

Dynamic Purchasing System

LWETB Information Document

Provision for the Supply, Delivery, Assembly and/or installation of Furniture and Equipment for Longford and Westmeath Education and Training Board (LWETB)

Contracting Authority:	Longford and Westmeath Education and Training Board (LWETB)
Establishment of DPS for:	LWETB wishes to establish a Dynamic Purchasing System (DPS) for Provision for the Supply, Delivery, Assembly and/or installation of Furniture and Equipment for Longford and Westmeath Education and Training Board (LWETB)
Procedure:	Dynamic Purchasing System – Pre-Qualification
Duration of DPS:	The DPS will be established for six (6) years.
eTenders CFT ID:	2416746
Issue Date:	15 th September 2023
Closing Date:	➤ Initial closing date for return of completed Stage 1 Pre-Qualification Questionnaire is 12 noon on 16th October 2023. ➤ The Stage 1 Pre-Qualification Questionnaire (QQ) is valid for 6 years. ➤ New applicants can still submit a QQ after 16th October 2023.
Contact for Queries:	Messaging facility on www.etenders.gov.ie
Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal. Registration is free of charge and there is no charge for documents. Please note that LWETB cannot accept responsibility for information relayed (or not relayed) via third parties.	

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1. Disclaimer

This document issued herewith ("the Document") is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of LWETB (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by LWETB or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. LWETB's officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

LWETB reserves the right to discontinue the procurement process at any time.

2. About Longford and Westmeath Education & Training Board

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training, youth work and a range of other statutory functions. ETBs manage and operate second-level schools, further education colleges, and a range of adult and further education centres delivering education and training programmes.

The establishment of Longford and Westmeath Education & Training Board came about from the amalgamation of Co. Longford VEC and Co. Westmeath VEC on 1st July 2013. The Athlone Training Centre (formerly under the auspices of FÁS) transferred to Longford and Westmeath Education & Training Board in 2014.

Roles, Responsibilities and Functions

The general functions of an Education and Training Board, stated under the Education and Training Boards Act 2013, are to:

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister:
 - i. establish and maintain recognised schools in its functional area,
 - ii. establish and maintain centres for education in its functional area,
 - iii. maintain centres for education or recognised schools in its functional area, and
 - iv. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, co-ordinate and review the provision of education and training, including education and training for employment, and services ancillary thereto in its functional area in:
 - i. recognised schools or centres for education maintained by it,
 - ii. education or training facilities maintained or resourced by it,
 - iii. children detention schools,
 - iv. prisons, and
 - v. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training providers,
- e) establish scholarships,
- f) adopt a strategy statement,
- g) adopt an annual service plan,
- h) co-operate with anybody nominated to carry out internal audit functions,
- i) provide education and training at the request of, and on behalf of, anybody which funds training out of money provided to that body by the Oireachtas,
- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the way it performs its functions is economical, efficient and effective.

ETBs are active in local communities through the direct provision of training and education programmes delivered in training centres, colleges and other training and educational settings. In this way, ETBs seek to make a real difference to the lives of the people they serve.

Such responsiveness continues to be the hallmark of the education and training boards sector, looking outward nationally and internationally, while servicing education and training locally and individually.

Log on to www.lwetb.ie for more information.

3. Scope of Requirements

3.1 General Requirements

LWETB wishes to establish a Dynamic Purchasing System (DPS) under fourteen (14) groups for provision of the Supply, Delivery, Assembly and/or installation of Furniture and Equipment for Longford and Westmeath Education and Training Board (LWETB) for the supply of the goods as described in Appendix 2 to this CFT (the “Goods”). The goods are required to be supplied and installed to any LWETB school or centre (as listed in the List of Schools / Centre / Admin Offices located at Appendix 1 of this document).

The Goods comprise of furniture and equipment mostly based on specifications by the Department of Education (DE) for schools. Tenderers are invited to submit tenders for any or all groups by marking the relevant box.

All of the Equipment must be supplied, unpacked and installed in allocated rooms and prices must include for this. Equipment to be commissioned and training provided, where appropriate and prices must include for this.

Where servicing of equipment is/will be required during the warranty period then the cost should be included in the tender price.

Tender prices must include for removal of all packaging materials and disposal/recycling of same as per national regulations.

Standards and Specifications Required

All Furniture shall be durable and safe for use. It is essential that tenderers shall:

- Comply fully with the specifications and be durable and safe for use.
- Comply fully with the Standards as detailed and shall comply fully with European Standards (EN), both established and developing, and that Certificates of successful *independent testing* to the relevant Standard(s) by a recognised body are available on request.
- Comply with European Electrical Standards and CE marking as appropriate.
- Fully comply with requirements in the Request for Tenders (RFT) document.
- Be accompanied by documentation of enough detail for full evaluation.
- Include a completed and signed certificate of compliance.

Important: Equipment of Consumer quality (light duty home use type Equipment) is NOT SUITABLE for School/Centre Use.

Failure to comply with the above may result in the tender being deemed null and void.

Equipment wholly or partly funded from public funds is subject to Inspection by Officers from the Department of Education.

The DPS will be in place for a minimum of six (6) years with an approximate spend of €6,000,000.

Please note additional centres or schools may be added during the term of the Dynamic Purchasing System (DPS) at the discretion of LWETB.

GROUP	GROUPSS (PLEASE INDICATE YOUR ANSWER BY MARKING 'X' IN THE RELEVANT BOX TO INDICATE WHICH GROUP(S) YOU ARE TENDERING FOR).	Please mark 'X' in the boxes/Group you wish to tender for
1	General Furniture/ Office Furniture/ Reception Furniture/ Lockers	
2	Science Laboratory Furniture & Equipment & Social Studies	
3	Construction Studies / Engineering / Drawing & Graphics Furniture	
4	Home Economics Equipment/ Kitchen Furniture/ Textile & Dress Design	
5	Woodwork Furniture	
6	Multimedia Equipment & Furniture	
7	Arts & Crafts Furniture	
8	Library Furniture	
9	Computer Room Furniture/ Technology Furniture	
10	Primary School Furniture	
11	SEN Furniture & Equipment	
12	Outdoor Furniture & Equipment / Horticulture	
13	PE/GYM & Outdoor Gym Equipment & Furniture	
14	Hairdressing / Barbering Equipment & Furniture	

A DPS agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or may not be awarded.

