lmetb
Bord Oideachais agus Oiliúna Lú agus na Mí
Louth and Meath Education and Training Board

Establishment of a panel for	**The provision of Hardware, Tools and Consumables to LMETB Schools and Centres**
Procedure	**Open Procedure - Panel**
eTenders RFT ID	9561291
Issue Date	**24th of November 2026**
Closing Date for Queries	**7th of December 2026 at 12 noon**
Contact for Queries	**Questions and Answers facility on www.etenders.gov.ie**
Closing Date for applications	**15th of December 2026 at 12 noon**
Closing Date for Ongoing Applications (relevant to those who miss the initial deadline)	**The panel will operate for a 3-year period and is open to applications throughout that period, it will be re-advertised on eTenders on an annual basis using a PIN notice linking to the original CFT.**

Please note that information relating to this Invitation to Participate in the establishment of a Panel, 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.
Applications will be accepted throughout the lifecycle of this panel at any stage, however, to be considered for the first tranche of contracts, applicants should apply by 15th of December 2026 at 12 noon. Duration of the panel will be 3 years.
Format for Application will be completion of the Tender Response Document available via www.eTenders.gov.ie

Rialtas na hÉireann
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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, agent, or 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:	**Louth Meath Education and Training Board**
Nature of procurement:	**The provision of a panel for Hardware, Tools and Consumables to LMETB Schools and Centres**
Procurement Type:	**Supply of goods**

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 community national schools, second-level schools, further education colleges and a range of adult, further education and training center's delivering education and training programmes, including 19 (former FÁS) training centers. 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.

Louth Meath Education and Training Board (LMETB) is the Contracting Authority responsible for the delivery of services.

The Contracting Authority is an ETB responsible for the delivery of services in the following location: Louth and Meath

The Education and Training Boards Act 2013 provided for the establishment of 16 new education and training boards to replace the existing 33 VECs. On July 1st, 2013, Co Louth VEC and Co Meath VEC merged to form Louth & Meath Education and Training Board (LMETB).

LMETB manages 18 Post Primary schools and 4 Community National schools, a Centre for European Schooling, 2 Colleges of Further Education and is also responsible for an extensive range of Adult Services throughout both counties, including Adult Learning Services, Community Education, Back to Education Initiative, VTOS and Adult Guidance. There are 8 Youthreach centres spread across the two counties.

Since July 1st, 2014, Dundalk Regional Skills & Training Centre is under the governance of LMETB, having been transferred from SOLAS on that date.

LMETB established the Advanced Manufacturing and Technology Training Centre of Excellence (AMTCE) located in the Xerox Park Industrial Estate in Dundalk. The AMTCE grew out of an identified need to provide trades people with new skills in anticipation of Brexit and in order to address identified industry needs. The training provided will enable both a regional and national response to the changing needs of the manufacturing sector which is driven by the need to adopt industry 4.0 technologies and practices in the face of both Brexit and global competition challenges. The centre will also provide training through apprenticeships and traineeships for people who are interested in pursuing careers in the advance manufacturing domain.

LMETB is patron to 6 Community Schools.

The Louth and Meath Education and Training Board is funded by the Department of Education and Skills in respect of primary and post primary and related education and by SOLAS in respect of further education and training.

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

For more information on LMETB go to https://www.lmetb.ie/

4 Scope of the Service Required under the Panel

The Contracting Authority proposes to engage in a competitive process for the establishment of a panel from which it will source providers for the provision of hardware, tools and consumables which will be used for the caretaking and maintenance within schools/center's under the remit of LMETB.

4.1 Numbers Admitted to the Panel

There will be no restrictions on the number of applicants who can qualify for the panel.

4.2 Duration of the Panel

The duration of the panel will be three (3) years, subject to a satisfactory annual review of performance by the Contracting Authority.

For the avoidance of doubt, the Contracting Authority confirms that the period of any contracts awarded under the panel may extend beyond the date of expiry of the panel.

4.3 Estimated Value of the Panel

The estimated total value of the purchases pursuant to the panel is **€216,000** (ex. VAT). It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under the panel. However, maximum spend will not exceed **€216,000 (ex VAT)** over the duration of the panel**.** Please note that while the Panel will operate for a maximum period of three (3) years, it will be advertised by means of a Prior Information Notice, directly linking it to the CFT competition on eTenders as notice to new applicants.

