



# USER GUIDE

## Multi-Supplier Framework Agreement for the Supply of Stationery and Office Supplies to the Public Sector



**8x Goods Framework Contracts have been awarded to 8x Suppliers for the Supply of Stationery and Office Supplies to Public Sector Bodies. Please refer to the Lot Structure below to determine your appropriate Lot and Supplier.**

# This is a Tier 2 Framework Agreement

Complexity Level		Timeframe to Contract Finalisation
<b>Tier 1:</b>	Utilities Sign Up	Available <b>immediately</b>
<b>Tier 2:</b>	Direct Drawdown	Available <b>immediately</b>
<b>Tier 3:</b>	Low Complexity Mini-Competition	Up to <b>10 weeks</b>
<b>Tier 4:</b>	Medium Complexity Mini-Competition	Between <b>10 and 20 weeks</b>
<b>Tier 5:</b>	High Complexity Mini-Competition	<b>6 months</b> with well-developed specification

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## Introduction

A Multi-Supplier Framework Agreement for the Supply of Stationery and Office Supplies has been put in place. This Framework set up 8 Lots; 3x National Lots and 5 Regional Lots. The Lot breakdown is as follows:

Lot	Eligible Framework Clients
1	Ministers of the Government of Ireland, Government Departments, Offices and Agencies, which have a formal reporting and legal relationship to Central Government Departments throughout the 26 Counties of the State, including An Garda Síochána, Irish Prison Service and the Defence Forces.
2	Irish Health Sector, including the Health Service Executive (“HSE”) and HSE funded agencies throughout the 26 Counties of the State.
3	Third Level Universities throughout the 26 Counties of the State, including all Institutes of Technology and Technological Universities.
4	Local Authorities, Schools, the Education and Training Boards Ireland (“ETBI”) and Education and Training Boards (“ETBs”) located in Counties Dublin, Kildare, Louth, Meath and Wicklow.
5	Local Authorities, Schools and ETBs located in Counties Carlow, Kilkenny, Waterford and Wexford.
6	Local Authorities, Schools and ETBs located in Counties Clare, Cork, Kerry, Limerick and Tipperary.
7	Local Authorities, Schools and ETBs located in Counties Laois, Longford, Offaly, Westmeath, Galway, Leitrim, Mayo, Roscommon and Sligo.
8	Local Authorities, Schools and ETBs located in Counties Cavan, Donegal and Monaghan.

Mini Competitions have been run from this Framework Agreement and a supplier has been appointed to each Lot. The list of Successful Tenderers for each Lot are:

Lot	Successful Tenderer
1	Jones Business Systems
2	Codex Limited
3	Codex Limited (consortium with Kelly Office Supplies)
4	Office Depot Ireland Limited
5	Jones Business Systems (consortium with Office Supplies Ireland)
6	Albany Office Supplies
7	Lyreco Ireland Limited
8	Paperpunch Limited

A specified Product List of 363 Stationery and Office Supplies items are available for ordering from the preferred Supplier. This includes 50 items that are made from a minimum of 75% recycled materials.

There is a minimum order value of €50 (ex VAT).

The current contract will run from 16 June 2023 for a period of 24 months to expire on 15 June 2025. There is an option to extend the contract for an additional 12 months, with 1 such options available, which may be utilised.

## Who can use this Framework Agreement?

The following Public Sector Bodies can avail of the goods and services provided under this Framework Agreement:

- *Central Government*
- *Local Government*
- *Health*
- *Education*
- *Defence*

- Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations which have a formal reporting and legal relationship to Central Government Departments, including all local authorities in Ireland (themselves including regional assemblies, local enterprise boards and library bodies);
- Entities in the Irish health sector including but not limited to the Health Service Executive (HSE) and the Health Information and Quality Authority (HIQA), provided that such entities are contracting authorities within the meaning of Regulation 2 of the European Union (Award of Public Authority Contracts) Regulations 2016 (Statutory Instrument 184 of 2016);
- Contracting authorities which are Third Level Educational Institutions (including universities, institutes of technology and members of the Education Procurement Service), HEAnet and HEAnet member institutions and subsidiaries;
- Contracting authorities which are Education and Training Boards (ETBs) and ETB schools, and primary, post-primary, special and secondary schools as well as ETBs acting on behalf of schools;
- An Garda Síochána;
- The Irish Prison Service; and
- The Defence Forces.

# Why should I use this Framework Agreement?

The Framework Agreement for Stationery and Office Supplies is fully compliant with procurement regulations. Using the Framework Agreement reduces the time and costs associated with running your own procurement process by offering high quality and competitively priced by way of competitive tender.

## **Framework benefits**

- ✓ *Easy access*
- ✓ *Variety and Flexibility*
- ✓ *Direct drawdown*
- ✓ *Best practice procurement*
- ✓ *Efficiency*
- ✓ *Agreed terms and conditions*
- ✓ *Value for money*
- ✓ *Value added services*
- ✓ *Simplified procurement process*
- ✓ *Environment*

## **The main benefits include:**

- ✓ **Easy access to pre-selected specialist providers**

This OGP Framework allows an easy access route to pre-selected specialist providers awarded contracts to provide Stationery and Office Supplies to the Public Sector.

