



An Roinn Oideachais
Department of Education

Procurement Guidance for Primary and Special Schools

Schoolbook Grant 2024/25

Document Control

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Contents

Document Control	2
1. Introduction	4
2. Public procurement requirements	5
2.1. Goods.....	7
2.2. eBooks.....	8
3. Planning.....	9
3.1. Schoolbooks	9
3.2. Special schools and special classes in primary schools.....	10
3.3. Other uses of the schoolbook grant	11
3.4. Purchasing frameworks for Office Stationery, ICT, and Office Paper	12
4. Determining the number of procurement competitions for schoolbooks	13
5. Ongoing requirements for schoolbooks, workbooks, copybooks and classroom resources throughout the school year.....	15
Appendix 1 – Procuring goods valued less than €5,000	16
Appendix 2 – Procuring goods valued between €5,000 and €50,000	17
Appendix 3 – Procuring goods valued between €50,000 and €221,000	18
Appendix 4 – Guide to using purchasing frameworks for office stationery, ICT, and office paper	19
1. Registering for an account.....	20
2. Accessing Frameworks	21
2.1. Stationery and Office Supplies Framework	22
2.2. ICT Consumables Framework	24
2.3. Office Paper for Printing and Photocopying Framework.....	24
Appendix 5 – Notification to Activate Goods Form	27

1. Introduction

This guidance is designed to assist primary and special school leaders with the process of procuring schoolbooks and workbooks, including copybooks, and where funding permits related classroom resources¹. This relates to any schoolbooks, workbooks, copybooks and related classroom resources being purchased with grant funding under the Primary Schoolbooks Scheme.

There are more details about the schoolbook grant for primary and special schools in the 'Schoolbooks Grant Guidance for Primary and Special Schools 2024/25' which is available www.gov.ie/schoolbookschemes. Further guidance documents and resources designed to help schools with procurement are also available on www.gov.ie/schoolbookschemes and <https://www.spu.ie/schoolbooks-scheme/>.

Any school under the education and training board (ETB) should continue to be supported in its procurement activity by its ETB and should contact its head office for guidance or information on the purchasing of schoolbooks and classroom resources.

Schools are publicly funded bodies. All publicly funded bodies, including schools, are obliged by law to follow public procurement rules and procedures when sourcing goods and services. This includes spending monies received under the Primary Schoolbook Scheme.

For the 2024/25 school year the grant funding is set at the following rates:

- €80 per pupil (all primary schools and special schools) in respect of pupils enrolled in primary programmes.
- €309 per student in respect of students enrolled in Junior Cycle programmes in special schools.

Please note that the above rates are applicable to the 2024/25 school year only.

This guidance does not introduce any new requirements for schools. The processes and procedures described should be considered guidance for schools on how to satisfy their obligations under the law when sourcing goods with public money.

¹ Related classroom resources refer to the resources a pupil will require to carry out curricular based literacy and numeracy schoolwork and should include, where funding permits, such items as pencils, pens, erasers, sharpeners, colouring pencils and whiteboard markers. For pupils in more senior classes, such resources may also include dictionaries, mathematical sets and calculators.

2. Public procurement requirements

In Ireland, public procurement is governed by EU rules and national regulations. These provide for an open, transparent, competitive and non-discriminatory public procurement environment. Current general public procurement guidelines for goods and services are available at www.gov.ie/en/publication/c23f5-public-procurement-guidelines-for-goods-and-services/

Public procurement refers to the process by which public service bodies purchase goods, services or works from suppliers. It ranges from the purchase of routine goods or services, to large scale contracts for infrastructural projects and involves a wide and diverse range of contracting authorities. Procurement is necessary to ensure transparency and that a competitive process takes place.

Many schools will have had some engagement with procurement when completing construction works, for example a new school extension or a new school building.

There are different procurement rules that apply depending on the amount of money a public body is spending on goods or services; this document guides schools through the different rules.

The rules are defined by whether the total value of the contract (excluding VAT) is:

- Less than €5,000
- Between €5,000 and €50,000
- Between €50,000 and €221,000
- Above €221,000.

A school may need to run more than one procurement competition. Schools are advised that it is not in line with the requirements under procurement law to sub-divide goods (for example, books) into different contracts.

It is not permitted to subdivide goods into different contracts for the purpose of reducing a contract's value.

