



Oifig um Sholáthar Rialtais
Office of Government Procurement

FCL033F Single Supplier Framework for the supply of Cleaning, Paper, Personal Hygiene & Period Equality Products

Tenderers Briefing



Introduction

- The Office of Government Procurement (OGP) is a division within the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation tasked with sourcing goods and services on behalf of the public sector.
- The competition will be conducted in accordance with the Directive 2014/24/EU transposed into S.I. No. 284 of 2016 (award of Public Authority contracts).
- **Purpose of the tenderer's briefing is to aid the submission of a compliant tender response.**

Transparency of Briefing

- No additional information will be provided in this briefing that is not already published in the tender documents.
- Any questions in relation to this competition must be submitted through the eTenders messaging facility on www.etenders.gov.ie no later than **3pm on Thursday, 15th October 2026**.

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The Requirement

Layout of Request for Tender (RFT)

Tender Response

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The Requirement

- Requirement: Supply and delivery of Cleaning, Paper, Personal Hygiene and Period Equality Products as detailed in Appendix 1 and Appendix 2 of the RFT.
- The competition is divided into eight (8) Lots. Each lot will result in a separate contract being awarded to the Most Economically Advantageous Tenderer.
- Tenderers are limited to an award of a maximum of 2 lots – 1 lot from the Health lots (1 to 4) and 1 lot from Non-Health (lots 5 to 8).
- In respect of all Lots; Tenderers must be in a position to supply all of the Goods within that Lot and must submit a price in respect of each and every Good within that Lot.
- Contract term: 4 years (48 months). Client Contracts called off under this Framework may be awarded for a maximum of five (5) years upon signing of the NAGF
- The estimated Framework Value is €150 million (ex VAT)

In summary, the Goods shall comprise:

Cleaning Supplies Products Lots include the following;

- Floor Cleaning Products
- Housekeeping products
- Kitchen Cleaning Products
- Laundry Cleaning Chemical Products

Paper Product Lots include the following;

- Paper Hygiene Products

Personal Hygiene Products Lots include the following;

- Personal Hygiene Products
- Washroom Products
- Waste Disposal Products

Period Equality Products Lots include the following;

- Period Equality Products

Lot Information

Lot Number	Area	Requirement	Estimated Annual Value
1	Health Organisations	Cleaning Supplies Products	€5,140,000
2	Health Organisations	Paper Products	€13,500,000
3	Health Organisations	Personal Hygiene Products	€5,360,000
4	Health Organisations	Period Equality Products	€400,000
5	All Client Organisations (apart from Health)	Cleaning Supplies Products	€1,000,000
6	All Client Organisations (apart from Health)	Paper Products	€5,800,000
7	All Client Organisations (apart from Health)	Personal Hygiene Products	€1,100,000
8	All Client Organisations (apart from Health)	Period Equality Products	€400,000

- Lots 1 to 4 are Health Organisation lots
- Lots 5 to 8 are All Client Organisations (apart from Health)
- The estimated value of the Lots is for general guidance purposes only and does not represent any commitment by the Contracting Authority to either participate in or spend the estimated values described

List of Tender Documents Published on eTenders

- FCL033F RFT
- FCL033F Appendix 1A Tender Response Document
- FCL033F Appendix 1B Responsible Business Conduct Self Declaration
- FCL033F Appendix 2 Pricing Schedule
- FCL033F List of Existing Framework Clients and Locations

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Layout of RFT

- Part 1: Introduction *(pages 3 to 8)*
- Part 2: Instructions to Tenderers *(pages 9 to 21)*
- Part 3: Selection and Award Criteria *(pages 22 to 40)*
- Appendix 1: Requirements & Specifications *(pages 41 to 71)*
- Appendix 2: Pricing Schedule *(pages 72 to 77)*
- Appendix 3: Tenderer's Statement *(pages 78 to 79)*
- Appendix 4: Declaration as to Personal Circumstances of Tenderer *(pages 80 to 82)*
- Appendix 5: Goods Framework Contract *(pages 83 to 114)*
- Appendix 6: Confidentiality Agreement *(pages 115 to 122)*

NB – It is important that you read each section of the RFT and its appendices carefully.