- ✓ **Flexibility**

This Framework reduces the time and cost associated with a full procurement process, which in turn allows you to be more flexible with planning your requirements

- ✓ **Direct Drawdown**

Depending on the Lot your organisation fits into, there is only one who will fulfil your order(s). Further details on the drawdown procedure are explained in the section 'How do I access the goods and services' in this guide.

- ✓ **Best practice procurement**

The single supplier has been subject to a rigorous procurement process, ensuring they offer the scope and quality of devices and services you require.

- ✓ **Efficiency**

The Framework removes the need for you to conduct full procurement exercises and/or lengthy evaluation processes, saving you the considerable time and costs often associated with these.

✓ **Agreed terms and conditions**

Terms and conditions are already established and agreed for you and the supplier. This removes the need to determine the terms and conditions for each procurement you undertake.

✓ **Value for money**

By using this Framework, public sector bodies can purchase the specified goods at a competitive price, which is fixed for the duration of the Framework. In addition the devices come with comprehensive warranties.

✓ **Value added services**

A number of associated services can be drawn down alongside devices including all-inclusive pricing (including delivery), free returns, a dedicated Key Account Manager for any issues arising and the provision of online ordering.

✓ **Simplified procurement process**

The Framework for Stationery and Office Supplies allows you to avail of arrangements put in place by the OGP on behalf of the entire public sector in order to avoid much of the work typically associated with a full procurement process.

**Value added services**

The Framework Suppliers can offer the following value added services:

- Specified range of Stationery and Office Supplies products
- An opportunity to standardise the products range.
- Mutually agreed delivery times
- Management information reporting
- Customer complaint and corrective action process.

**ENVIRONMENT AND SUSTAINABILITY BENEFITS**

- The Contractor will work with Framework Clients to identify opportunities to reduce environmental cost and waste.
- This will include an active commitment to continually source and communicate to Framework Clients regarding the available supply of new, improved or alternative environmentally conscious products as they become commercially available.
- Promotion and sourcing of sustainable products, including locally sourced products
- Reduce, reuse, and recycle
- Reduction of product packaging
- Minimum orders of €50 to reduce deliveries and increase consolidation of ordering by clients otherwise a delivery charge may be charged.

## Products

There are 50 recycled products included in the core list. These items are made from a minimum of 75% recycled materials and comply with European Environmental Standards.



## What is the duration of the Framework?

The OGP Framework for the Supply of Stationery and Office Supplies commenced on **13 July 2020** and is initially open for 24 months with an option to extend for an additional 12 months, with two such options available.

There is a new Framework extension now in place which will expire 12<sup>th</sup> July 2024.

### **Duration of the contracts awarded under the Framework:**

Contracts for all Lots will commence on 16 June 2023 and will expire on 15 June 2025.

The contracts may be extended by an additional 12 months, with one such extension available. In total, the contracts may run for a total of 24 months (24+ 1).

## How do I access the Goods?

Access to the goods under this arrangement is via “Direct Drawdown”.

### Step 1:

- Submit ‘NAGF’ to the supplier
- This is a once-off requirement that activates you as a 'client' under the contract

### Step 2:

- Supplier will acknowledge acceptance of the NAGF
- The supplier may gather information from the client for the purposes of customer account setup.

### Step 3

- Notify the supplier of your requirements and place the order

## What goods and services are covered by this Framework Agreement?

Under this Framework, a specified list of 363 Products have been chosen and will be available under the contract. This includes 50 recycled items that are made from a minimum of 75% recycled materials.

The Product List of 363 items ranges from basic stationery items such as pens, pencils, erasers, notebooks, rubber bands, refill pads, punched pockets, file folders up to shredders, laminators and binders.

Items that do not form part of this Product List shall not be supplied as part of this contract. Clients are advised that if they require Stationery and Office Supplies items that are outside of this Product List, then they should use procurement best practice when sourcing these items.

## How does the pricing work?

The Product List of 363 items is available in PDF format from the specified supplier for your particular Lot.

Clients may also access the pricing for items by registering for an online account with the specified supplier.

The pricing for each item is frozen for an initial period of 12 months and will be subject to review on 15 June 2024.

Clients should note the following:

- Pricing has been agreed for all items in the Product List for each Goods Contract awarded at individual Lot level;
- Prices will be subject to review on the first anniversary of the commencement date of the contract, and on subsequent anniversaries. Prices are currently fixed until 15 June 2024;
- All prices are **inclusive of delivery** and **exclusive of VAT**;
- A catalogue containing the Product List with pricing is available to Clients in various formats including PDF and / or e-catalogue from the contracted supplier for your Lot.

### Placing an order

#### Direct Draw Down

Any Framework Client that has a requirement for Stationery and Office Supplies may draw down from these contracts through Direct Draw Down.

