



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Dynamic Purchasing System INVITATION TO PARTICIPATE Information Document

Establishment of a Dynamic Purchasing System (DPS) for	The Supply and Delivery of Fresh and Wholesale Food Supplies to Schools and Education Centres (inc. offices) under Kildare Wicklow Education and Training Board (KWETB)
Procedure	DPS
eTenders RFT ID	6146520
Issue Date	Monday 21 st July 2025
Duration of DPS:	The DPS will be established for 4 years (20 th July 2029).
Contact for Queries	Messaging facility on www.etenders.gov.ie
Closing Date / Time for receipt of Applications for FIRST ROUND of Stage 1, Pre-Qualification Questionnaire:	20.00 hours on Wednesday 20th August 2025. New applicants can still submit a PQQ after this date.

Please note that information relating to this Invitation to Tender, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority 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 the Contracting Authority (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 the Contracting Authority 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. The Contracting Authority’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.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 Summary

Contracting Authority:	Kildare Wicklow Education Training Board
Nature of procurement:	The Supply and Delivery of Fresh Wholesale Food Supplies to Schools and Education Centres (inc. offices) under Kildare Wicklow Education and Training Board
Type:	Supplies
Procedure:	Open Procedure
Stage in procedure:	This is a single stage tender procedure whereby all interested parties may tender, but only those meeting the selection criteria (financial and technical capacity) will be deemed eligible for evaluation against the award criteria.



3 About the Contracting Authority

Education and Training Boards (ETBs) are statutory authorities which have responsibility for education and training, youth work and a range of other functions. Formerly known as Vocational Education Committees (VECs) ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult, further education and training centres delivering education and training programmes, including 19 (former FÁS) training centres. There are 16 Education and Training Boards spread throughout the country with over 650 sites under their remit. The Chief Executive (CE) of each ETB carries out the executive functions of the ETB, including those in relation to procurement.

Education and Training Boards Ireland (ETBI), based in Naas, Co Kildare is the national representative association for ETBs. Its job is to represent ETBs and promote their interests. It also provides services to its members in areas such as Policy, HR/ IR, Corporate and Procurement & Reform. ETBI coordinates the **ETB Procurement Network**, which brings procurement personnel from the 16 ETBs together on a quarterly basis.

The Contracting Authority is an ETB responsible for the delivery of services in Kildare and Wicklow.

Kildare and Wicklow Education and Training Board (KWETB) is one of 16 ETBs established under the Education and Training Boards Act 2013. Prior to the Education and Training Boards Act, there were 33 VEC's which were established under the Vocational Education Act 1930 – 2001. The remit of Kildare Wicklow Education and Training Board, as the statutory provider of education for the Counties is the provision of a comprehensive range of quality education programs to meet the needs of the community we serve. These include Second Level Education, Post Leaving Certificate Programs, Further Education, Second Chance Learning, and Adult & Community Education. In addition, KWETB plays a significant role in the Strategic Development of the County through a variety of inter-agency programs.

For more information on ETBs and ETBI go to www.etbi.ie

For more information on Kildare Wicklow ETB, go to KWETB Website



4 Scope of the DPS

The contracting Authority proposes to engage in a competitive process for the establishment of a panel of suppliers from which its locations will source providers for the supply and delivery of fresh and wholesale foods.

4.1 Overview of General Requirements

The Contracting Authority (KWETB) wishes to establish a Dynamic Purchasing System (DPS) for the **supply and delivery of fresh and wholesale food supplies – (not limited to the following) fresh meat and poultry, fish, eggs, dairy, fresh vegetables, herbs, spices, dry goods, sauces, oils, fresh and dried fruits, seeds, nuts, vinegar, wines, frozen foods, convenience foods, to its schools and education centres (including offices if required).**

The DPS will be in place for a minimum of 4 years and is open for applications until 20th July 2029. It will become operational with effect from 21st August 2025.

The first round of applicants have **30 days** to submit a response to participate in stage 1, **by 20th August** – this is to enable the commencement of stage 2 from 21st August. Applications will still be accepted after this time. (see sections 4.5 and 5.3 for more details).