In the case of this DPS agreement, contracts will be awarded in accordance with the process outlined herein.

Indeed, Longford and Westmeath Education & Training Board reserves the right to operate outside of the DPS agreement at its discretion, particularly should it become apparent that doing so would offer greater value for money. Notwithstanding the foregoing, the DPS approach has been adopted in order to leverage efficiencies and maximise cost savings over the duration of the DPS.

3.2 Duration of the DPS

The DPS will be established for (6) years. The DPS will be continually open for access. Should the DPS cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the DPS.

3.3 Estimated Value of the DPS

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases pursuant to the DPS is approximately €1000,000 (excl. VAT) per annum.

The total value anticipated over the 6-year term is circa €6,000,000.

It is emphasised, however, that these figures are provided strictly for indicative purposes only as there is no guaranteed expenditure.

3.4 Awarding Contracts under the DPS

Qualifying for a DPS, does not constitute an award of a contract nor does it indicate that any contract will be awarded. When contracts arise over the duration of the DPS they may be awarded in accordance with the following:

All DPS members admitted under the appropriate group or groups shall be invited to tender or quote on the basis of a specification. Contracts will be awarded to the most economically advantageous tender evaluated using the specific award criteria, which will be made known to those invited to participate in the mini-tender. LWETB determine the right to award a contract, contract with options, or framework agreement as they deem appropriate which meets the needs of the organisation.

LWETB may use some or all of the following award criterion in awarding contracts under the DPS.

Percentages can range from 0%-100%

- Cost
- Contract Management /Quality Assurance/Client Support
- Delivery Lead Times
- Supplier Management
- Continuous Improvement

- Sustainability / Green Criteria
- Innovation
- After Sales Service / Warranty
- Reliability and continuity of supply
- Quality of the Stage 2 Application

4 Instructions to Applicants

4.1 Queries

An application means the submission by an Applicant of a completed Stage 1 Pre-Qualification Questionnaire and submission of a completed Stage 2 Application.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. LWETB does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error or omission (negligent or otherwise) in this document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made via the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website.

All queries should be submitted in accordance with that time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

4.2 Completing Stage 1 Pre-Qualification Questionnaire

LWETB invites Applications to complete the Pre-Qualification Questionnaire. While Applicants are required to submit a response, they are not required to submit either a tender proposal or a pricing submission at this Stage 1 of the Competition.

All Applicants that pass Stage 1 will be invited to complete Stage 2 DPS Response/Selection Criteria Documentation.

Pricing submissions will be required either in response to Stage 2 or later as part of mini competitions or “Quick Quote” processes conducted under RFQ.

Economic operators may apply for admission to the DPS for one or more groups or re-apply in the case of applicants who failed to satisfy the Stage 1 Pre-Qualification Questionnaire at any point throughout the Term of the DPS.

Process for Application

1. Applicants must 'Express an Interest' in the DPS on the eTenders portal.
2. Applicants may then download and complete the Stage 1 Pre-Qualification Questionnaire offline.

When the questionnaire is complete, applicants must submit through etenders portal.

However, for the first 12 months of this DPS competition LWETB will also accept applications by email to: dps@lwetb.ie

When completing the Stage 1 Pre-Qualification Questionnaire, applicants should note the following conditions:

- All questions must be completed in full and without reference to other documents or other parts of the Stage 1 Pre-Qualification Questionnaire.
- All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Stage 1 Pre-Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to the DPS. In order to ensure that entry to the DPS is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.
- Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.
- Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Stage 1 Pre-Qualification Questionnaire if required.
- All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.
- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.
- Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of LWETB that they will have these resources at their disposal when necessary.
- Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.
- LWETB reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Stage 1 Pre-Qualification Questionnaire, or to request additional information from a Service Provider after the date for submission of completed Stage 1 Pre-Qualification Questionnaires has expired.
- This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.
- LWETB is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further,

LWETB is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by LWETB. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.3 Completing Stage 2 Application

All applicants who pass the Stage 1 Pre-Qualification Questionnaire will be invited to complete and submit the Stage 2 Application to include the selection criteria. All applications must be compiled such that they can be read immediately using PDF readers. The closing date for applications for consideration of initial work to be awarded under the DPS is as indicated by LWETB.

LWETB is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants should produce their response using the DPS Stage 2 Application as a SINGLE FILE, which is clearly labelled, page numbered and indexed.

Process for Stage 2 Application – (For Applicants who have passed Stage 1 Pre-Qualification Questionnaire)

1. Applicants should download and complete the Stage 2 Application offline.
2. When the application is complete, applicants must submit it through eTenders for evaluation and award. However, for the first 12 months of this DPS competition LWETB will also accept applications by email to: dps@lwetb.ie

It is the responsibility of the Applicant to ensure that their application is complete and is returned as described.

Applications will be evaluated in accordance with the selection criteria and rules.

LWETB will inform successful & unsuccessful applicants.

Successful applicants will be admitted to the DPS.

Unsuccessful applicants will have the opportunity to reapply to the DPS.

4.4 Clarification of Applications

While not being obliged to seek clarifications from Applicants, LWETB reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

4.5 Interference

Any effort by the Applicant to unduly influence LWETB, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.6 Inducement to Purchase

LWETB shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with LWETB, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

4.7 Review of Performance

Supplier performance will be continually monitored over the term of the DPS. The format will be agreed between Longford and Westmeath Education & Training Board and the DPS members.

4.8 Account Management

Supplier performance will be continually monitored over the term of the contract agreements. Cost competitiveness, quality of service and turnaround time will be the main criteria for measuring performance. It is expected that the successful applicant(s) will take a proactive role in monitoring performance with a view to making appropriate recommendations where necessary for continuous improvement.

4.9 Account Manager

Longford and Westmeath Education and Training Board requires Respondents to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. The duties of the account manager will include the following:

- Overall responsibility for a good working relationship with Longford and Westmeath Education and Training Board.
- Meet as and when required to review the relationship and examine performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Regularly give and receive both formal and informal feedback on the relationship, workloads, processes, areas and suggestions for improvement and cost savings.
- Proactively discuss with Longford and Westmeath Education and Training Board ways of improving efficiency regarding service delivery in general.

