



An Roinn Oideachais
Department of Education

Design & Communication Graphics (DCG)

Equipment List, Specifications and
Tendering Guidance

Tendering Guidance

Important Notes to School's /ETB's seeking the items from this list:

1. Utilise existing procurement arrangements with suppliers/service providers where available
2. Search www.ogp.gov.ie to check if there is a suitable, fit for purpose framework/contract in place for all or some of the items required.
3. Choose to seek a request for quotation (RFQ), below the value of 25k, or a request for tender (RFT), above the value of 25k, based on best value for money using both qualitative and cost criteria. All procurement over the value of €25,000 must be advertised and published on www.etenders.gov.ie.
4. Seek quotations based on the items that can be competitively quoted from multiple suppliers based on the estimated level of spend following the procurement guidelines. For more advice on the procurement guidelines contact the Schools Procurement Unit (www.spu.ie) or Education Training Board with whom you are associated (list of ETBs on www.etbi.ie).
5. Suppliers may not be able to provide the full range of goods listed. In this case they should be requested to quote only for items they can supply.
6. The specifications outlined in this document have been reviewed to ensure products of the highest quality are supplied. Substandard equipment should not be proposed or accepted under any circumstances and suppliers should be asked to replace these to the same standard set out or higher. Schools are advised to check this as part of the assessment before finalising the overall scores. In addition to pricing each item, suppliers must also specify the warranty being offered for each item.
7. All quotations must be excluding VAT with the VAT highlighted separately.
8. Contact the School Procurement Unit or your ETB for further specific guidance.

Design and Communication Graphics

Code Quantity	Description and Specification	Cost (€) & Warranty Offered
DCG/1 1	Set of (magnetic) drawing equipment, for (magnetic) chalkboard, to include (i) compass with steel point (500 mm), (ii) 60°/30° set square (500 mm), (iii) 45° set square (500 mm), (iv) protractor (425 mm) and (v) heavy duty rule with bevelled edges (1000 mm)	
	Manufacturer: _____ Catalogue No.: _____	
DCG/2(A) 30	T-squares: A2 size, tape blade, best quality hardwood, with maple or acrylic edges to blade; blade screwed and dowelled to stock or equal.	
	Manufacturer: _____ Catalogue No.: _____	
OR		
DCG/2(B) 30	Stainless steel T-square with fixed light cast aluminium head, brushed blade with low reflectance.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/3 30	Portable Desktop Drawing Board, A2 size, solid core/particle board/multi-ply, white high pressure laminate above and below, pvc edges and square corners, with rubber feet. Simple robust mechanism to allow use at 0° and 20°, with rubber tractor grip.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/4 30	Graphics/DCG wooden box set, to come with 4" acrylic protractor, 60°/30° & 45° Set Squares (transparent heavy duty, non-brittle plastic, with bevelled edge and open centre. Sizes: 200 mm, 2 mm thick), quickset adjustable compass, H and 2H pencils, Vinyl eraser, Metal sharpener and Clips.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/5 30	Adjustable Set Square, shatter resistant acrylic body with magnifying cursor for precise readings, 200 mm.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/6 30	Scaled rule, acrylic, 300 mm, suitable for graphics/drawing.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/7 1	Graphics teaching models, c.300 mm size, to include standard geometric solids, and those depicting their interpenetration with conic sections and development of surfaces. c.12 models.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/8 1	Circle template, acrylic type, c.2 mm to 50 mm diameter circles.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/9 1	Flexi-curve, suitable for technical graphics work.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/10 1	French curves, set of three, moulded plastic with ellipse form.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/11 1	Erasing shield, stainless steel type.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/12 1	Air brush kit, compressed-air canister type (no compressor needed).	
	Manufacturer: _____ Catalogue No.: _____	
DCG/13 25	Cutting knife, scalpel type with disposable blades.	
	Manufacturer: _____ Catalogue No.: _____	
DCG/14 25	Cutting mat, A3 size, plastic, self-repairing.	
	Manufacturer: _____ Catalogue No.: _____	

DCG/15 30	Show-me boards, A3 size, gridded, with 4 drywipe pens and eraser.		
	Manufacturer:	Catalogue No.:	
DCG/16 1	Comb Binding machine: electric, up to A3 size, minimum 200 page binding capacity. Two year guarantee.		
	Manufacturer:	Catalogue No.:	
DCG/17 1	A3 colour laser printer: minimum 600dpi, include wireless direct option and suitable to produce quality drawings. One year on-site warranty to include parts and labour.		
	Manufacturer:	Catalogue No.:	
DCG/18 1	Visualiser, Min. 13MP Lens, Up to 4K at 30 fps Video, Built-In Mic with Noise Reduction, coverage A3 + (533x330mm), USB Interface & Power Connection to a PC. Five year warranty.		
	Manufacturer:	Catalogue No.:	

Total (€)	
Add for VAT (€)	
Total amount for DCG list (€)	

Standards, Specifications and Conditions

**All Equipment shall be Durable and Safe for School Use.
Equipment wholly or partly funded from public funds is subject to Inspection by
Officers from the Department of Education.**

It is essential that tenders for equipment for School Use shall:

- i) Comply fully with the specifications and be durable and safe for School Use.
- ii) Comply fully with the standards as detailed and shall comply fully with European (EN) standards, both established and developing.
- iii) Comply with European electrical standards and CE marking as appropriate.
- iv) Be accompanied by documentation of sufficient detail for full evaluation.
- v) Include the completed and signed certificate of compliance.

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.

Certificate of Compliance with Standards, Specifications & Conditions:

I/We certify that the equipment tendered complies in all respects with the Standards, Specifications and other requirements/conditions specified in this tender document.

I/We hold a current tax clearance certificate.

Company: _____

Signed: _____ Date: _____

Position: _____