Some School and Centres may submit request for quotes/ mini competitions from late August.

Lot Descriptions (see section 4.4 for estimated values):

- **Lot 1 Fresh Meat, Poultry and Fish including Cooked Meats**
- **Lot 2 Fresh Vegetables, Fresh Herbs & Spices**
- **Lot 3 Soups, Sauces, Oils, Vinegar, Wines, Breads and Dried Goods, Dried Fruit, Seeds & Nuts, preserves,**
- **Lot 4 Dairy and Eggs**
- **Lot 5 Frozen foods**
- **Lot 6 Convenience foods including all drinks (soft, juices, dilutes and small water bottles)**
- **Lot 7 ALL Produce (as listed in lots 1-6 Inc. Can be used for any combination of the above lots)**

4.2 Procedural Stages

The DPS agreement will be established in two (2) stages. Stage 1 is the Pre-Qualification stage and Stage 2 is Award of Contracts.

This is the **first stage** of the procedure whereby all interested parties may submit a response, but only those meeting the selection criteria (qualification and experience) will be deemed eligible for inclusion on the DPS Panel.



4.3 Duration of the DPS

The DPS will be established for 4 years, until 20th July 2029. 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 panel.

4.4 Estimated Value of the DPS

The level of expenditure cannot be guaranteed in any given year. See estimated total values of purchases per lot below, (ex. VAT) per annum. It is emphasised, however, that these figures are provided strictly for indicative purposes only based on current and future usage - there is no guaranteed expenditure under any lot.

Lot 1 – estimated approx. € 48,000+ per year

Lot 2 - estimated approx. €14,000+ per year

Lot 3 - estimated approx. €37,000+ per year

Lot 4 - estimated approx. €32,000+ per year

Lot 5 - estimated approx. €43,000+ per year

Lot 6 - estimated approx. €110,000+ per year

Lot 7 - estimated approx. €250,000+ per year

4.5 Admission to the DPS

Admission to the DPS for each Lot. Applicants can apply for one, some or all Lots.

Stage 1 – Admittance to the DPS:

The Contracting Authority invites Applications from suitable Applicants in response to the Compliance and Selection Criteria. While Applicants are required to submit a response to and fulfil the Compliance and Selection Criteria, Applicants are not required to submit either a tender proposal or a pricing submission at this Stage 1 of the Competition. Tender responses and pricing submissions will instead be required in response to future (Stage 2) request for quotations/quick quotes or mini-competitions conducted under the DPS.

If only one supplier is successfully appointed as a panel member in a particular lot (for a period of time), the schools/centres may place orders directly with that one supplier should their requirements be met.

All Applicants that meet the Compliance and Selection Criteria will be admitted to the DPS to form a panel of suppliers, to the lot(s) they have applied for.



Ongoing application process to become a DPS Member

Suitable applicants may apply for admission to the DPS under one or more lots, or re-apply in the case of Applicants who failed to satisfy the Compliance or Selection Criteria on any attempt, at any point throughout the Term of the DPS.

Stage 2 – Award of Contracts:

All Applicants that have prequalified at Stage 1 (each a “DPS Member”) for each applicable Lot, will be invited to future Stage 2 competition(s) (“Mini-Competitions” or “Quick Quote” depending on value of contract) to submit a tender response, including pricing, based on the requirements set out in the relevant Stage 2 Request for Tenders/Quotation (“RFT”) (or (“RFQ”), by any school/centre.

4.6 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 under the appropriate Lot or Lots shall be invited to tender or quote on the basis of requirements/specification. Contracts will be awarded to the most economically advantageous tender/quote evaluated using the specific award criteria, which will be made known to those invited to participate in the mini- tender/RFQ in any lot.
- KWEB’ schools centre, offices will determine the right to award a contract, contract with options, or framework agreement as they deem appropriate which meets their needs.
- Contracts may be awarded for a period of time e.g. for a school term of full academic year, or as and when required.
- Some or all of the following **award criteria** may be used in awarding contracts under the DPS – RFQ/mini tender. Other criteria may be used throughout the DPS lifetime. Percentages can range from 0%/ marks -100% / marks. Indeed, cost alone (lowest cost) may be used in some cases.
 - Cost
 - Quality – produce and / or service
 - Delivery schedules and lead in times
 - Geographical location and proximity to school/centre/office
 - Contract Management, Supervision and Reporting
 - Supplier Management & Traceability, Product Quality Control Procedures & Verification
 - Continuous Improvement and Added Value
 - Social, Green and Sustainable Criterion
 - Reliability and continuity of supply



4.7 Review of Performance

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

4.8 Account Management

Supplier performance will be continually monitored over the term of the contract agreements (call off contracts). The main criteria for measuring performance will be set out in Stage 2 tender or quote requests. 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.