NOTE: Applicants will note that account management activities will be non-billable (i.e., Longford and Westmeath Education and Training Board will not pay separately for account management activities). Longford and Westmeath Education and Training Board will nominate authorised staff to liaise with the successful Respondent and delegate as required.

4.10 Currency and Payment

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT. The method of payment used by Longford and Westmeath Education & Training Board is Electronic Funds Transfer.

A schedule of payments will be agreed with the successful DPS member. Electronic invoices will be required to be issued by the successful applicant(s) within one week of the month end in question & by the 7th of January for the December month's activity. LWETB operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

4.11 Invoicing

All invoices should be submitted on a monthly basis, setting out the number of days and dates the service was provided for the previous calendar month.

Payment will be made within 30 days of receipt of a valid invoice. Invoices will be required on a school/centre basis.

You may be required to submit PEPPOL compliant electronic Invoices at the discretion of Longford and Westmeath Education & Training Board.

4.12 Right to Tender outside of the DPS

Longford and Westmeath Education and Training Board intends to use the DPS for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the framework for the procurement of any requirement without reference to the DPS member. Admission to a DPS does not guarantee the award of any contract to any economic operator, nor does it give the member the right to be consulted in respect of, or tender for, any contract.

4.13 Compliance with the Terms and Conditions of the DPS Agreement

Admission to the DPS agreement will be conditional upon acceptance of Longford and Westmeath Education and Training Board's Terms and Conditions. Applicants required to review these terms and conditions and indicate their acceptance thereof as part of their DPS submission.

4.14 Changes

It shall be the responsibility of the successful applicant(s) to fulfil the obligations under the DPS agreement, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU Specification of Requirements for Initial Contract under the framework (if applicable) OR requirements under the framework agreement. The framework agreement will be established on foot of this DPS competition.

4.15 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to LWETB. Any registrable interest involving the applicant and LWETB or employees of LWETB, or their relatives must be fully disclosed in the submission or should be communicated to LWETB immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the DPS. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

4.16 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. LWETB cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to LWETB's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). LWETB accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.17 Tax Compliance

It will be a condition of award of any contract that the successful DPS member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by LWETB. By supplying these numbers, the successful DPS member, acknowledges and agrees that LWETB has the permission of the successful DPS member to verify its tax cleared position online.

4.18 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to LWETB which exist or emerge over the life of the DPS.

The contract(s) awarded on foot of this process will be governed by Irish law.

4.19 Change in the Composition of an Applicant

LWETB reserves the right, but is not obliged, to disqualify any applicant that makes any change to its composition after submission of a Stage 1 Pre-Qualification Questionnaire. However, applicants are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings.

It should be noted that a lead applicant cannot submit under more than one application.

4.20 Notification of the Evaluation

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications within 10 days, or where the volume of responses is large within a maximum of 15 days. Potential outcomes can be:

- (a) Letter of Intent of admittance to the DPS, subject to agreement to the terms and conditions.
- (b) Letter of Regret providing information on reasons for rejection.

Note:

- (a) Unsuccessful applicants may reapply at any time.
- (b) Following the initial application deadline, applications will be evaluated on a quarterly basis.

4.21 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, LWETB will not be offering individual debriefing meetings to unsuccessful applicants.

4.22 Data Protection

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

Longford and Westmeath Education and Training Board will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the applicant in response to this DPS.

The Applicant, as Controller in respect of any Personal Data provided by it in its application, is required to confirm by way of statement in the “Declarations” section of the Response Documents that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the applicant have consented to the processing of such Personal Data by the applicant, Longford and Westmeath Education and Training Board, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the applicant in this Competition or that the applicant otherwise has a legal basis for providing such Personal Data to Longford and Westmeath Education and Training Board for the purposes of its participation in this Competition.

Longford and Westmeath ETB will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) transferred to the successful applicant(s). The successful applicant(s) will be a Processor (where Processor has the meaning given under the Data Protection Laws) by virtue of the activity of hosting the aforementioned data, and this processing will be governed by an addendum to the contract reflecting the terms of Article 28 of the GDPR, including, inter alia, commitments on keeping that data secure and processing that data only on documented instructions from the Controller.

In addition, it is our preference that no processing will take place outside of the European Economic Area.

APPENDIX 1

LIST OF LWETB SCHOOLS / CENTRES/ ADMIN OFFICES

Schools	Address	Eircode
Ard Scoil Phádraig, Granard	Granard, Co Longford	N39 RR79
Athlone Community College	Retreat Road, Athlone, Co Westmeath	N37 Y985
Ballymahon Vocational School	Main Street, Ballymahon, Co Longford	N39 HK23
Castlepollard Community College	Mullingar Road, Castlepollard, Co Westmeath	N91 EF89
Columba College Killucan	Killucan, Co Westmeath	N91 ET78
Lanesboro Community College	Ballymahon Road, Lanesboro, Co Longford	N39 NN52
Mullingar Community College	Millmount Road, Mullingar, Co Westmeath	N91 TC59
Templemichael College, Longford	Templemicheal, Longford, Co Longford	N39 DA02
St Anthony's Athlone	St Mary's Hall Community Centre, Northgate Street, Athlone, Co Westmeath	N37 N1W3

Primary Schools	Address	Eircode
Cornamaddy National School	Cornamaddy, Athlone, Co Westmeath	N37 TR23

FET Centres	Address	Eircode
Garrycastle Campus	Garrycastle, Athlone, Co Westmeath	N37 X985
Clonown Road Campus	Unit 1, Deerpark Commercial Centre, Clonown Road, Athlone Co Westmeath	N37 T6X0
Ballymahon Campus	Old Convent Building, Main Street, Ballymahon, Co Longford	N39 D9P3
Ball Alley Lane Athlone	Business Development Centre, Ball Alley Lane, Athlone, Co Westmeath	N37 C8W6
Delvin Campus, Main Building	The Courtyard, Main Street Delvin, Co Westmeath	N91 C8CP
Delvin Campus, Training (Shop Units)	Main Street Delvin, Co Westmeath	N91 T634
Granard Campus	Main Street, Granard, Co Longford	N39 Y952
Kilbeggan Campus	Unit 2A, Midlands Gateway Business Park, Comagh Road, Kilbeggan, Co Westmeath	N91 NX98
Connolly Campus, Block A,	Church Street, Longford, Co Longford	N39 HR68
Connolly Campus, Block B,	Battery Road, Longford, Co Longford	N39 N880
Connolly Campus, (Longford YouthReach)	Battery Road, Longford, Co Longford	N39 K7W4
Connolly Campus, (Longford College of Further Education)	Battery Road, Longford, Co Longford	N39 RK72
Marlinstown Campus	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 W5NN
O'Growney Drive Campus	O'Growney Drive, Mullingar, Co Westmeath	N91 H292

Admin Buildings	Address	Eircode
Connolly Campus, Block C (Longford Admin Office)	Battery Road, Longford, Co Longford	N39 YV90
LWETB Head Office	Block A, Marlinstown Business Park, Mullingar, Co Westmeath	N91 RW96

Please note additional centres or schools may be added during the term of the Framework at the discretion of LWETB.