In all cases, a school should estimate the total contract value (excluding VAT) and believe that the value estimated is reasonable when beginning procurement. The value estimated may be higher or lower than the actual value of the contract that is awarded. It is intended to be indicative of what the value of the contract may be.

Some goods can also be purchased from existing purchasing frameworks. These purchasing frameworks have been set up by the Office of Government Procurement (OGP) and allow schools to buy items from them without having to carry out a procurement process.

There is a central framework in place in respect of stationery items which schools can use. More details on this are in section 3.4.

Figure 1 shows the high-level steps that should be taken by schools.

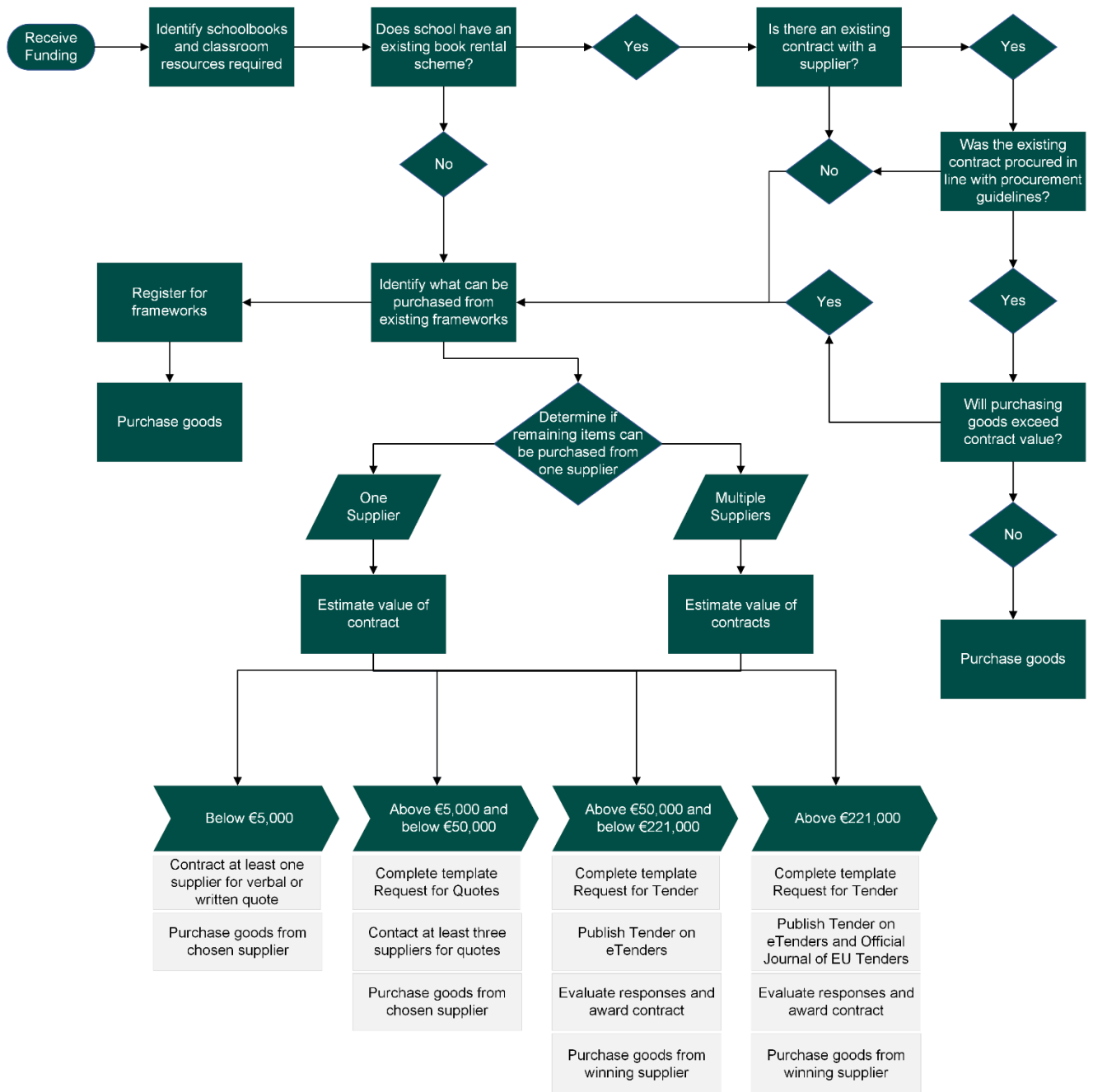


Figure 1 High-level flowchart of steps to be taken by schools.