3.2 Selection Criteria (pages 24 to 29)

Tenderers will either pass OR fail each of the Selection Criteria listed below:

3.2.A Economic and Financial Standing

- 3.2.A (i) First Minimum Turnover Requirement
- 3.2.A (ii) Second Minimum Turnover Requirement
- 3.2.A (iii) Solvency Requirement
- 3.2.A (iv) Evidence of Minimum Standards prior to award of a Framework Contract (Auditor's Statement)
- Tenderers must declare by way of eESPD that they satisfy the financial and economic standing requirement(s) set out below in respect of each Lot tendered for and that they are able, upon request and without delay, to provide the supporting documentation specified below to the Contracting Authority in each case.

3.2 Selection Criteria (pages 29 to 37)

3.2.B Technical and Professional Ability

- 3.2.B (i) Previous Experience
- 3.2.B (ii) References
- 3.2.B (iii) Delivery and Logistics Capability
- 3.2.B (iv) Contract Management and Customer Support
- 3.2.B (v) Invoicing and Financial Administration Capability
- 3.2.B (vi) Mobilisation and Transition Capability
- 3.2.B (vii) Supply Chain Capability

Documentary is **not required** at this stage of the Competition. Instead, Tenderers are asked to declare that they meet the minimum standards required by the Contracting Authority and Tenderers must provide the supporting documentation specified above without delay when request by the Contracting Authority.

eESPD Completion

- Where the Tenderer is a single economic operator participating on its own and does not rely on the capacity of other entities, it must complete, sign and submit a single eESPD.
- Where a Tenderer is relying on the capacity of other entities (for example, Subcontractors) for the purposes of fulfilling any of the Selection Criteria in part 3.2 it must complete, sign and submit a separate eESPD in respect of each subcontractor.
- Where a Tenderer intends to subcontract any share of any Contract to a Subcontractor, but is not relying on the capacity of such Subcontractor for the purposes of fulfilling any of the Selection Criteria in part 3.2, a separate eESPD must be completed, signed and submitted in respect of each such entity.

3.2.A Turnover Requirements

Lot Number	Area	Requirement	Minimum Annual Turnover Requirement (excl VAT)
1	Health Organisations	Cleaning Supplies Products	€7,710,000
2	Health Organisations	Paper Products	€20,250,000
3	Health Organisations	Personal Hygiene Products	€8,040,000
4	Health Organisations	Period Equality Products	€600,000
5	All Client Organisations (apart from Health)	Cleaning Supplies Products	€1,500,000
6	All Client Organisations (apart from Health)	Paper Products	€8,700,000
7	All Client Organisations (apart from Health)	Personal Hygiene Products	€1,650,000
8	All Client Organisations (apart from Health)	Period Equality Products	€600,000

- Pages 24 to 27 of RFT.
- First Minimum Turnover: 100%
- Second Minimum Turnover: 50%

3.3 Award Criteria

A Framework Contract for each Lot will be awarded to the Tenderer that receives the highest marks between Qualitative (100 marks) and Cost (900 Marks)

Qualitative

Table 8 - Qualitative Award Criteria				
Quality Award Criteria	Weighting	Maximum Marks Available	Minimum Marks Required to Pass	Maximum Page Limit
Sustainability and Green Public Procurement Measures	20	100	60	20
<u>Total Qualitative Marks</u>		<u>100</u>		

Cost

Award Criteria	Maximum Marks Available
Ultimate Cost	900
Total Qualitative & Cost Marks	1,000

Qualitative Award Criteria

- Qualitative Award Criteria 10% (100 marks) - one question:
 - ✓ Tenderer's proposed Sustainability and Green Procurement Measures (100 marks)
- Question outlined at Appendix 1 (page 70 & 71 of RFT) and for response in Appendix 1A Tender Response Document.
- Note: Maximum page limit of 20 pages

Qualitative Award Criteria

Table 7 - Scoring Matrix	
Scoring Indicator	Score
An excellent response that fully meets requirements and provides comprehensive, detailed and convincing assurance that the Tenderer will deliver on the Contracting Authority's requirements to an excellent standard.	5
A good response that demonstrates real understanding of the requirements and assurance that the Tenderer will deliver on the Contracting Authority's requirements to a good standard.	4
A satisfactory response which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of the Contracting Authority's requirements to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.	3
An average response where some capabilities to meet the requirements are detailed however reservations exist. Lacks full credibility and/or convincing detail, and there is a significant risk that the delivery of the Contracting Authority's requirements will not be successful.	2
A poor response where limited information was provided and serious reservations exist. This may be because, for example, insufficient detail is provided, and/or the response has fundamental flaws, is seriously inadequate or seriously lacks credibility with a high risk of non-delivery of the Contracting Authority's requirements.	1
No response or response completely fails to address the criterion under consideration.	0

- Tenderers are required to achieve the Minimum Weighted Mark for the qualitative criterion in order to pass to the next stage of the Competition for the Lot.
- Tenderers must achieve a minimum weighted score of 3 ("Satisfactory") in this criterion to pass and have Cost evaluated.
- Tenderers who fail to achieve the Minimum Weighted Mark (3) in Qualitative Award Criteria will be eliminated from the Competition for that Lot and shall not be evaluated for Cost for that Lot.

