

1. Finding the Buyer Zone

1. Go to ogp.gov.ie or skip straight to the [registering for the Buyer Zone](#) section.



Office of Government Procurement

[Procurement Policy - Goods and Services](#)

[Schedule of frameworks and contracts](#)

[Tender Advisory Service](#)

[eInvoicing Ireland](#)

[Commercial Skills Academy](#)

2. Scroll down the page until you see the 'Buy Goods and Services' section and click on it



Buy goods and services
For buyers in the public sector



Sell to Government
Information about Irish public sector procurement opportunities



Construction Procurement
Access the Capital Works Management Framework (CWMF)

3. Click on 'Buyer Zone'

Publication

Buy goods and services

From [Office of Government Procurement](#)

Published on 1 June 2020

Last updated on 17 January 2022

1. Procurement guidelines
2. Templates
- 3. Buyer Zone**
4. Information Notes
5. Guidance Notes
6. Circulars
7. Procurement Policy - Goods and Services

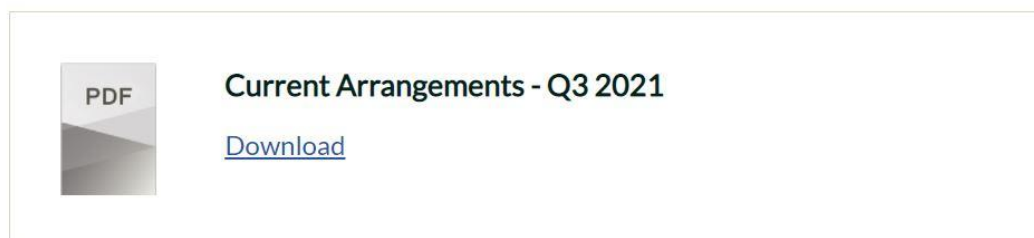
4. Select access Buyer Zone, you may wish to save the link as a bookmark on your web browser to make it easier to find in future

Buyer Zone

The Buyer Zone is a password-protected area for public sector bodies only.

[Access Buyer Zone](#)

For all OGP Frameworks, see the Current Arrangements below:



Registering for the Buyer Zone

1. You can register at <https://buyerzone.gov.ie/account/register/>
2. **Please note:** Business emails are required for registration purposes. If your business email does not end in gov.ie, you will need to email support@ogp.gov.ie and request authorisation before you can register

There are a few things to consider when setting your password and username for the Buyer Zone.

1. Your password should be memorable but not too simple (e.g. Password123)
2. You should use special symbols such as ! or ? and numbers to make your password more secure
3. Your username must use alphanumeric characters only (no special symbols or spaces between your first and last name etc.)

Your registration email may go to your spam folder.

Logging into the Buyer Zone

You can log into the Buyer Zone [here](#).

1. When you enter your username/email address and password you will receive an email with a link (the email may go to spam/junk) which you can then use to access the Buyer Zone

Office of Government Procurement - Buyer Zone Guide

2. Access links expire quickly, if you need to use the Buyer Zone again you will need to log in and use a fresh link – you will receive an 'Invalid Link' error message if the link you are using has expired
3. The option to reset your password is available on the log in page

Log in

This area of the website is for public sector buyers only

If you were already a registered user and you are accessing the new OGP Buyer Zone for the first time, please reset your password to login. All existing usernames remain the same.

A validation link will be sent to your registered email address every time you login.

If you are visiting the OGP Buyer Zone for the first time, please register as a new user

Don't have an account? [Register](#)

Username or email address

Password

Must contain 8+ characters

[Log in](#)

[Reset password](#)

Navigating the Buyer Zone

The Buyer Zone homepage has a number of features which may be of interest to you (see below for more information).



WELCOME TO THE BUYER ZONE.

Here, you will find live contracts available to public buyers who want to buy goods and services.

To access all live arrangements, please click on the **Contracts** tab and then filter by **active**

You can also define your search by **keywords** clicking on the magnifying glass if you know the type of goods or services you are looking for. (e.g.: cleaning, stationery, FOI, design, cars, laptops, security, PPE, legal, training, employee assistance, etc.)

Another option to define your search is the **Current Arrangements** document, which includes **direct links** to all arrangements divided by OGP categories:

* Professional Services	* Travel & HR Services
* Facilities Management	* Fleet & Plant
* Utilities	* Managed Services
* ICT and Office Equipment	* Library (EPS)
* Marketing, Print & Stationery	* Agriculture & Veterinary (EPS)
	* Laboratory, Diagnostics & Equipment (EPS)

The OGP's Schedule of Frameworks and Contracts setting out the service delivery plan and the list of all Current Arrangements are available below:

[Current Arrangements and Schedule of Frameworks and Contracts](#)

Self-Serve

Information on Self-serve and on how Contracting Authorities can run and manage mini competitions from OGP frameworks can be found [here](#).

Events

The Events calendar can be found via the link [here](#).

If you have any queries please contact the OGP's Customer Service Team at support@ogp.gov.ie or Tel: +35317738000.

1. Contracts tab – click here to see the full list of current framework agreements
2. Search function – You can search for a specific framework here. You may need to try different keywords to find what you're looking for; e.g. if want to find the Personal and Notebook Computers framework, "laptops" won't return the relevant result but searching for "computers" will
3. You can view the most recent lists of current and planned frameworks
4. Information on the OGP's Self-Serve offering and upcoming events can also be found on the homepage
5. If you need assistance, the email address and phone number for OGP's customer service team are also listed here

Using a Framework

When you find the framework you're looking for, the page will look something like this:



Security Services

Multi Supplier Framework Agreement for the Provision of Security ServicesThe Framework is divided into 15 Lots based on geographical areas and value bands, as follows:

Office of Government Procurement - Buyer Zone Guide

Usually, the information and documents – including the user guide – can be accessed by scrolling down to the ‘**How to use the contract or framework**’ section.

How to use the contract or framework?

Services from the Framework will be conducted through “Supplementary Request for Tender” (SRFT) Mini-Competitions.

The competition pool will be confined to the Lot which relates to the geographic area and estimated contract value band under which the service requirement falls. The estimated contract value to the Framework Client is based on the full potential contract term.

On each occasion that you propose to award a Service Contract through Mini-Competition, you must complete:

- A Technical Specification Sheet (TSS) which is available for download below
- A Supplementary Request for Tender (SRFT) which is available for download below

The SRFT must clearly state the scope and requirement of the service needed and any particular terms. The completed documents must be sent by e-mail to OGP Support at the following e-mail address - support@ogp.gov.ie for review. You will be then contacted by the relevant team member to begin the consultation process and to assist in finalising the SRFT documents.

Services Contract - 105.6 KB

Technical Specification Sheet - 191.1 KB

SRFT - 194.1 KB

TRD Part A - Cost and Quality Template - 96.4 KB

User Guide - 1001.5 KB

Different frameworks require different documents depending on the type of contract they are. You should consult the user guide carefully to see which documents are required and whether they should be sent to support@ogp.gov.ie or directly to the supplier.