When a school engages with the procurement process, it needs to be mindful of the following spending thresholds:

A. Contracts less than €5,000 (excluding VAT)

Contracts less than €5,000 can be awarded on the basis of verbal or written quotes from one or more competitive supplier.

B. Contracts between €5,000 and €50,000 (excluding VAT)

Contracts between €5,000 and €50,000 can be awarded on the basis of responses to written specifications (for example, sent by email) to at least three suppliers or service providers.

A document specifying what is required, including a timeline for fulfilment of the order, should be included.

A template Request for Quotes is available on <https://www.spu.ie/schoolbooks-scheme/>.

C. Contracts between €50,000 and €221,000 (excluding VAT)

It is necessary to advertise contracts in this category on eTenders. Schools will be required to register on eTenders. A detailed guide on how to register and publish a guide on eTenders will be published for schools on <https://www.spu.ie/schoolbooks-scheme/>.

The Department of Education advises schools that tender competition should be advertised on eTenders for 21 calendar days.

2.1. Goods

Goods can be split into separate contracts for procurement purposes.

In respect of the Primary Schoolbooks Scheme, schools can procure goods under two main types:

1. Textbooks, including eBooks and workbooks
2. Non-Book Classroom Resources including copybooks

Schools are advised that it is not in line with the requirements under procurement law to sub-divide goods into different contracts. This means that a school cannot have separate contracts for schoolbooks based on year groups or subjects or particular publishers.

This may not apply in very limited circumstances for example speciality textbooks in the case of particular subjects, where it is known that there is only a single supplier of the item, schools may procure directly from that supplier as detailed in section 2.2 below.

2.2. eBooks

Many schools now use eBooks either alongside, or instead of, conventional textbooks. The funding provided through the scheme can be used to purchase eBooks.

Where a school only wishes to purchase an eBook, and it is only available for purchase directly from the publisher, a school may purchase these directly from that publisher. It may be the case that a school uses eBooks from multiple publishers, and each publisher is the only seller of its own eBook. In this instance, schools can purchase eBooks from each publisher directly by getting a quote for the required goods from each publisher.

Where a school is purchasing eBooks from a publisher directly, with no tender process, it must keep a record noting that there is only one possible supplier of the eBooks being purchased.

If it is possible to purchase the eBook from more than one seller, schools must follow the tender process for the relevant threshold. Where schools use both physical textbooks and eBooks, physical textbooks should still be tendered for as its own contract, with public procurement rules as set out in this document and with the tender process for the relevant threshold followed, based on the estimated value of the contract.

Where schools use eBooks but also use physical workbooks, the physical workbooks should still be tendered for as its own contract, with the tender process for the relevant threshold followed, based on the estimated value of the contract.

3. Planning

3.1. Schoolbooks

Planning by schools will help reduce the overall time and effort spent on administering the scheme.

The purpose of the scheme is to eliminate the overall cost of schoolbooks, workbooks and copybooks and where funding permits related classroom resources for parents/guardians of children and young people in primary and special schools.

A school should commence planning by identifying:

1. the total funding made available to it for the upcoming school year,
2. the total planned enrolment of pupils in each class, (for example, 24 pupils in Junior Infants, 22 pupils in Senior Infants, and so on),
3. the total enrolment of students in special classes to identify tailored required resources (if applicable).

A school should continue its normal process for selecting the schoolbooks it wishes to use as part of the delivery of the curriculum, typically through consultation with the teaching members of staff for each class. A school may need to engage in this process earlier than in previous years to facilitate proper procurement.

A school's policy on the selection of schoolbooks should include consideration of the need for schoolbooks and/or workbooks, the criteria used in selecting schoolbooks and a commitment to keeping a schoolbook on the school booklist for a specified period.

Schools should begin by identifying the schoolbooks and workbooks, and the quantities of each, required for incoming Junior Infants. They should also complete this process for all pupils in other classes. A sample table of some books is given below.

Class	Title	Publisher	Quantity
English			
6 th	6 th Class English (2024)	Green Flag Press	29
6 th	Untitled Novel (1995)	Green Flag Press	29
Irish			
6 th	6 th Class Irish textbook (2022)	Green Flag Press	29
6 th	6 th Class Irish workbook (2021)	Green Flag Press	29
Maths			
6 th	6 th Class Maths (2021)	Red Flag Press	29
6 th	6 th Class Maths Workbook (2022)	Red Flag Press	29

The more detail given, the better. If a school chooses to include the ISBN (International Standard Book Number) for each book, it will help potential suppliers identify the books that are being sought.

