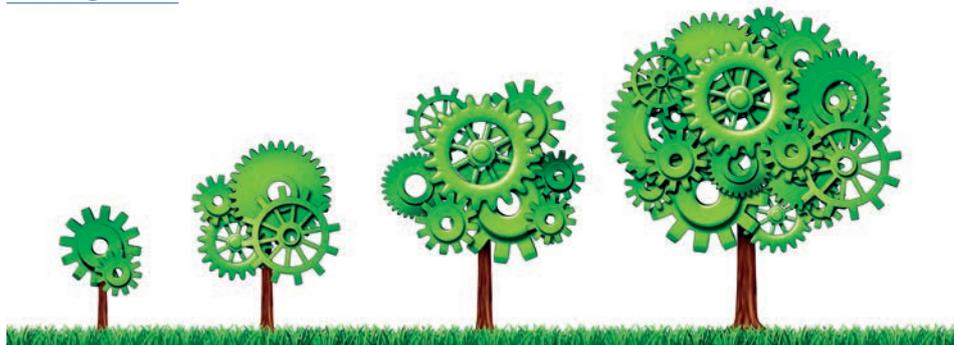
www.energyineducation.ie

Monitoring and Reporting on Energy Usage

Since 6 January 2020, schools can now login to SEAI's online system to report annual energy consumption and related data for 2019 and comply with their statutory obligations. The deadline for submitting energy usage and related data has been revised to 1st May 2020.

Details of how to register your school if you haven't reported before, training workshops, videos and other supports are available on the SEAI website: www.seai.ie/schoolsmandr

Further help and assistance may be had at the Monitoring and Reporting helpdesk: mandr@seai.ie or 01 808 2012



Sustainable Procurement Tips for Schools

Sustainable Procurement means making sure that the goods and services which schools buy achieve value for money on a life-cycle cost basis, and generate benefits not only for the schools themselves, but also for the environment, society and the economy in which they are located. To procure in a sustainable way involves looking beyond short-term needs and considering the longer-term impacts of each purchase.

USE CENTRALLY PROCURED GOODS AND SERVICES WHERE AVAILABLE.

DEVELOP SUSTAINABLE PROCUREMENT POLICY FOR YOUR SCHOOL

DO YOUR RESEARCH!

TEACHING AND LEARNING IN SYNC

DON'T SPEND HOURS SAVING A EURO – CONSIDER THE TOTAL COST OF PROCUREMENT

IMPROVE YOUR BUYING POWER – WORK COLLABORATIVELY (WITH NEIGHBOURING SCHOOLS) WHEREVER YOU CAN.

LOOK FOR ALTERNATIVES – BRANDED PRODUCTS MAY NOT ALWAYS BE THE BEST

INVOLVE THE WHOLE SCHOOL. GET STUDENTS INVOLVED.

KNOW YOUR OWN POWER – HOW MUCH CAN YOU SPEND - WHAT ARE THE LIMITS?

PLAN AHEAD – IDENTIFY YOUR REQUIREMENTS EARLY TO GET THE BEST DEAL

TRAIN RELEVANT STAFF/ DELEGATE AND GET BUY IN FROM STAFF.

Schools and Sustainable Procurement in a Circular Economy

The all-of-Government climate action plan - https://www.dccae.gov.ie/en-ie/climate-action/publications/Documents/16/Climate_Action_Plan_2019.pdf - launched in 2019, has placed an increased focus on Green Public Procurement (GPP) as a tool for public bodies (including schools) to lead by example. GPP is a process whereby public authorities (including schools) seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.

Action 148 of the Climate Action Plan states there is a mandate for the inclusion of green criteria in all procurements using public funds, on a phased basis and support to procurers will be provided as required. The Department of Communications, Climate Action and Environment will facilitate relevant training with the OGP providing appropriate assistance.

It is recommended that schools use the ready-made, fit for purpose Office of Government Procurement (OGP) sustainable, green procurement frameworks and contracts. This should reduce the challenge of having to consider, research and develop your own suitable, applicable sustainable criteria.

