

Multi Supplier Framework Agreement for the supply of Mobile Phone Signal Blocking Pouches

School User Guide

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Background

The Department of Education and Youth (DEY) has put in place this multi-supplier Framework Agreement, for the supply of Mobile Phone Signal Blocking Pouches for all recognised Irish Schools.

Suppliers Appointed to the Framework are:

- Caraglass Ltd T/a Zeeko
- Euro Security and Electrical Limited. T/a Lockerfix

Products offered under the Framework are:



Only these products are to be offered by suppliers under the Framework.

Funding

As per Circular 0046/2025 schools can apply for funding online at the following link:
<https://dessurveys.education.gov.ie/surveys/Application-for-Mobile-Phone-Funding>

Mini Competition

Schools will need to run a Mini Competition between the two suppliers as follows:

Step 1: Choose the Mini Competition Template which best meets your school's needs:

- 1) **Cost Only Template:** Used where a school only wishes to evaluate cost.
- 2) **Cost and Delivery Template:** Used where a school wishes to evaluate cost and speed of delivery.
- 3) **Cost and Training/Advice Template:** Used where a school wishes to evaluate cost and training/advice on the use of the pouches.
- 4) **Cost, Delivery and Training Template:** Used where a school wishes to evaluate cost, speed of delivery and training/advice on the use of the pouches.

The four Mini Competition templates are available for download on the Schools Procurement Unit (SPU) website at: <https://www.spu.ie/mobile-phone-storage-solutions/>

Step 2: Complete Table 1 in the chosen mini competition template by replacing the blue highlighted text.

Note: In completing your requirement for delivery to the point of use in table 1 a school can choose a single location or multiple locations based on the school's requirements.

Step 3: Send your completed mini competition document to the email address:

- PhonePouches@education.gov.ie

Emails received by the above email address will automatically be forwarded to both suppliers. The DEY will follow up with both suppliers daily to ensure both suppliers have received all mini competition documents.

Step 4: Evaluate Responses

1. On receipt of mini competition responses, confirm each tender received is compliant by checking the following:
 - Has the tenderer responded to all award criteria? If no, the tenderer is eliminated from the mini competition.
 - Has the tenderer submitted a completed "Tenderer's Statement"? If no, the school can ask the tenderer to submit the Tenderer's Statement.
2. Form the evaluation team. It is preferable that the evaluation team is made up of three staff members, one of whom acts as the chair of the evaluation team.
3. Evaluate each tender response separately. In respect of both the Cost and Delivery award criteria, the school will calculate the score using the formulae set out in the mini competition documentation.

A. Formula for the Cost Criterion:

Cost Score	=	$\frac{\text{Lowest Cost}}{\text{Cost under evaluation}}$	x	* Maximum number of marks available for the cost criterion
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* In calculating the score schools must use the cost score which is set out in Section 2B of their chosen mini competition template (SRFT).

The above formula will be automatically applied in the evaluation sheet which is available for download on SPU website.

B. Formula for the Delivery Criterion:

Delivery Score	=	$\frac{\text{Lowest delivery timeline}}{\text{Delivery timeline under evaluation}}$	x	* Maximum number of marks available for the delivery criterion
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* In calculating the score schools must use the cost score which is set out in Section 2B of their chosen mini competition template (SRFT).

The above formula will be automatically applied in the evaluation sheet which is available for download on SPU website.

C. Training/Advice Criterion

In respect of the **Training/Advice** award criterion, each tenderer's response must be evaluated as set out below:

Schools must (using the table below):

- 1) Use the Scoring Band Description (B) to determine the Scoring Band (A) which the tenderer's response falls into.
- 2) Determine the marks to award (C) within the Scoring Band (A) selected.

Training/Advice Scoring Methodology Table		
A. Scoring Band	B. Scoring Band Description	C. Marks available for each Scoring Band
4	Excellent An excellent response, with very few or no weaknesses, that demonstrates a complete understanding of requirements and provides comprehensive and convincing assurance that the Tenderer will deliver to an excellent standard.	45 – 50
3	Very Good A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard.	40 - 44
2	Satisfactory A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.	25 - 39
1	Reservation A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.	1 - 24
0	No response	0

If the Tenderer fails to achieve a minimum of 25 marks for this criterion it will be eliminated from the mini competition.

4. Use the Evaluation Report Template to record your evaluation team's:
 - a. scores achieved by each tenderer for each award criterion.
 - b. narrative including specific, impartial and objective comments to justify the scores achieved by each tenderer for each award criterion.
 - c. overall marks awarded to each tenderer and identify the tenderer with the most marks as the successful tenderer in your competition.

In the event of a tie-break the evaluation team must use the tie-break process as set out in the mini competition document to identify the successful tenderer.

5. The Evaluation Team must complete and sign the evaluation report.
6. The school must keep a record of all documentation for audit purposes.

Step 5: Award Contract

To award a contract, the school should:

1. using the outcome notification templates, notify the successful and unsuccessful tenderers in writing of the outcome of the competition at the same time.
2. request the following information from the successful tenderer:
 - Tax Clearance Status (if value of contract > €10K)
 - Insurance Details
 - Name of the successful tenderer's day to day contact
 - Name of the successful tenderer's contact in the event of any dispute
 - Name of the successful tenderer's contact who will be signing the contract
3. validate the above information upon receipt from the successful tenderer.
4. complete the contract and send the contract for signing to the successful tenderer.
Note: A contract template is available on the SPU website at:
<https://www.spu.ie/mobile-phone-storage-solutions/>
5. once the successful contractor has signed the contract the school should then countersign the contract and send a copy to the successful tenderer.
6. receive goods from the successful tenderer, verifying that order received is as per delivery docket.
7. pay the successful tenderer in line with the payment terms set out in the signed contract.
8. where the school requires to hold periodic review meetings with the successful tenderer the school will inform the successful tenderer of the timing of those review meetings and the agenda in advance.

Framework Pricing

Once a school has emailed their mini competition document to *PhonePouches@education.gov.ie* the DEY will reply by email with the maximum pricing that both suppliers submitted to get onto the framework.

The school will use these commercially sensitive maximum prices to ensure the suppliers have **not exceeded** their agreed framework prices in their mini competition response to the school

Note: Where the supplier's tender price exceeds their maximum pricing, the school **must** reject the supplier's mini competition response. In the event of this occurrence, schools must advise both the supplier and the SPU.

Framework Help Contact Details

For additional guidance and support on using this framework, please contact the Schools Procurement Unit (SPU) on:

- Tel No: (01) 2035899
- Email address: procurementsupport@spu.ie

ETB schools and centres should contact their relevant ETB for further information.

If your ETB is unable to answer your query then please email Shared_Services@education.gov.ie.

Do not email PhonePouches@education.gov.ie