A Request for Quotation Template has been developed for Primary Schools and this excel planning template is available for download on the SPU Schoolbooks Scheme webpage: <https://www.spu.ie/schoolbooks-scheme/>

3.2. Special schools and special classes in primary schools

The main aim of the Primary Schoolbooks Scheme is to eliminate the costs of providing schoolbooks, workbooks and copybooks to parents/guardians.

When this has been realised by special schools and for special classes in mainstream primary schools, any surplus grant may be used to provide additional classroom resources.

Special schools and primary schools operating special classes are best placed to identify related classroom resources required for their individual setting and to meet the learning needs of their children and young people.

Children and young people enrolled in Junior Cycle programmes in special schools

Special schools that have children and young people enrolled in Junior Cycle programmes will receive the per capita rate allocated to post-primary schools in respect of each student enrolled in Junior Cycle programmes. Details of the funding for the 2024/25 school year is set out in the guidance for the Junior Cycle Schoolbooks Scheme which is published at: <https://www.gov.ie/en/publication/5652a-schoolbooks-scheme-for-junior-cycle-in-post-primary-schools/>

The Department recognises that in some circumstances children and young people enrolled in in special schools may not use schoolbooks or classroom resources as **set out in the guidance**. Special schools are best placed to identify additional classroom resources required for their individual setting and to meet the learning needs of their students. A broader range of schoolbooks and classroom resources may be required in these settings to meet the educational needs of the students, including the need to provide an audio version of a schoolbook alongside the text version of the book or resource to allow students to access a more individualised curriculum.

3.3. Other uses of the schoolbook grant

The Primary Schoolbooks Grant must be used in line with the Schoolbooks Grant Guidance for Primary and Special Schools 2024/25'. That document outlines that once schools have provided schoolbooks, workbooks and copybooks, schools may use surplus funding to provide related classroom resources. The Department does not propose to provide a prescriptive list of all items to be included by schools under 'additional classroom resources'. It is expected that such items will differ from school to school.

For the main part, this will refer to the resources a pupil will require to carry out curricular based literacy and numeracy schoolwork and should include, where funding permits, such items as pencils, pens, erasers, sharpeners, colouring pencils and whiteboard markers. For pupils in more senior classes, such resources may also include dictionaries, mathematical sets and calculators.

Additional classroom resources may also include, where funding permits, items provided by primary schools and special schools where a charge was previously levied on parents/guardians, for example, art materials and photocopying.

Additional classroom resources does not include any items currently provided in primary and special schools through existing funding streams, either from the Department of Education or from other Departments and agencies.

If, in Year 2 and in subsequent years of the scheme, schools are unable to cover the cost of all additional classroom resources from within the grant funding, they must communicate with parents/guardians and inform them of the additional classroom resources which are not covered under the scheme.

Any surplus grant can be used to purchase shared books, audiobooks and other material to increase the literacy (in English, Irish or other languages) and numeracy resources in a school. Alternatively, the surplus grant can be carried forward to the next school year. Schools should consider the need to replace or purchase large quantities of new schoolbooks in the following year when deciding how to use any surplus grant in the current year.

Schools should also identify whether these items are likely to be considered general stationery, or specific to schools.

A sample table of some items is given below.

Class	Item	Quantity per Pupils	Number of Pupils
1 st	Colouring pencils	1 pack	28
2 nd	White board Markers	3	28
3 rd	White board Markers	3	28
4 th	White board Markers	3	24
5 th	White board Markers	3	25
6 th	White board Markers	3	19

All goods purchased using the grant funding must follow procurement procedures as appropriate.

3.4. Purchasing frameworks for Office Stationery, ICT, and Office Paper

The Office for Government Procurement (OGP) is one of five central purchasing bodies in Ireland. It has put together several frameworks which can be used by schools:

- a stationery and office supplies framework over 5 geographical lots;
- an ICT consumable framework; and
- an office paper for printing and photocopying framework.

Schools can use these frameworks to buy additional classroom resources.

Details on the purchasing items from the framework, including registering on the OGP's website (<https://buyerzone.gov.ie/>).