Please note that this framework agreement may also be used for any organisation grant aided by the ETB or funded by the exchequer.

APPENDIX 2

Department Specifications for furniture

<https://www.gov.ie/en/publication/5e1da-furniture-equipment/#fitted-furniture>

<https://www.gov.ie/en/publication/5e1da-furniture-equipment/#loose-furniture>

<https://www.gov.ie/en/publication/5e1da-furniture-equipment/#post-primary-equipment-list>

Group 1 General Furniture/ Office Furniture/ Reception Furniture/ Lockers

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

This is a non exhaustive list to be used as a general guideline to show what is covered. Other equipment & furniture may be required and variants are allowed.

Examples of such furniture are tables, standing desks, chairs, pedestal lockers, footrests, height adjusters, work stations, desk partitions, canteen tables and chairs, reception furniture, & soft furnishings etc

All Furniture shall be durable and safe for use, as listed in Standards & Specifications required for furniture pages 22 - 29)

<https://www.gov.ie/en/publication/5e1da-furniture-equipment/#post-primary-equipment-list>

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#general>

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#offices-staff>

<https://s3-eu-west-1.amazonaws.com/govieassets/100033/a3eb7637-9269-411e-b942-3e286d9a4f17.doc>

Group 2 Science Laboratory Furniture & Equipment

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#science-laboratory-preparation-demonstration>

<https://s3-eu-west-1.amazonaws.com/govieassets/100086/4d9c6472-3d7d-4aaa-b29e-40f1db0fadf0.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100088/0e3ff46e-43c3-4368-bce3-951e80878be2.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100091/2df0c757-2d46-4c77-99b9-0762f1e8cdcd.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100091/2df0c757-2d46-4c77-99b9-0762f1e8cdcd.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100092/081beacf-8e28-47f6-a1ac-51de801f3e08.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100094/f2b050ba-4e69-4ae3-9afd-fe73c13d8436.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100095/973212af-f9db-406d-a852-777641fabe86.doc>

Group 3 Construction Studies / Engineering / Drawing & Graphics **Furniture**

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#construction-studies>

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/100112/2ba0343f-3744-470f-b25c-a3d8db7f930c.pdf#page=null>

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#engineering-wood-machine-room-preparation-area>

<https://s3-eu-west-1.amazonaws.com/govieassets/100030/c26a8d43-9952-4f91-a798-5b5e2920beb9.docx>

<https://s3-eu-west-1.amazonaws.com/govieassets/100029/359d2f72-45c7-48c0-be8f-91ef8640d217.docx>

Group 4 Home Economics Equipment/ Kitchen Furniture / Textile/ Dress Design

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#home-economics-textiledress-design>

<https://s3-eu-west-1.amazonaws.com/govieassets/100069/95f9628c-a373-4de9-b141-644964c4f6f7.docx>

<https://s3-eu-west-1.amazonaws.com/govieassets/100036/887d2f56-743c-41c4-aae1-127d9d09feff.doc>

Group 5 Woodwork Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#engineering-wood-machine-room-preparation-area>

<https://s3-eu-west-1.amazonaws.com/govieassets/100028/0f8e8483-4b6b-4e0b-b404-2455f5f58a87.docx>

<https://s3-eu-west-1.amazonaws.com/govieassets/100029/359d2f72-45c7-48c0-be8f-91ef8640d217.docx>

Group 6 Multimedia Equipment & Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://s3-eu-west-1.amazonaws.com/govieassets/100042/ace3a960-3a64-4853-835a-fbc6f9ae63be.doc>

<https://s3-eu-west-1.amazonaws.com/govieassets/100078/fba19218-fce9-4ddc-8024-e5d762748bf2.doc>

Group 7 Arts & Crafts Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#art-craft>

<https://s3-eu-west-1.amazonaws.com/govieassets/100035/16da8109-7c67-4d16-9a3e-4b50655e5f12.doc>

Group 8 Library Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://assets.gov.ie/100011/8ffece5a-7065-4533-b9d9-8098b096751d.pdf>

Group 9 Computer Room Furniture/ Technology Furniture/ CAD furniture & Equipment

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#computer-rooms>

<https://s3-eu-west-1.amazonaws.com/govieassets/233851/1be9acb7-12c5-4d33-824d-6370fef98aac.docx>

<https://www.gov.ie/en/publication/eb204-fitted-furniture-for-post-primary-schools/#technology>

<https://s3-eu-west-1.amazonaws.com/govieassets/100031/0eb9d2a8-154d-4270-ac4e-af1af5e8eb55.docx>

<https://s3-eu-west-1.amazonaws.com/govieassets/100032/8a178d9a-27ea-4e34-9de7-7f0abc2781ae.docx>

Group 10 Primary School Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://assets.gov.ie/93935/690717c2-1c44-4f9a-b2f4-9aa9c55eac22.pdf>

Group 11 SEN Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

Examples of such furniture to include soft furnishings

6.2.3 FITTED FURNITURE & EQUIPMENT

a. Defined Cloakroom space for each pupil which will contain his/her coat, bag, shoes, books etc. shall be provided.