If a school is to undertake their own sustainable procurement, they can utilise the GPP Toolkit https://ec.europa.eu/environment/gpp/toolkit_en.htm, where applicable. The criteria used must be linked to the subject matter in scope. Any queries regarding the appropriate use of social considerations for the purposes of green procurement, can be emailed to procurementssupport@spu.ie.

Any queries in relation to the operation of Circular 20/2019 - Promoting the use of Environmental and Social Considerations in Public Procurement - <https://assets.gov.ie/37044/c392250066e440a8bda16e8e58afd60e.pdf> regarding the procurement of goods and services can be addressed to support@ogp.gov.ie.

Queries in relation to the procurement of works and works related services should be emailed to construction@per.gov.ie.

School Payment Solutions for Primary and Post-Primary Schools

easy payments plus



Way Pay

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. 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/framework-agreement.pdf>

New frameworks available from the OGP

Windows Hybrid Computers, Notebooks, Tablets, including -

- Windows Hybrid computers – convertible
- Windows Hybrid computers – detachable
- Associated services and peripheral equipment

Full details available at this [LINK](#)

Cleaning Supplies and Paper Hygiene Products, including -

- Paper Hygiene
- Personal Hygiene
- Floor Cleaning
- Kitchen
- Laundry
- Housekeeping
- Washroom
- Waste Disposal i.e. refuse sacks

Full details available at this [LINK](#)

Electrical Goods (White Goods and Small Appliances), including -

- White Goods (defined as all the large goods most common in a domestic kitchen. It includes but not limited to fridges, freezers, washing machines, tumble dryers, dishwashers, etc.)
- Small Appliances (defined as Vacuum cleaners, toasters, kettles, travel kettles, microwaves, cd players, portable radios, irons, personal appliances - hair dryers, hair clippers, etc).

- Televisions

Full details available at this [LINK](#)

Asbestos Surveys (MAS & RDAS) and Asbestos Sampling & Analysis Services

Full details available at this [LINK](#)

Full details on how to use these framework are set out in the User Guides which are available to download to registered users within the 'Buyer Zone' at the individual links provided.

Any queries should be directed to support@ogp.gov.ie or Tel: 076 100 8000.



Electricity Supply for Schools - update

The Office of Government Procurement's (OGP) current contract for the supply of electricity to Primary and Secondary Schools runs until the end of April 2021. Because of the scale of the work involved in contacting the large volume of schools, the SPU is assisting the OGP in its preparation to run a tender competition in the second half of 2020, to ensure a replacement contract to commence in May 2021.

If your school is already included in the current schools' contract - and unless we are advised otherwise - your school will continue to be included in the arrangement that will be offered to the electricity supply market in this forthcoming competitive tender process.

If you do not wish your school to be included in the next competition or wish to amend any details of your site data, please confirm such amendments directly to the SPU - <https://www.spu.ie/contact-us/> - on or before close of business on 20th May 2020.

In keeping with the requirements of the National Renewable Energy Action Plan, a minimum of 42.5% electricity procured from 2021 onwards will be from renewable sources with this percentage increasing annually thereafter up to 45% in 2023. You also have the option to request 100% renewable and if you wish to do so, this should also be communicated to the SPU by 20th May 2020.

Schools can apply to join the OGP contract at any time by completing the online registration form located on the SPU's website at this link - <https://www.spu.ie/electricity-gas-registration-form/>. It is important for schools to be aware that seeking to exit their current contractual arrangements - in advance of the contract end-date, to enable them to move to a new OGP contract - might incur a penalty charge from their current supplier. Schools are advised to clarify this in advance of applying to register for the OGP contract, and/or to make themselves fully informed as to the end-date of their current contract. If your school is outside of a defined-term contract, then it is probably being charged at a 'default' rate, which could be as much as 20% higher than the rate you could be achieving within the contract placed on behalf of the school sector by the Office of Government Procurement (OGP).

If you require further information and / or clarification around this process, or in respect of any procurement matter, please contact the Schools Procurement Unit by email at procurementssupport@spu.ie



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/publications-2/procurement-guide/>



Top Tips for using eTenders

The OGP have produced a short checklist and brief instruction to support contracting authorities when publishing competition notices on eTenders. This short accessible guidance has benefits for users and policy makers and supports the return of consistent and accurate information via eTenders.

Please follow this [LINK](#) to access the information.

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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