Further details, including a guide on using the purchasing frameworks, can be found in **Appendix 4**.

4. Determining the number of procurement competitions for schoolbooks

Once a school has identified the schoolbooks, workbooks, copybooks and classroom resources it requires, it needs to determine whether one or more suppliers will be needed to provide these goods.

If the school is aware that one supplier can provide all of these goods, it can choose to proceed with a single procurement competition (see 4a).

If the schools believes that more than one supplier is needed, an alternative approach will need to be taken (see 4b).

Step 4a: Running a single procurement competition

If a single competition is required, a school should estimate the value of the total purchase **excluding VAT**.

The VAT rate for common items being purchased are as follows:

- Books (including schoolbooks, dictionaries etc.) – 0%
- Copybooks – 23%
- Calculators – 23%
- General stationery (folders etc.) – 23%

Schools will need to get price estimates for items from potential vendors or by researching online. **Note that prices are often displayed inclusive of VAT.**

A school should then determine whether its spend, exclusive of VAT, will be:

- Below €5,000,
- Between €5,000 and €50,000,
- Between €50,000 and €221,000,
- Above €221,000.

Further details on how schools should carry out a procurement competition for each of these thresholds is given in appendices 2 – 4.

A quotation template is available at <https://www.spu.ie/schoolbooks-scheme/> in the 'Primary quotation template'. This may be of use to schools in estimating the value of its tender. Schools should follow the instructions in the template on how to use it for estimating their contract values, and how to use it as part of the tender process.

Step 4b: Running one or more procurement competitions

If a school believes that more than one supplier is needed for goods, the school should categorise the goods into different groups such as 'schoolbooks and school-specific stationery', 'general stationery', and 'digital services' (this list is not exhaustive).

Schools should then estimate the total purchase value of each group **excluding VAT**.

The VAT rate for common items being purchased are as follows:

- Books (including schoolbooks, dictionaries etc.) – 0%
- Copybooks – 23%
- Calculators – 23%
- General stationery (such as folders, printing paper) – 23%

Schools will need to get price estimates for items from potential vendors or by researching online. **Note that prices are often displayed inclusive of VAT.**

A school should then determine the value of each of the groups in bands of:

- Below €5,000
- Between €5,000 and €50,000
- Between €50,000 and €221,000
- Above €221,000.

Further details on how schools should carry out a procurement competition for each of these thresholds is given in appendices 2 – 4.

5. Ongoing requirements for schoolbooks, workbooks, copybooks and classroom resources throughout the school year

It is expected that most primary and special schools will be able to identify and quantify the textbooks, workbooks and copybooks and where funding permits classroom resource items required for all children and young people enrolled across the primary classes in the coming weeks. However, it is also acknowledged that some schools may need to procure additional items throughout the school year, for example where a pupil(s) enrol after the commencement of the school year.

A school can, when procuring goods, inform potential suppliers of their current and future requirements, if they are known at the time quotes are requested or a Tender is published.

A school can advise potential suppliers of the possibility that it may seek additional quantities of the items being tendered for, provided that the public procurement limits still apply (for example, if spend remains below €50,000, or below €221,000). In doing so the school needs to set out the maximum number of items it may buy under the contract. If a school does advise of the possibility that it may procure more items, and sets out the potential numbers, it must also state that it is under no contractual obligation to procure the maximum number of items.

Schools cannot use this facility to purchase items that did not form part of the original request for quote or tender.

Appendix 1 – Procuring goods valued less than €5,000

Contracts less than €5,000 can be awarded on the basis of verbal or written quotes from one or more competitive supplier.

Schools should use the Request for Quotes (RFQ) template available at <https://www.spu.ie/schoolbooks-scheme/> when requesting a quote.

Should a school choose to email a request for quote, a sample email is provided below.

Dear [Recipient's Name],

[School name] is a [primary/special] school located in Co. [County Name].

[School name] is seeking quotations for schoolbooks, workbooks, copybooks and/or classroom resources (delete as appropriate).

Please find attached a list of items being sought for the upcoming school year.

Please ensure your quote shows goods both exclusive and inclusive of VAT separately, as well as total cost both exclusive of VAT and inclusive of VAT.

A response to this quote is required no later than 17:00 on XX/XX/2024.

Yours sincerely,

Appendix 2 – Procuring goods valued between €5,000 and €50,000

Contracts between €5,000 and €50,000 can be awarded on the basis of responses to written specifications (for example, sent by email) to at least three suppliers or service providers.