Each supplier who may be awarded a contract following Stage 2, will be expected to have and 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.

5 INSTRUCTIONS TO APPLICANTS

5.1 Queries

An Application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority 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.

5.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire for the relevant Lot(s) applied for, which are attached to the eTenders notice as separate documents, applicants should note the following conditions:



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- All questions must be completed in full and without reference to other documents or other parts of the 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 Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to panel. In order to ensure that entry to the panel 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 Qualification Questionnaire if required.
 - All financial information should be denominated in euro (€), and any confirmations required will be based on an auditor's / Accountant letter, verifying turnover.
 - 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 the Contracting Authority 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.
 - The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed 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.



- The Contracting Authority 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, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by the Contracting Authority. 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.

5.3 Submission of Applications

All applications must be compiled such that they can be read immediately using PDF/word readers. The closing date for applications for consideration of initial work to be awarded under the DPS is as indicated on the title page.

The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants should produce their response using the DPS Qualification Questionnaire **at Appendix 1** as a SINGLE FILE, if possible, which is clearly labelled, page numbered and indexed.

Process for Application

1. Applicants must 'Express an Interest' in the DPS on the eTenders portal.
2. Applicants may then download and complete the questionnaire offline.
3. When the questionnaire is complete, applicants must submit responses via eTenders.

Each applicant must ensure they are clearly stating the lot or lots for which they are applying for.

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 as specified in the Qualification Questionnaire.

5.4 Clarification of Applications

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



5.5 Interference and Inducement to Purchase

Any effort by the applicant to unduly influence the Contracting Authority, 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 Contract shall have their applications rejected. The presumptions (including as to any gift, consideration or advantage) and other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

5.6 Language

Applications may be submitted in English.

5.7 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful applicant. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by the Contracting Authority is normally Electronic Funds Transfer.

Note: The Contracting Authority will be rolling out e-invoicing during the term of the contract / DPS and applicants may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

5.8 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995 and 2001. Failure to disclose a conflict of interest may disqualify a applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.9 Freedom of Information Acts

All responses to any stage of this Competition, will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required 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).



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. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. the Contracting Authority 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.

5.10 Tax Clearance

It will be a condition of award of any contract that the successful DPS member shall, for the term of such contracts, comply with all EU and national tax laws. Applicants are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident applicants should apply to the Office of the Revenue Commissioners, Non Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie. The Contracting Authority will satisfy themselves that any applicants being considered for award to a DPS are appropriately tax compliant by checking their status via the online system for which applicants are requested to provide their Tax Clearance Access Number and Tax Reference Number to facilitate verification. By supplying these numbers applicants acknowledge and agree that the Contracting Authority has the permission to verify its tax cleared position at any time during the term of the DPS.

5.11 Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

5.12 Irish Legislation and Law

The contract[s] awarded on foot of this tender process will be governed by Irish law.

5.13 Dignity at Work

The successful applicant(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

5.14 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of a qualification questionnaire (stage 1). 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 lead applicant cannot submit under more than one application.



5.15 Notification of Tender Evaluations

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications, within 10 working days, or where the volume of responses is large within a maximum of 15 working 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: Unsuccessful applicants may reapply at any time.

Following the initial application deadline, applications may be evaluated on a quarterly basis.

5.16 Policy on Personal Debriefings

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

5.17 Changes in Legislation

As a condition of award, it shall be the sole responsibility of the applicant (in the event of success) to fulfil the obligations under any awarded Contract(s), 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, including the Windsor agreement or any other subsequent agreements.