For Post Primary schools, personal storage can be provided in lockers to encourage independence.

b. Single bowl, single drainer sink unit in the wet area. The unit should be fully wheelchair accessible, and be electronically height adjustable.

c. Low level lockable storage units in the wet play area.

d. Whiteboards and notice boards as follows:

- Two whiteboards (2400 x 1200mm non-interactive) fixed between 800 – 900mm above FFL
- One notice board (2400 x 1200mm) fixed between 800 – 900mm above FFL
- Care should be taken when locating these on walls so as to facilitate and not to interfere with the provision of interactive whiteboards and/or data projectors by the school authority.
- The provision of non-interactive whiteboards and noticeboards is part of loose furniture and equipment, and shall be fixed in place by the main contractor. The school authority is responsible for the provision of data projectors and interactive whiteboards and this shall not form part of the building contract.
- Locations of all boards etc. must be agreed with the school beforehand.

e. Allow for the provision of a stand-alone television and video/DVD playback unit. These should be located either on a mobile trolley or in a lockable press. A satellite/cable connection is not required.

f. The Classroom Base should facilitate the setting up by staff of up to 6 individual workstation areas for pupils on the autism spectrum. Each individual space is defined using moveable freestanding partitions and mobile storage units that facilitate the pupil working from left to right. Fixed partitions or fitted furniture are not recommended. The provision of mobile storage units and freestanding partitions forms part of the Loose Furniture & Equipment grant. g. Computer trolleys may be required.

6.5.3 FITTED FURNITURE & EQUIPMENT

a. Furnishings and finishes must be safe and durable.

b. The range of sensory equipment used will vary from school to school and the individual needs of the child. In addition to the grant for loose furniture, a separate one-off grant will be provided by the DoES for the purchase of this equipment. It will be a matter for the school authority to prioritise the equipment for purchase, within the amount of the grant.

c. The range of typical equipment will normally include seating equipment (beanbags, foam filled mats, etc.); wall/ceiling projector (250 degree); mirror ball, fibre optics, sound system, aromatherapy diffusers, switching systems, bubble tube, mirrors, etc.

d. It is recommended that, because of the specialist needs and user requirements of this space, consultation between the school authority, special needs teacher, Architect, M&E Building Services Consulting Engineer and specialist supplier of multi-sensory equipment needs to be undertaken at the earliest opportunity in order to establish goals, identify what needs to be achieved, define the equipment needs and to identify and make provision for space and services requirements in the initial designs.

Group 12 Outdoor Furniture & Equipment

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

Examples of such furniture/equipment are tables, chairs, picnic benches, outdoor benches, outdoor planters, flowerbeds, gardening tools, lights, plants, greenhouses, canopies, pergolas, bike shed, bike racks, scooter racks, bins, horticulture equipment. etc.

This is a non exhaustive list to be used as a general guideline to show what is covered. Other equipment & furniture may be required and variants are allowed.

All Furniture shall be durable and safe for use, as listed in Standards & Specifications required for furniture pages 22 - 29).

Group 13 PE/Gym and Outdoor Gym Equipment & furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

<https://www.gov.ie/pdf/?file=https://assets.gov.ie/133716/6a2365cb-a63b-4f01-a1e2-d0942fd22061.pdf#page=null>

Examples of such furniture/equipment are weights, weight benches, exercise machines, Nets, Basketball Rings, PE benches, PE Horses, Mats, Balls, racquets etc

This is a non exhaustive list to be used as a general guideline to show what is covered. Other equipment & furniture may be required and variants are allowed.

All Furniture shall be durable and safe for use, as listed in Standards & Specifications required for furniture pages 22 - 29).

Group 14 Hairdressing & Barbering Equipment & Furniture

(Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3)

Examples of such furniture/equipment are Hairdressing & Barbering chairs, cutting stools, sink units, front wash stations, back wash stations, Barber unit, Hair salon styling unit, trolleys, beauty trolleys, shelving units, seating, mirrors, mirror stands, Hood drier, ultraviolet sanitizer, Reception desk & furniture, Point of sale(POS), Processor.

etc

This is a non exhaustive list to be used as a general guideline to show what is covered. Other equipment & furniture may be required and variants are allowed.

All Furniture shall be durable and safe for use, as listed in Standards & Specifications required for furniture pages 22 - 29).

APPENDIX 3

Standards and Specifications Required for furniture

All Furniture shall be durable and safe for use. It is essential that tenders and tenderers for equipment for school use shall:

- Comply fully with the specifications and be durable and safe for school use.
- Comply fully with the Standards as detailed and shall comply fully with European Standards (EN), both established and developing, and that Certificates of successful *independent testing* to the relevant Standard(s) by a recognised body are available on request.
- Comply with European Electrical Standards and CE marking as appropriate.
- Fully comply with requirements in the Request for Tenders (RFT) document.
- Be accompanied by documentation of enough detail for full evaluation.
- Include a completed and signed certificate of compliance.

Important: Equipment of Consumer quality (light duty home use type Equipment) is NOT SUITABLE for School and Centre Use.

Failure to comply with the above may result in the tender being deemed null and void.

Equipment wholly or partly funded from public funds is subject to Inspection by Officers from the Department of Education.

Award of a contract is conditional on the production of a current tax clearance certificate.

Failure to comply with the above may result in the tender being deemed null and void.

The documentation contained in this Appendix should be read in the context of all relevant EU directives governing Public Supply Contracts and the requirements of the most recent National or Departmental Circular Letters and/or Directives.

Definition of Certain Technical Specifications

For this Directive:

1. '*technical specification*' means the totality of the technical requirements contained in particular in the tender documents defining the characteristics required of a product such as the level of quality, performance, safety or dimensions including the requirements applicable to the product in respect of terminology, symbols, tests and testing methods, packaging, marking and labelling which permit a material, a product or a supply to be described objectively in a manner such that it fulfils the use for which it is intended by the contracting authority;
 2. '*Standard*' means a technical specification approved by a recognised standardising body for repeated and continuous application, compliance with which is in principle not compulsory.
 3. '*European standard*' means the standard approved by the European Committee for Standardisation (CEN) or by the European Committee for Electro-Technical Standardisation (CENELEC) as 'European Standards (EN)' or 'Harmonisation Documents (HD)' according to the Common Rules of these organisations.
 4. '*Common technical specification*' means a technical specification drawn up with a view to uniform application in all Member States of the Union.
 5. 'Aniline leather' means leather whose natural grain is clearly and completely visible and where any surface coating with a non-pigmented finish is less than or equal to 0,01 mm, as defined in EN 15987;
- (a) 'Semi-aniline leather' means leather that has been coated with a finish containing a small amount of pigment, so that the natural grain is clearly visible, as defined in EN 15987;