Suppliers should be given at least calendar 14 days to provide a quote.

Schools should use the Request for Quotes (RFQ) template available on <https://www.spu.ie/schoolbooks-scheme/> and attach it to the email requesting quotes.

A sample email to suppliers is provided below.

Dear [Recipient's Name],

[School name] is a [primary/special] school located in Co. [County Name].

[School name] is seeking quotations for schoolbooks, workbooks, copybooks and/or classroom resources (delete as appropriate).

Please find attached a list of items being sought for the upcoming school year.

Please ensure your quote shows goods both exclusive and inclusive of VAT separately, as well as total cost both exclusive of VAT and inclusive of VAT.

A response to this quote is required no later than 17:00 on XX/XX/2024.

Yours sincerely,

Appendix 3 – Procuring goods valued between €50,000 and €221,000

Tenders in this category are more complex due to their value and will have to be published on eTenders.

eTenders is the official system for publishing and responding to public procurement opportunities in Ireland. It serves as a platform where suppliers can register, bid, and win tenders from the government and other public bodies, including schools.

Separate guides have been prepared on how to register and publish a tender on eTenders. This guide is available on <https://www.spu.ie/schoolbooks-scheme/>.

Schools will be required to complete a Call for Tender (CfT), Tender Response Document (TRD), and a pricing schedule to upload to the eTenders platform.

Template version of these documents are available at <https://www.spu.ie/schoolbooks-scheme/>, and schools are only required to fill in the sections indicated.

Appendix 4 – Guide to using purchasing frameworks for office stationery, ICT, and office paper

The Office for Government Procurement (OGP) is one of five Central Purchasing Bodies in Ireland. It has put together several frameworks which can be used by schools:

- a stationery and office supplies framework over 5 geographical lots;
- an ICT consumable framework; and
- an office paper for printing and photocopying framework

Schools can use these frameworks to buy classroom resources.

The frameworks are accessible via <https://buyerzone.gov.ie/> and schools must register an account to use the frameworks. If a school has registered previously, there is no need to register again.

There is no limit to the number of purchases a school can make from a valid framework. A school will be required to complete the relevant 'Notification to Activate Goods Form' for each framework it wishes to access. This form only needs to be completed once per framework.

If a school encounters difficulties in registering, or using a framework, it should contact the OGP directly by phoning 01 773 8000 or emailing support@ogp.gov.ie.

1. Registering for an account

To register on BuyerZone, schools must email registration@ogp.gov.ie. A template email is provided below.

Dear OGP,

I am contacting you from [insert school name]. I am seeking to register an account on BuyerZone on behalf of this school to access the OGP's purchasing frameworks.

Can an account please be registered with the following details:

Username:

Email address:

First Name:

Last Name:

Position (for example Principal):

School name:

School Address:

Town:

Eircode:

County:

School Roll Number:

Yours sincerely,

[insert name]

Once the account is setup, an activation email will be sent to the email address the school registered with. Click on the link in the email to activate the account.

2. Accessing Frameworks

To access the frameworks when logged in, select 'Contracts' at the top. Schools should ignore the 'Schools' tab at the top.

Schools can then look through the frameworks displayed for the following:

- stationery and office supplies framework over 5 geographical lots;
- an ICT consumable framework; and
- an office paper for printing and photocopying framework

Alternatively, the search function can be used. To do this, click on the search icon in the top right:



This will make a search bar appear where schools can enter keywords to find frameworks.

The following keywords are recommended:

- 'office' or 'stationery' to find the stationery and office supplies framework,
- 'ICT consumable' for the ICT Consumables framework,
- 'office paper' for the Multi-Purpose Office Paper for Printing and Photocopying framework.

A school will be required to complete the relevant 'Notification to Activate Goods Form' for each framework it wishes to access.

A copy of the 'Notification to Activate Goods Form' is given in appendix 5.