4.4 Awarding Contracts under the Panel

In the case of this multi-party panel contracts will be awarded as follows:
Where the total value of the contract for a school or centre will not exceed €5000 ex vat per annum, the school/centre will consult the members of the panel and pick the most appropriate member(s) based on the following criteria:

1. Requirement for hardware, tools and consumables
2. Lead times
3. Proximity to school/centre
4. Value for money
5. Geographical location

If a school/centre anticipates an order will be more than €5000 ex vat, they will be required to invite three (3) members of the panel to submit a response to a Request for Quotation.

Qualifying for a panel does not constitute an award of a contract nor does it indicate that any contract will be awarded.

4.5 Use of the Panel

The Contracting Authority will use this panel as and when requirements within its scope arise. However, there is no obligation upon the Contracting Authority to make use of this panel.

5 Detailed Scope of the Panel

5.1 Detailed Specification of Requirements

Schools and centres are required to maintain and upkeep buildings for the operation of teaching and learning and from time to time the caretaker/staff need to carry out maintenance and minor repairs. Under this panel tools, hardware and consumables will be for goods and supplies used in the maintenance and upkeep of schools and centres and will cover a large range of items.

Suppliers must have the ability to provide goods through a variety of means, for example, through online/email/phone ordering and point of sale purchases. Suppliers must be capable of dealing with several schools in their area along with meeting their requirements.

The supplier will be expected to provide:

- Quality products
- Continuity of supply
- Reliable deliveries
- Value for Money
- Product Range

Quantities required under the panel will vary depending on the school/centre requirements and will not be subject to minimum order quantities.

5.2 Geographical Locations

Schools and centres under the remit of LMETB will draw down from this panel as and when required.

https://www.lmetb.ie/

This list is not exhaustive.

5.3 Contract Management

LMETB will take overall control of the management of the contracts. However, each school will require a single point of contact to deal with all ordering, delivery and day to day issues that might arise.

5.4 Right to Tender outside the Panel

The Contracting Authority intends to use the panel for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the panel for the procurement of any requirement without reference to the panel member. Admission to a panel 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. Admission to the panel will be conditional upon acceptance of the Contracting Authority's terms and conditions.

5.5 Pricing/Invoicing

Prior to issuing a Purchase Order the school/centre may seek quotations for goods more than €500. For order less than €500 they may proceed with order. LMETB will only pay for goods delivered.

Prices quoted must be all-inclusive (i.e., including but not limited to supply, delivery, customs, import duty, ancillary costs and all other costs/expenses), be expressed in Euro only and rate of VAT shown separately.

6 Evaluation Criteria for Admittance to the Panel

6.1 Application Requirements

The Contracting Authority is using a process similar to the OPEN procedure for the establishment of this panel, therefore, while all interested parties may apply, only those demonstrating that they have the required level of qualifications, experience and technical capacity will have their application considered.

To demonstrate eligibility, applicants are required to provide the following information:

6.2 Compliance – complete section 1 of Tender Response Document

6.3 General Information - complete section 2 of the Tender Response Document

General information relating to the Tenderer:

- Participating Party Name (Full legal and trading name)
- Contact Person
- Position
- Address
- Phone / mobile
- Email
- Website if applicable
- Date of establishment
- VAT Registration
- Legal Structure

6.4 Tax Compliance

Evidence of tax compliance from the Irish Revenue Commissioners.

Rule: Tenders should confirm their tax compliance status through completion of the Self-Declaration Form contained in in the Response Document.

6.5 Financial Stability

Applicants must confirm in the Tender Response Document that they have the financial stability and resources to pay their debts, identified on the current statement of assets and liabilities as being the debts as they fall due.

6.6 Insurance Requirements

Confirmation of insurances in place.

Rule: Applicants must confirm the types of insurance in place through completion of the Self-Declaration Form contained in the Tender Response Document.

6.7 Organisation Structure

Tenders are required to provide contact details of staff who would have direct responsibility in providing this service and goods, also identifying who the proposed contract manager(s) will be.

6.8 Environmental Management

The successful Supplier is required to provide details of policies, procedures and practices in relation to Environmental Management.

