

## **Empower: Tender for Stationery Supplies** **(<https://www.activelink.ie/node/109331>)**



### **TENDER FOR STATIONERY SUPPLIES 2024/2025**

Empower is a local development company situated in Fingal. Empower is responsible for the delivery of a range of Government funded programmes to meet the needs of individuals, families, and community groups in the area.

We operate from premises located across Fingal; Coolmine, Mulhuddart and Balbriggan.

Empower are currently seeking tender submissions for the provision of stationery supplies.

#### **Requirement for Tenders:**

Each tender should contain an outline of the following:

- Company History and Background
- Relevant Experience
- Clear Returns Policy
- Turnaround Time
- Current Tax Clearance Certificate
- Full Price List
- Summary Price List for the following ***specifying weight/quality & quantities, where applicable***

A4 Copier Paper

Staples

A3 Copier Paper

Poly Pockets

Self-Seal Envelopes (DL Plain & Window, C4 & C5)

10 Part Dividers

Notebooks & A4 Refill Pads

Post-it Notes

Folders (Lever Arch, Ring Binders, Document & Square Cut)

Ink Cartridges (HP 415X, 415A(all colours), HP05A, Canon 707(all colours), HP CE310/311/312/313, EPSON XL345)

Suspension Files

Pens

Crystal Tabs

Highlighter

Twinlock Fasteners

Paper clips (100\*30mm or similar)

#### **Costings:**

All tender prices should be clearly shown inclusive of VAT. The VAT rate must be specified.

#### **Payment:**

Payment will be made by electronic funds transfer within 30 days, on receipt of goods, invoice, tax clearance details and bank account details.

## Timescale:

The contracted period will run from 1st September, 2024 to 31st December, 2025.

## Procedure for Tenders:

Empower tendering process is based on principles of value for money, integrity, and fairness.

Tender submissions to be emailed to:

[tenders@empower.ie](mailto:tenders@empower.ie) (<mailto:tenders@empower.ie>)

and be marked as "Stationery Supply Tender 2024/2025"

and for the attention of Clare O'Flynn

**Tender submissions should arrive no later than 5.00pm on Thursday 1st August, 2024. Submissions received after the specified time and date will not be accepted.**

### Region

Fingal, Co. Dublin

### Date Entered/Updated

3rd Jul, 2024

### Expiry Date

1st Aug, 2024

### Attachment

[2024\\_2025 Stationery Tender Specification - Empower.docx](#)

### Size

1.59 MB

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**Source URL:** <https://www.activelink.ie/vacancies/tenders/109331-empower-tender-for-stationery-supplies>