2.1. Stationery and Office Supplies Framework

The following goods are covered by this framework:

Category	Range of Goods
Adhesives	Glue Sticks, Tape, Fabric Hook and Loop
Books and Pads	Casebound and Wirebound Notebooks, Refill Pads, Shorthand Notebooks
Desktop Accessories	Air Duster, Mouse pad with Wristrest, Clipboards, Mousse Cleaner for Keyboards, Crate Trolley, Laptop Back Pack, Letter Trays, Pilot Case, Overnight Case, Tube Tidy (Pen Holder), Mouse Mat, Zipped Conference Folio
Diaries	A4/A5: Academic, 1 Day Per Page, Appointments, Week To View A4 only: 2 Pages Per Day
Electrical Items	Batteries, Desktop Calculator, Scientific Calculator, Printing Calculator
Envelopes	Boardback Envelopes, Packaging Envelopes, Paper Envelopes
Filing and Storage	Storage Boxes, Archive Boxes, Box Files, Files, Folders, Plastic Pockets, Subject Dividers
Labels	Address Labels, Laminating Label Tape, Multi-Purpose Labels, Lever Arch File Labels
Miscellaneous	Mail Pouch, Heavy Duty Zip Bag, First Aid Kit
Office Accessories	Cardboard Recycling Bin, Chair Mat, Shredder Bags, Wall Planners
Office Stationery	Clips, Correction Fluid/Pen/Roller, Desk Tape Dispenser, Punch, Drawing Pins, Eraser, Stapler, Index Tabs, Page Markers, Letter Opener, Pencil Sharpener, Treasury Tags, Record Cards, Sticky Notes, Rubber Bands, Scissors, Ruler, Staple Remover, Sticky Tack
Packaging	Cotton Twine
Paper	Flip Charts, Self-Adhesive Sheets, Certificate Paper, Thermal Till Printer Rolls, Calculator Rolls
Postage Stamps	€1 value

Category	Range of Goods
Presentation and Display	Flipchart Easel, Laminating Pouches, Document / Literature Pockets, Document Holders, Badge Reel, Certificate Covers, Coloured Magnets, Combi Clip Badge, Cork Boards, Felt Notice Boards, Lanyards, 4-Ring Binders, Whiteboard Erasers, Padded Visitors Book, Security Pass Holder, 2-Ring Binders, Binding Combs, Binding Covers, Whiteboard Cleaning Foam/Wipes
Small Office Equipment	Desk Fan, Extension Leads, Label Printer, Shredders, Manual Comb Binder, Metal Waste Bin, Guillotine, Laminator, Rotary Trimmer, Wall Clock
Stamps	Various Sizes, Self-inking Text With Date Stamp, With Built-In Stamp Pad
Writing Materials	Highlighters, Pens, Pencils, Security Blackout Marker, Whiteboard Markers, Refill for Parker Pen

A minimum order of €50 is required.

To use this framework, complete the 'Notification to Activate Goods Form' contained in appendix 5, and email it to the relevant supplier:

Lot	Counties	Supplier
4	Dublin, Kildare, Louth, Meath, and Wicklow	Office Depot Ireland Ltd (ogpregistration@officedepot.ie)
5	Carlow, Kilkenny, Waterford, and Wexford	Johns Business Systems (ogp@officestuff.ie)
6	Clare, Cork, Kerry, Limerick, and Tipperary	Albany Office Supplies (sales@albanyofficesupplies.ie)
7	Laois, Longford, Offaly, Westmeath, Galway, Leitrim, Mayo, Roscommon, and Sligo	Lyreco Ireland Ltd (ogp.ie@lyreco.com)
8	Cavan, Donegal, and Monaghan	Paperpunch (sales@paperpunch.ie)

The supplier will confirm receipt of the 'Notification to Activate Goods Form' and may contact the school for further information to setup an account. Once confirmed, the school may place orders directly with the supplier.

For a full list of items available through the catalogue and their prices, search for 'stationery' on BuyerZone to return a list of frameworks and select the framework for your county (for example, Lot 7 for counties Laois, Longford, Offaly, Westmeath, Galway, Leitrim, Mayo, Roscommon, and Sligo).

Scroll down to the 'Pricing Details' section where a file can be downloaded with full details:

Pricing Details

Please see attached Catalogue regarding current pricing available under this contract. Clients may only order products under this contract that are included in the Catalogue. If a Client requires additional Stationery items that are not part of the attached Catalogue, then they are required to follow proper public procurement guidelines in obtaining these items.

SOS Catalogue Prices Albany Office Lot 6 - 38.5 KB

Prices are shown excluding VAT.

Schools that download any pricing catalogues must keep them confidential as they hold commercial confidential pricing particular to a supplier and the release of same to non-public sector organisations/entities may compromise the supplier and lead to legal issues for the school.