- (b) 'Pigmented and pigmented split leather' means leather or split leather whose natural grain or surface is completely concealed with a finish containing pigments, as defined in EN 15987;
- (c) 'Patent and patent split leather' means leather or split leather with generally a mirror-like effect, obtained by application of a layer of pigmented or non-pigmented varnishes, or synthetic resins, whose thickness does not exceed one third of the total thickness of the product, as defined in EN 15987;
- (d) 'Coated and coated split leather' means leather or split leather where the surface coating, applied to the outer side, does not exceed one third of the total thickness of the product but is in excess of 0,15 mm, as defined in EN 15987;
6. 'Volatile organic compound' (VOC) means any organic compound having an initial boiling point of less than or equal to 250 °C measured at a standard pressure of 101,3 kPa as defined in Directive 2004/42/EC of the European Parliament and of the Council [\(4\)](#) and which, in a capillary column, are eluting up to and including tetradecane (C₁₄H₃₀);
- (a) 'Semi volatile organic compound' (SVOC) means any organic compound having a boiling point of greater than 250 °C and less than 370 °C measured at a standard pressure of 101,3 kPa and which, in a capillary column are eluting with a retention range after n-tetradecane (C₁₄H₃₀) and including n-Docosane (C₂₂H₄₆);
7. 'Recycled content' means the proportion, by mass, of recycled material in a product or packaging; only pre-consumer and post-consumer materials are considered as recycled content, as defined in ISO 14021;
8. 'Pre-consumer material' means material diverted from the waste stream during a manufacturing process but excluding the reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it as defined in ISO 14021 and excludes waste wood, chips and fibres from logging and sawmilling operations;
9. 'Post-consumer material' means material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product which can no longer be used for its intended purpose, including returns of material from the distribution chain, as defined in ISO 14021;
10. 'Recovered/reclaimed material' means material that would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and recovered/reclaimed as a material input, in lieu of new primary material, for a recycling or a manufacturing process, as defined in ISO 14021;
11. 'Recycled material' means material that has been reprocessed from recovered/reclaimed material by means of a manufacturing process and made into a final product or into a component for incorporation into a product as defined in ISO 14021, but excludes waste wood, chips and fibres from logging and sawmilling operations;
12. 'Wood-based panels' means panels fabricated from wood fibres by one of several different processes that may involve the use of elevated temperatures, pressures and binding resins or adhesives;
13. 'Oriented Strand Board' means multi-layered board mainly made from strands of wood together with a binder, as defined in EN 300. The strands in the external layer are aligned and parallel to the

board length or width. The strands in the internal layer or layers can be randomly orientated or aligned, generally at right angles to the strands in the external layers;

14. 'Particleboard' means a panel material manufactured under pressure and heat from particles of wood (wood flakes, chips, shavings, saw-dust and similar) and/or other lignocellulosic material in particle form (flax shives, hemp shives, bagasse fragments and similar), with the addition of an adhesive, as defined in EN 309;

15. 'Plywood' means wood-based panels consisting of an assembly of layers glued together with the direction of the grain in adjacent layers usually at right angles, as defined in EN 313. Many different sub-categories of plywood can be referred to based on how the plywood is structured (such as, veneer plywood, core plywood, balanced plywood) or its predominant end use (for instance, marine plywood);

16. 'Fibreboards' means a broad set of panel types which are defined in EN 316 and EN 622 and which can be split into the sub-categories of hardboards, medium boards, soft-boards and dry-process boards based on their physical properties and production process;

17. 'Readily biodegradable substance' means a substance that shows 70 % degradation of dissolved organic carbon within 28 days or 60 % of theoretical maximum oxygen depletion or carbon dioxide generation within 28 days using one of the following test methods: OECD 301 A, ISO 7827, OECD 301 B, ISO 9439, OECD 301 C, OECD 301 D, ISO 10708, OECD 301 E, OECD 301 F, ISO 9408;

18. 'Inherently biodegradable substance' means a substance that shows 70 % degradation of dissolved organic carbon within 28 days or 60 % of theoretical maximum oxygen depletion or carbon dioxide generation within 28 days using one of the following test methods: ISO 14593, OECD 302 A, ISO 9887, OECD 302 B, ISO 9888, OECD 302 C;

19. 'Finishing operations' means methods where an over-layer or coating is applied to the surface of a material. Methods may include the application of paints, prints, varnishes, veneers, laminates, impregnated papers and finishing foils;

20. 'Biocidal product' as defined in Regulation (EU) No 528/2012 of the European Parliament and of the Council [\(5\)](#) means:

- any substance or mixture, in the form in which it is supplied to the user, consisting of, containing or generating one or more active substances, with the intention of destroying, deterring, rendering harmless, preventing the action of, or otherwise exerting a controlling effect on, any harmful organism by any means other than mere physical or mechanical action,
- any substance or mixture generated from substances or mixtures which do not themselves fall under the preceding paragraph, to be used with the intention of destroying, deterring, rendering harmless, preventing the action of, or otherwise exerting a controlling effect on, any harmful organism by any means other than mere physical or mechanical means, and
- a treated article that has a primary biocidal function;

21. 'Wood preservatives' means biocidal products which are applied by surface treatment (e.g. spraying, brushing) or deep penetrating processes (e.g. vacuum-pressure, double vacuum) to wood (i.e., logs received at the sawmill for commercial use and for all subsequent uses of the wood and wood-based products) or wood-based products themselves, or which are applied to non-wood substrates (e.g. masonry and building foundations) solely for the purpose of protecting adjacent wood or wood-based products from attack by wood-destroying organisms (e.g. dry rot and termites) according to

the definition agreed upon by the European Committee for Standardisation (source CEN/TC 38 'Durability of wood and wood-based products');

