



General and Special Educational Needs (SEN) Classroom Loose Furniture

Central Arrangement

November 2023

Dear School Principal,

The Department of Education, along with the Schools Procurement Unit (SPU), Educational Training Boards Ireland (ETBI) and the Office of Government Procurement (OGP) has, following the successful completion of a public procurement competition, put in place **General and Special Educational Needs (SEN) Classroom Loose Furniture** central arrangements based on geographic areas, where:

- Schools including primary, post-primary and special schools;
- Education and Training Boards (ETBs), ETB schools and FET centres, as well as ETBs acting on behalf of schools. **(ETB schools must route all their furniture requirements via their ETB Head office only);**
- Third Level Educational Institutions (including Universities, Technical Universities, Institutes of Technology and Public Sector Bodies served by the Education Procurement Service).

can draw down their General and Special Educational Needs (SEN) Classroom Loose Furniture.

All Furniture covered by the central arrangement(s) (see Appendix 1) meets the Department of Education's Planning and Building Unit standards and specifications.

All educational bodies listed above are expected to use the central arrangements (under Circular 16/2013) if they have a furniture requirement covered under the scope of these central arrangements (see Appendix 1).

How to drawdown from the central arrangement(s):

a) Where an educational body has a furniture requirement under €100,000 between 1 November 2023 and 31 October 2027:

- 1) Copy the relevant activation form (NAGF) (in appendix 2) on to your organisation's letterhead and complete it;
- 2) Email it to the to the relevant Framework Members which are as follows



- a. If your school, university, etc. is in Connacht, Ulster or Co. Dublin:

G Morgan and sons via email: info@gmf.ie Tel: 041 9838068

- b. If your school, university, etc. is in Leinster (excluding Co. Dublin) or Munster:

P Walsh and Sons via email: info@pwalshandsons.com Tel: 056 7767622

- 3) Once the Framework Member has received the completed activation form and accepted same, they will send you an information pack and the order form;
- 4) Choose your furniture requirements carefully, taking into consideration room and class sizes and complete the order form, sign it and send it back to the relevant Framework Member;
- 5) The Framework Member will make contact to confirm the detail and agree delivery.

Please note that the activation form (NAGF) should be completed and sent once only over the term of the central arrangement(s).

b) Where an educational body has a requirement over €100,000 between 1 November 2023 and 31 October 2027.

- 1) A Mini-competition has to be conducted on eTenders. To initiate the mini-competition -
 - Primary, post-primary and special schools → contact the Schools Procurement unit (SPU) on 01 203 5899 or via email: procurementsupport@spu.ie
 - ETBs , ETB schools, and FET centres → contact ETBI on 086 382 8705 or via email: karl.fizmaurice@etbi.ie

Furniture not listed in Appendix 1 cannot be procured under the central arrangement(s).



Further information on the central arrangement(s) can also be provided by the organisations set out above.

Colm Ó Cléirigh

Procurement and Business Manager
Major Operations Division