2.2 ICT Consumables Framework

The following goods are covered by this framework:

- Ink and Toner Cartridges
- Fusers
- Imaging Drums
- Maintenance Kits
- Re-Manufactured Toners
- Data Storage Devices
- Cables
- Other ICT Sundries

To use this framework, complete the 'Notification to Activate Goods Form' contained in appendix 5, and email it to Banner Group Ltd – OGP@bannerireland.com.

The supplier (Banner Group Ltd) will confirm receipt of the 'Notification to Activate Goods Form' and may contact the school for further information to setup an account. Once confirmed, the school may place orders directly with the supplier.

A catalogue of items available and prices are available directly from the supplier.

2.3 Office Paper for Printing and Photocopying Framework

The following goods are covered by this framework:

Paper Types Available Under This Contract			
Type	Size	Weight	Colour
Virgin Paper	A4	90gsm	White
Virgin Paper	A4	80gsm	White
Virgin Paper	A3	80gsm	White
Virgin Paper	A4	75gsm	White
Recycled Paper	A4	80gsm	White (CIE Brightness 55-84)
Recycled Paper	A4	80gsm	White (CIE Brightness 85-109)
Recycled Paper	A4	80gsm	White (CIE Brightness 110-153)
Recycled Paper	A4	80gsm	Pastel (Yellow)
Recycled Paper	A4	80gsm	Pastel (Blue)
Recycled Paper	A4	80gsm	Pastel (Green)
Recycled Paper	A4	80gsm	Pastel (Pink)
Recycled Paper	A4	80gsm	Pastel (Cream)
Recycled Paper	A3	80gsm	White

A minimum order of four boxes is required. Each box consists of five reams of paper.

To use this framework, complete the 'Notification to Activate Goods Form' contained in appendix 5, and email it to OGP@antalis.ie. Once confirmed, the school may place orders directly with the supplier.

For a full list of items available through the catalogue and their prices, search for 'office paper' on BuyerZone to return a list of frameworks and select the 'Supply of Multi-Purpose Office Paper for Printing and Photocopying'.

Scroll down to the 'Pricing Details' section where a file can be downloaded with full details:

Pricing details

A Product Catalogue is available for download below for all registered users. This Catalogue contains details of all papers available under this contract, including product codes and pricing. This Catalogue is also available directly from Antalis Ltd.

All prices are inclusive of delivery charges.

Clients may also access the pricing for items by logging into or registering for an online account with Antalis Ltd.

Clients should note the following:

- Prices and Catalogues are available to registered users of the OGP's BuyerZone (www.buyerzone.gov.ie);
- They can also be requested from Antalis Ltd. as the successful Supplier;
- Due to the current volatility in the paper market, the OGP have taken the decision to carry out price reviews every three (3) months for the duration of this Goods contract.
- All prices are **inclusive of delivery** but **exclusive of VAT**.

Paper Catalogue Jan 2024 - 6.7 MB

Prices are shown inclusive of delivery but excluding VAT.

Schools that download any pricing catalogues must keep them confidential as they hold commercial confidential pricing particular to a supplier and the release of same to non-public sector organisations/entities may compromise the supplier and lead to legal issues for the school.

Appendix 5 – Notification to Activate Goods Form

NOTIFICATION TO ACTIVATE GOODS FORM

This is a notice for the purposes of Clause 23 of the Framework Contract for the supply of [Insert type of goods required] made between the [Insert name of Contracting Authority] (“the Client”) and Insert Name “the Contractor”) dated [insert date]

The [INSERT FRAMEWORK CLIENT DETAILS] is a Framework Client as set out at clause 23A of the Framework Contract and in accordance with clause 23 **HEREBY NOTIFIES** the Contractor that it wishes to activate the purchase of Goods with effect from [insert date] (the “Effective Date”).

The Framework Client hereby acknowledges, agrees and confirms that the Framework Contract and the Confidentiality Agreement are hereby adopted by the Framework Client to govern the supply of the Goods and references to the Client in the Framework Contract and the Confidentiality Agreement shall be deemed to be references to the Framework Client and the Framework Client hereby undertakes to comply with and observe all the terms and conditions of the Framework Contract and the Confidentiality Agreement applicable to it as if a party thereto.

Dated: _____

Signed for and on behalf of the Framework Client:

Signed for and on behalf of the Contractor: _____

Dated: _____