Price Evaluation Methodology

- Tenders will be evaluated on the basis of the total cost submitted in the Pricing Schedule (Appendix 2) for the relevant Lot.
- The Tenderer whose Ultimate Cost (all-inclusive price) (as specified in the Appendix 2: Pricing Schedule) is the lowest for the Lot in question shall be awarded the maximum marks available (900) in respect of the Lot, and all other Tenderers shall be marked relative to the lowest priced Tender in respect of the particular Lot using the following formula:

Maximum number of marks available (900) x Lowest Ultimate Cost

Ultimate Cost under evaluation

Award Criteria –Total Score – (All Lots)

- **How Final Scores will be calculated:**
 - The total score awarded for a Tenderer will be the cumulative total of marks received for the Qualitative Award Criteria (100) and Ultimate Cost (900) to arrive at a total mark out of a maximum of 1,000 marks.
 - **In respect of all the Lots, the Tenderer with the highest ranked score for each Lot shall be identified for appointment to the relevant Lot, subject to meeting conditions as set out in 1.3.1 Submission of Tenders for Multiple lots.**

Appendix 1: Requirements and Specifications

Appendix 1: Requirements and Specifications

Pages: 41 - 71

This section sets out the minimum requirements that tenderers must meet.

Appendix 1: Requirements and Specifications

Introduction & Overview	Pg. 41	12. Goods Evaluation	Pg. 60
1. Governing Legislation and Standards	Pg. 43	13. Specification Data Sheets and Online Catalogue	Pg. 61
2. GPP Criteria	Pg. 44	14. Management Information Reports	Pg. 63
3. Environmental Management	Pg. 45	15. Contract Mobilisation	Pg. 65
4. Waste Management / Waste Prevention	Pg. 46	16. Contract Management	Pg. 66
5. Responsible Business Conduct	Pg. 46	17. Contract Review Meetings	Pg. 67
6. Continuity of Supply	Pg. 50	18. Invoicing	Pg. 67
7. Delivery of Products	Pg. 50	19. Delivery and Servicing Personnel and Vehicles	Pg. 69
8. Product Specifications	Pg. 51	20. Sets out the award criteria for response in FCL033F Appendix 1A Tender Response Document	Pg. 70
9. Product Training	Pg. 59		
10. Personnel	Pg. 59		
11. Customer Complaints and Correct Action	Pg. 60		

Appendix 2: Pricing Schedule

Appendix 2: Pricing Schedule

Pages: 72 - 77

This section sets out how to complete the
FCL033F Appendix 2 Pricing Schedule

Appendix 2 Pricing Schedule

- Appendix 2 Pricing Schedule has 10 schedules:
 - Schedule 1: Notes to Tenderers
 - Schedule 2: Lot Summary
 - Schedule 3: Lot 1 Health Organisations – Cleaning Supplies
 - Schedule 4: Lot 2 Health Organisations – Paper Products
 - Schedule 5: Lot 3 Health Organisations – Personal Hygiene Products
 - Schedule 6: Lot 4 Health Organisations – Period Equality Products
 - Schedule 7: Lot 5 All Client Organisations (apart from Health) – Cleaning Supplies
 - Schedule 8: Lot 6 All Client Organisations (apart from Health) – Paper Products
 - Schedule 9: Lot 7 All Client Organisations (apart from Health)– Personal Hygiene Products
 - Schedule 10: Lot 8 All Client Organisations (apart from Health)– Period Equality Products

Appendix 2 – Pricing Schedule

- In Schedule 2: Lot Summary (all cells in blue MUST be completed)
 - Tenderer's Name into Cell B2
 - Delivery charges that will apply to orders below the minimum order value of €100 into Cell C3
 - For Lots 1 to 8 you need to indicate if you are tendering for the Lot (Yes / No), cells D6 to D13
 - Order of preference for the lots you are tendering for with 1 been the preferred choice, cells E6 to E13
- For the lots you are tendering for please ensure you have followed the instructions as set out for each lot from pages 73 to 77 (all cells in blue MUST be completed)

Please note: Pricing cannot be resubmitted.