22. 'E1' means a classification for formaldehyde-containing wood-based panels adopted across EU Member States based on formaldehyde emissions. According to the definition provided in Annex B to EN 13986, a wood-based panel shall be classified as E1 if emissions are equivalent to steady state concentrations of less than or equal to 0,1 ppm (0,124 mg/m³) of formaldehyde after 28 days of a chamber test carried out according to EN 717-1 or that the formaldehyde content is determined to be less than or equal to 8 mg/100 g oven dry board when measured according to EN 120 or that formaldehyde emission rates are less than or equal to 3,5 mg/m².h according to EN 717-2 or less than or equal to 5,0 mg/m².h according to the same method but within 3 days after production;
23. 'Coated fabrics' means fabrics with an adherent, discrete continuous layer of rubber and/or plastic based material on one or both surfaces, as defined in EN 13360, including upholstery materials commonly referred to as 'faux leather';
24. 'Textiles' mean natural fibres, synthetic fibres and man-made cellulose fibres;
25. 'Natural fibres' means cotton and other natural cellulosic seed fibres, flax and other bast fibres, wool and other keratin fibres;
26. 'Synthetic fibres' means acrylic, elastane, polyamide, polyester and polypropylene fibres;
27. 'Man-made cellulose fibres' means lyocell, modal and viscose fibres;
28. 'Upholstery' means the materials used in the craft of covering, padding and stuffing of seating, bedding or other furniture products and may include covering materials such as leather, coated fabrics and textiles as well as padding materials such as flexible cellular polymeric materials based on rubber latex and polyurethane;
29. 'Substance', means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition, as defined in Article 3(1) of Regulation (EC) No 1907/2006 of the European Parliament and of the Council [\(6\)](#);
30. 'Mixture' means a mixture or solution composed of two or more substances as defined in Article 3(2) of Regulation (EC) No 1907/2006;
31. 'Component part' means rigid and discrete units whose shape and form does not need to be altered prior to assembly of the final product in its fully functional form, although its position may change during use of the final product and includes hinges, screws, frames, drawers, wheels and shelves;
32. 'Component materials' means materials whose shape and form may change prior to furniture assembly or during use of the furniture product, and includes textiles, leather, coated fabrics and polyurethane foams used in upholstery. Supplied timber may be considered as a component material but be later sawn and treated to be converted into a component part.

Descriptions, Specifications and Drawings

Introduction

Standard Specifications

The following standard specifications, including any amendments, shall be strictly adhered to in all respects, unless otherwise specified or agreed:

General Furniture Standards

All furniture shall comply with:

I.S. EN 1729 Functional Sizes Educational Furniture (Tables and Chairs) and testing.

I.S. 140 Irish Standard School Furniture (largely superseded by I.S. EN 1729)

I.S. 170 Irish Standard Furniture

Specific Standards

Ergonomics:

I.S. EN 29241 Ergonomics standards for visual display terminals (VDTs).

I.S. EN ISO 9241 Ergonomic demands for office works with screens

Seating for Pupils of Educational Institutions:

EN 1729 -1:2006

EN 1729-2:2012 + A1:2015

Office Furniture:

I.S. EN 527 Office Furniture – tables and desks

I.S. EN 1335 Office Furniture – office chairs

EN 14073 Office Furniture – storage furniture

EN 14074 Office Furniture – tables and desks and storage furniture – moving parts.

EU equivalent of BS 6396 Specifications for electrical systems on office furniture and office screens.

I.S. EN 1023 – Office Furniture: Screens

EU equivalent of BS 476 Class zero and or BS EN 13501 Class B for Fire Standards for Noticeboards

Materials

EN 622 Dry Process Fibreboard (MDF) (including furniture) for use in dry conditions EN 438 Decorative High-pressure Laminates Sheets based on thermosetting resins EU equivalent of BS 6250 / FIRA Standard 6250 – Lacquer application.

I.S. EN 12720, 12721 and 12722 – Methods of test for finishes of wooden furniture.

EU equivalent of BS 1186 Part 2 Timber for and workmanship in joinery

I.S. EN 942 Timber in joinery – General requirements

Writing Boards:

I.S. EN 14434: 2010 Writing boards for educational institutions – Ergonomic, technical and safety requirements, glare free and their test methods.

Fire Safety

The Code of Practice for Fire Safety of Furnishing and Fittings in Places of Assembly (Department for the Environment, 1989) is applicable to Primary Schools. See specifically, *Section 2: Seating* which refers to I.S. 419 and I.S. 254. All relevant furniture to comply with the Latest Code of Practice. EU Equivalent of BS 476 Class zero and or EN 13501 Class B for Fire Standards for Noticeboards.

Standards

Where a Standard mentioned in this document has been updated or superseded then the latest or replacement Standard shall apply.

Before placing of Contracts, prototypes or samples of items tendered may require to be submitted to the National Standards Authority of Ireland or other competent body for performance testing.

Where alternative Standards from non-EU countries are offered, the onus is on the supplier to prove equivalence. Similar products/ variants are allowed once they conform to the required safety standards.

Workmanship, Finish

The workmanship, finish, etc., must in all cases be equal to the standard of the prototypes, samples or details accepted by the contracting authority.

Any furniture not manufactured strictly in accordance with this condition will be rejected.

All materials and workmanship throughout must be of the highest quality. Any inferior materials or practice will not be accepted.

All items and components shall be soundly constructed in accordance with the best manufacturing process and practice.

All the dimensions, details, fixings etc. shown on drawings must be strictly observed.

All proprietary materials must be used strictly in accordance with the manufacturer's instructions or recommendations.

All veneered panels to have all edges hardwood lipped prior to veneering and the selected veneers are to be applied over lippings.

All metal and timber shall be neatly bored and countersunk to take the required screws. Tops are to be securely fixed and screws to be inserted in correct alignment to ensure that no screws heads are projecting above finished layer.

Materials

Timber:

To I.S. EN 942. Timber shall be sound, well-conditioned, properly seasoned to suit internal joinery use, and free from defects, or a combination of defects rendering it unsuitable for purpose intended. All timber to be from forests managed under principals of sustainability in accordance with international guidelines.

Manufacturer to demonstrate that timber derived from well managed sources.

Softwood shall be Scots Pine *Pinus sylvestris* (or Red Deal), to Class J2 of I.S. EN 942.

Average density to be more than 500 kg/m² and to be suitable for internal joinery – see I.S. EN 942.

Average moisture content of timber on delivery: 9 % to 13 %. Adhesive: to I.S. EN 204

Particle board:

Dry Fibre Board (MDF) to I.S. EN 622-5, tested to I.S. EN 120 to have less than 1 mg/100 g free formaldehyde (ethanol) content. Moisture resistant board to I.S. EN 622-5 MDF.H, class E1 formaldehyde content.

