

# Frequently Asked Questions DPS Procurement System

## **Does it cost to participate in the procurement system?**

Participation in the system is free of charge. However, the required criminal record extract from the Legal Register Centre costs a few dozen euros. Depending on the size of the organization, extracts must be provided for those who have decision-making authority and the right to represent the organization.

## **When do I need to register for the procurement system?**

You can join the procurement system at any time during its validity period. Although the system is now being launched, suppliers may also register later. Operators are encouraged to join at the initial stage so that there will be suppliers available when the first competitive tenders are launched.

## **I am unable to supply the products I listed. Is registration binding?**

Registration in the system is not binding. The supplier is not obligated to deliver the products listed in the product catalog. The product catalog and delivery locations can be updated later.

## **Who can I contact in case of problems?**

You may contact Kaarea if you encounter any problems with registration or if you come across questions in the forms that you are unsure how to answer.

## **How do I know if I have completed the registration form correctly?**

Kaarea will contact the producer if there are any deficiencies, ambiguities, or errors in the registration documents. The producer will receive confirmation that the process has been completed correctly. All applications are reviewed by Kaarea.

## **I cannot offer products to the entire Kaarea area. Can I offer only to my local school?**

Competitive tenders are not automatically issued for the entire Kaarea operating area. Registration in the system does not require the supplier to deliver to all Kaarea locations. Kaarea may conduct tenders that apply only to certain locations. The aim is also to enable smaller production batches.

## **I do not currently have products to offer. Should I still join?**

We hope to receive as many applications as possible, including from producers who may not be able to deliver at the moment but could do so in the future. Therefore, it is worth registering.



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