

Guide: Writing a Specification for Equipment

Delivery date

This is the date that you expect the equipment to be delivered by. The date quoted must be realistic i.e. allow for manufacture and delivery on site to NUI Galway. The delivery date must be set after the tender closing and take into consideration tender evaluation and award periods and of course the standard delivery timelines for the equipment. If you have unrealistic delivery dates quoted you may pay extra for the equipment as the supplier may have to rush production, etc.

Abbreviations

When using abbreviations please detail the word in full with the abbreviation in brackets e.g. Electron Multiplying Charge Coupled Device (EMCCD). After that it is ok to use abbreviations.

Installation

Installation requirements should be detailed clearly e.g. *Instrument to be delivered and commissioned with on-site installation (including pc & software) and start-up checks.*

Training

Required training should be detailed if relevant and take into account if it is to be on site, for one or a stated number of people, number of days, use of equipment, if manuals are required, etc.

Temperatures

If equipment is temperature controlled – state min/max temperature settings required

Fully equipped!

This is an ambiguous term. You must state the exact requirements, as your expectations with regard to fully equipped may not be the same as the suppliers!

PC/Software/Camera

If a pc/software/camera etc is required with the equipment you should detail a minimum specification for this equipment as you do not want to receive your equipment and have a pc/software/camera attached which is poor. For example

The Camera system should be an Electron Multiplying Charge Coupled Device (EMCCD) suitable for ultra-low light imaging. Minimum 512x512 pixels. 10MHz pixel readout rate minimum, 16 bit digitisation. Thermoelectric cooling to at least -80°C for low noise.

The PC have to have the following minimum specifications: 2.0 GHz main processor (dual core preferred), 2048MB RAM, 500 GB hard drive, 256MB graphics card, DVD burner for archiving of data The software should allow for ...

Software Updates

If stating software should be updated periodically – it should be detailed what the minimum requirement should be (e.g. 6 – 12 months as your periodical expectation may not equal the suppliers view on periodical). Or software can be upgraded with maintenance schedule.

Maintenance / Service

State clearly how often the equipment requires maintenance e.g. every 6 or 12 months.

Accessories

Never state to include accessories – you should always detail required accessories.

Standards

When quoting standards for equipment e.g. BS, ISO, CE the buyer must also use the term “or equivalent” after the standard to ensure that competition is not limited.