APPENDIX 1 - INSTRUCTIONS TO APPLICANTS

a) Submission of Tenders

The Contracting Authority is using the electronic submission facility on www.etenders.gov.ie for the establishment of the panel only.

Applicants must ensure that they give sufficient time to upload their tender response.

Only applications submitted to the electronic facility will be accepted for the establishment of the panel. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted for the establishment of the panel.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the requirements of the eTenders platform.

Applicants should consider the fact that upload speeds vary. To submit a response to the electronic facility, please note that you must ensure you have submitted the response completely.

For all up to date information on using eTenders, please refer to the Guidance Material on eTenders: https://www.etenders.gov.ie/epps/home.do

eTenders system usage queries are managed by eTenders Technical Support: https://www.etenders.gov.ie/epps/PrepareContactUsAction.do

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com
Phone: +353-818001459

It is the responsibility of the applicant to ensure that their application is complete and reaches the correct address.

Expiry for applications to establish the panel is **the 15th of December 2026 at 12 noon.**

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

In responding to this application all applicants **MUST** follow the format of the Tender Response Document and respond to each element in the order as set out in this document.

It is the responsibility of the Participant to ensure that their Request to Participate is complete.

b) Queries

All queries regarding this Panel Application should be submitted via www.etenders.gov.ie. The closing date for receipt of queries is **the 7th of December 2026 at 12 noon.**

Responses to queries will be issued via eTenders to all parties who have expressed an interest in the panel on that site, to ensure that no party has an unfair advantage over any other.

To circulating responses queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

c) Sufficiency & Accuracy of Application

Applicants are cautioned to check the accuracy of their application prior to submission.

d) Documents - Ambiguity, Discrepancy, Error, Omission

If you consider that you are missing any documents which would prevent you from submitting a comprehensive response, please email the contact details above as soon as possible.

e) Cost of Preparation of Application

The Contracting Authority will not be liable for any costs, charges or expenses incurred by applicants in the preparation of responses/ proposals or any associated efforts.

f) Currency and Payments

The currency and invoices in which all prices and rates shall be processed, and which payments under any contract will be paid, shall be Euros (€). 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 / panel and participant may be required to issue their invoices to the sector in an E-invoice format that is compliant with the PEPPOL directive.

g) Confidentiality

The distribution of the Procurement Documents is for the sole purpose of obtaining applications. The distribution does not grant permission or licence to use the documents for any other purpose. Applicants are required to treat the details of all documents supplied in connection with the application process as private and confidential.

h) 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, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. 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.

i) Freedom of Information Acts

Applicants are asked to consider if any of the information supplied by them in response to this request for applications 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 Panel Application 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 or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). 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.

j) Tax Clearance

It will be a condition of admittance to the Panel that successful applicant(s) can promptly produce evidence of current Tax Clearance status as issued by the Irish Revenue Commissioners, if not already submitted to the Contracting Authority. This tax clearance status must be maintained throughout the lifetime of the contract.

Please refer 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

k) 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).

l) 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 Contracting Authority tenders and in delivering contracts awarded to them.

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

m) 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. Personnel are offered the same access to training and services, regardless of age, size, ability, or disability. The successful applicant must make sure that all training, services, and relevant materials are available to all staff, regardless of age, size, ability, or disability accepting the correction of their tender as outlined may have their tender rejected.

n) 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 tenders and in decisions concerning the Award of Contract shall have their tender 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.

o) Notification of Results

All applicants will be informed of the outcome of their application following tender evaluation and any necessary clarifications. Potential outcomes can be:

a) Admittance to the Panel
b) Rejection to the Panel

Applicants who fail to qualify for membership of the panel may re-apply at any time.

p) Consortia and Prime Subcontractors

The Contracting Authority seeks to encourage participation on a fair and equal basis by Small and Medium Enterprises (“SMEs”) in this Competition. SMEs that believe the scope of this Competition is beyond their technical or business capacity are encouraged, subject to this paragraph, to explore the possibilities of forming relationships with other SMEs or with larger enterprises. Through such relationships they can participate and contribute to the successful implementation of any Services Contracts that may result from this Competition and therefore increase their social and economic benefits.

q) Anti-Competitive Conduct

Applicants’ attention is drawn to the Competition Act 2002 (as amended, the “2002 Act”). The 2002 Act makes it a criminal offence for participants to collude on prices or terms in a public procurement competition.