Lacquer:

Lacquer to EU equivalent of BS 6250/ FIRA 6250 severe rating: to all work surfaces. Lacquer to be factory applied by ultraviolet cured method or other method guaranteed to meet the specification.

Lacquer to EU equivalent to BS 6250/ FIRA general rating: to all other surfaces, factory applied.

Plastic Laminate Materials:

In accordance with EU equivalent to BS 4965 and I.S. EN 438 grade HGS/HGP. Balancing laminate to be used in all cases (including vertical panels). VGS allowed for balancing laminate on underside of worktops or tables only. All laminated panels to have either solid colour laminate or PVC edges to seal all lipping's, with the lipping fitted after laminating. All edges to be finished flush and smooth with the black core of the laminate concealed behind the lipping. Vertical edges of doors and drawer fronts shall be post-formed. Worktops used in kitchens and home economics rooms to be heat-resistant to 180°C.

Ironmongery:

Assemble and fix carefully and accurately using fastenings with matching finish supplied by ironmongery manufacturer. Prevent damage to ironmongery and adjacent surfaces. At completion check, adjust and lubricate as necessary to ensure correct functioning.

Locks and Master keying:

Locks to be provided to all storage units – high level and base units.

Locks to all units in teacher's desks to be keyed alike.

Locks to all other student units to be master keyed.

Locks to all office storage units to be mastered. In admin office, main filing units to be keyed alike.

Handles should either be D-shape stainless steel with reverse fixing through back of door or recessed stainless steel – as specified on drawings.

Hinges should be high quality stainless steel, 180-degree type.

Metalwork:

Quality of Work: Fabricate metalwork carefully and accurately to ensure compliance with design and performance requirements using types and grades of metal appropriate for the purpose. Finished work must be free from distortion and cracks. Use proprietary products to manufacturer's instructions.

Corners: Unless otherwise specified, mitre junctions of identical sections. Welding/ Brazing Generally:

1. Thoroughly clean surfaces to be welded.
2. Ensure accurate fit using clamps and jigs where practicable.
3. Make joints with parent and filler metal fully bonded throughout.
4. Completely remove all traces of flue residue and slag.

Butt Welds:

Where visible in completed works, butt welds to be finished smooth flush with adjacent surfaces.

Welding:

Metal welding to I.S. EN 1011-1 and I.S. EN 1011-2 or other method subject to approval.

Cleaning:

Remove all burns and sharp arises, which would be visible after fixing or a hazard to the user.

Worktops:

Worktops shall be fitted to allow for shrinkage movement etc. and to facilitate easy replacement.

Joints in Worktops:

Where worktops are not continuous between adjacent units, joints shall be sealed with a cover strip or other approved method.

Metal Coating:

Epoxy powder coated to selected RAL colour to I.S. EN 13438. Stove enamelled black where specified.

Metal Fastenings:

Unless otherwise specified fastenings to be of the same metals the item being fixed, with matching coating or finish.

Metal components to be constructed in accordance with the British and Irish Standard Specification quoted above. All metal parts shall be finished with epoxy powder coated.

Upholstery:

Upholstery Foam must be of the quality recommended by the manufacturer for its location and follow the Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly 1989 (The Stationery Office, Dublin).

Variation in Quantities

Slight variations in quantities may be required. This will be calculated at unit rates quoted in tender.

Alternatives

Where manufacturers can offer alternative methods of construction, materials, fittings, etc., they should submit tenders for each.

Tenderers should include enough supporting documentation (test certificates, catalogues, photographs, drawings, etc.) to assist in evaluating the quality etc., of the items offered.

All items are intended for use in schools and must be of construction, materials and finish which are suitable for this use and which will combine long life with ease of cleaning and low maintenance.

Universal Access

School/Centre buildings are designed to meet the Building Regulations regarding access for people with disabilities. “People with disabilities”, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.

In the context of this specification all loose furniture materials are required to be selected from ranges of suitably contrasting colours and textures to facilitate those with visual impairment.

In finalising schedules of loose furniture each school/centre should assess its requirements for special access furniture and modify the schedule accordingly. The need for special sized desks and chairs with arms for general classrooms should be considered.

Additional Notes for Contracting Authorities Purchasing Loose Furniture

Certificates of compliance should be made available by the supplier certifying that the articles of furniture being supplied conform to and have been tested to the appropriate Standard(s) - I.S. /I.S. EN/EN/ISO or recognised equivalents. Samples of items of furniture should be made available to the purchaser/school authority for inspection, where requested.

I.S. EN 1729 (Parts 1 & 2): 2006 “Furniture and Tables for Educational Institutions” is the appropriate Standard for primary student furniture and articles. This Standard supersedes I.S. 140, and ISO 5790 in relation to group sizes and testing. Any information/advice given below given is not deemed to be a legal interpretation of the Standard.

Section 7 of the Introduction to the Standard I.S. EN 1729 gives detailed requirements in relation to the marking of items of furniture. The markings include size mark or colour code or both, and the name and/or trade name and/or mark and address of the manufacturer or his or her authorised representative.

Other furniture should be certified as meeting the appropriate Standard, e.g., furniture for staff and office use.

Manufacturers will be required to submit samples, photographs of components and complete units on request to allow the contracting authority to select colour finishes and to evaluate the quality of the items in question.

Chairs & Tables

Regarding chairs and tables there are eight different size marks, 0-7, which are colour coded, as defined in I.S. EN 1729. Broadly speaking the furniture size required by a student is related to stature with perhaps the most appropriate parameter being the “popliteal height” i.e., for someone seated, the distance from the underside of the foot to the underside of the thigh at the knees.

The table below summarises the height/size range for chairs and tables according to I.S. EN 1729 compared with I.S. 140.

Similar products are allowed once they conform to the required safety standards listed in Standards & Specifications required for furniture Appendix 3.

	Size 1/mm	Size 2/mm	Size 3/mm	Size 4/ mm	Size 5/mm	Size 6/mm	Size 7/mm
1. Chair height	260	310	350	380	430	460	510
1. Table height	460	530	590	640	710	760	820

Warranties

1- This relates to chairs with seat slopes in the range of -5° to + 5°

2- This relates to use with chairs with seat slope in range of -5° to + 5°.

In certain circumstances, ‘ordinary’ height stools may be chosen instead of chairs