Appendices 5 & 6

- **Appendix 5:** Goods Contract
- **Appendix 6:** Confidentiality Agreement

These Appendices are included in the tender documents for your information only.

If you are successful and are awarded a contract, both the Goods Contract and Confidentiality Agreement will be issued to you for signature at the contract award stage for each Lot.

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Tender Response

What needs to be included in your Tender Response?

FIVE (5) documents must be included in your tender response:

- 1) Completed Appendix 1A Tender Response Document.
- 2) Completed Appendix 1B RBC Self Declaration.
- 3) Completed Appendix 2 Pricing Schedule.
- 4) Appendix 3 Tenderer's Statement – on headed paper and signed.
- 5) Completed electronic European Single Procurement Document (eESPD) – one eESPD if you are bidding under your own capacity. If you are using sub-contractors, each of them will be required to complete a separate eESPD.

Important closing dates and times

Closing date for clarifications is:
3pm, Thursday, 15th October 2026.

Closing date for receipt of tender submissions is:
3pm, Thursday, 29th October 2026.

What documentation will be requested after the tender deadline?

Within seven (7) working days of a request from the OGP, you will be required to provide documentary evidence of the following:

- Economic and Financial Standing (3.2.A)
- Technical and Professional Ability (3.2.B)
- Tax clearance details (2.17)
- Insurance confirmation (2.21)
- Signed Declaration of Personal Circumstances (Appendix 4)

In the event that a Tenderer fails to meet any or all of the above requirements, that Tenderer will be eliminated from the competition.

2.21 Insurance (page 20)

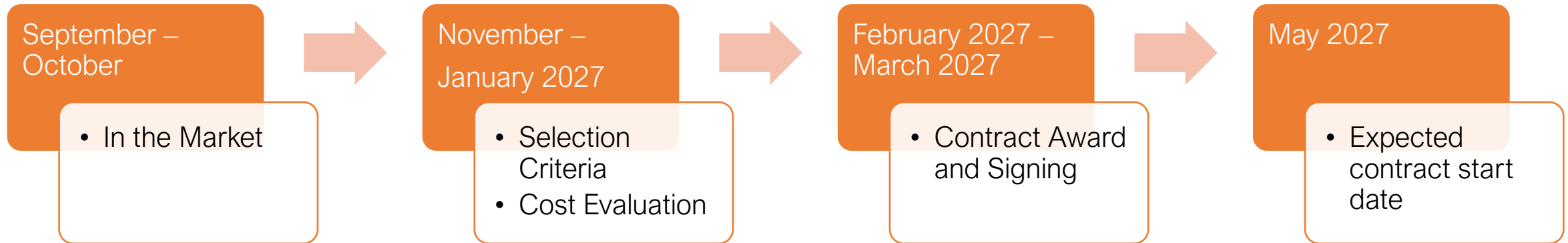
The successful Tenderer shall be required to hold the following insurances for the term of the Framework Contract:

Type of Insurance	Indemnity Limit
Employer's Liability	€13 million limit for Any One Claim or series of claims arising out of a single occurrence and unlimited in the period of insurance.
Public Liability	€6.5 million limit for Any One Claim or series of claims arising out of a single occurrence per period of insurance.
Product Liability	€6.5 million for Any One occurrence and in the aggregate.
Motor Insurance (Third Party Commercial Motor Vehicle Liability)	€6.5 million limit for third party property damage for any one accident.
*In the case of Employer's Liability and Public Liability Insurances, an indemnity to Principals clause must be included. The Contractor shall be responsible and take due precautions for the safety and custody of any plant / equipment / materials required for the delivery of the goods on the Client's premises.	

eTenders: Communication & Tender Submission

- All queries and clarifications must be submitted through the messaging facility for this competition on eTenders.
- All responses to queries and clarifications will be circulated to all Tenderers through the same messaging facility on eTenders.
- Only the nominated contact on your eTenders account will receive a message alert in their inbox from irish-eproc-noreply@eurodyn.com Please ensure the correct contact is set up.
- Tender responses must be submitted electronically on eTenders. No hard copies will be accepted by hand or post.
- Please allow sufficient time to upload your response before the tender response deadline. Read information detailed in 2.6 of the RFT (Tender Submission Requirements).
- There is a file size limit of 250MB for each single file uploaded, with a maximum total combined limit of 2GB for all documentation.

Indicative timelines and expected contract start date





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An Roinn Caiteachais Phoiblí
agus Athchóirithe
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