There are a number of stages to be followed to access goods through this mechanism:

- Prior to placing your first order with the Framework Supplier for your Lot, you must complete, sign and email a signed "Notification to Activate Goods Form" (NAGF/ Schedule E) to the relevant Framework Supplier.
- The Framework Supplier will sign this form and return it to the Framework Client. The Supplier may have an additional Account Set Up Form to complete. This will be provided and must be completed and returned before your account is set up on their system.
- Once the Account has been set up, Stationery and Office Supplies can then be ordered via telephone, e-mail or via the Framework Suppliers website, which will require a username and password.
- Your order will be acknowledged and a timeframe for delivery agreed.
- You must sign the delivery note on the receipt of goods, if required.
- The Framework Supplier will process invoices for orders and ensure the relevant proof of delivery (POD) and matching invoices will be sent by email or post to your accounts department.

The Notification to Activate Goods Form (NAGF) is available for download at [www.ogp.gov.ie](http://www.ogp.gov.ie) or from the specified supplier for your Lot.

## Frequently Asked Questions

**Q. How do I know if this is the right Framework Agreement for my requirement?**

A. If you have a known requirement for Stationery and Office Supplies then you can use this framework agreement.

**Q. How often can I use this Framework Agreement?**

A. There is no limit on the number of times you can use this framework agreement during its lifetime.

**Q. What is a “known requirement”?**

A. A “known requirement” means simply the known quantity of Stationery and Office Supplies required for purchase by any public body at the time they wish to make a purchase. Where a known requirement is identified the public body concerned should be confident that a purchase order for the full “known requirement” can be raised. There is a minimum order requirement of €50 ex VAT for each order placed.

**Q. Do I need to complete an activation form for every purchase?**

A. No. Once you have completed an activation form (NAGF) and you and the supplier have both signed it you are allowed to make multiple purchases under this framework agreement until the end of the contract term, which runs until 15 June 2022. A single NAGF also allows multiple individuals from the public body it covers to purchase Stationery and Office Supplies but the governance on this rests with you.

Please note that a separate NAGF is required for each contract term and that the contracted supplier may change, as the contract is awarded on the basis of a mini-competition.

**Q. Do I need to sign a contract?**

A. No. Completion of the activation form (NAGF) provides you with the legal protections set out in the contract signed by OGP on behalf of the Minister for Public Expenditure and Reform and the supplier. No further contractual arrangement is necessary. However, each public body is responsible for their own purchasing, invoicing, delivery and payment arrangements.

**Q. What do I need to confirm an order?**

A. An order is only confirmed when a valid purchase order is received by the supplier from the purchasing public body.

**Q. How many people from my organisation can use the same activation form?**

A. Anyone with a legitimate need to purchase the goods and services available under this agreement may be added as users, with their own login credentials, under a single activation form. Each public body should determine the requirement for multiple users to be granted access based on their organisation’s governance and purchasing policies.

## Who can provide goods under this Framework?

The following Supplier have been awarded contracts under the Frameworks:

Lot	Successful Tenderer
1	Jones Business Systems
2	Codex Limited
3	Codex Limited (consortium with Kelly Office Supplies)
4	Office Depot Ireland Limited
5	Jones Business Systems (consortium with Office Supplies Ireland)
6	Albany Office Supplies
7	Lyreco Ireland Limited
8	Paperpunch Limited

Contact details for each Framework Supplier by Lot:

LOT	Successful Tenderer	Address and Contact Details
1	<b>Jones Business Systems</b>	O'Brien Road, Carlow ☎ 059 – 913 2595 Customer Service Liam Wohlgemuth ☎ 059/9132595  ✉ <a href="mailto:ogp@officestuff.ie">ogp@officestuff.ie</a>
2	<b>Codex Ltd</b>	89 Lagan Road, Glasnevin, Dublin 11 ☎ 01 – 882 2022 ✉ <a href="mailto:sales@codexltd.com">sales@codexltd.com</a> Laura Yeates Account Manager Sales <a href="mailto:lyeates@codexltd.com">lyeates@codexltd.com</a> ☎ 0877776999 Gary Higgins ☎ 0872407028 ✉ <a href="mailto:ghiggins@codexltd.com">ghiggins@codexltd.com</a>
3	<b>Codex Ltd (consortium with Kelly Office Supplies)</b>	89 Lagan Road, Glasnevin, Dublin 11 ☎ 01 – 882 2022 ✉ <a href="mailto:sales@codexltd.com">sales@codexltd.com</a> Laura Yeates Account Manager Sales <a href="mailto:lyeates@codexltd.com">lyeates@codexltd.com</a> ☎ 0877776999  Gary Higgins ☎ 0872407028 ✉ <a href="mailto:ghiggins@codexltd.com">ghiggins@codexltd.com</a>

	4	<b>Office Depot Ireland Ltd</b>	<p>40-60 Kingswood Road Citywest Business Campus Dublin 24 ☎ 01 – 2457777</p> <p><a href="mailto:OGPRegistration@officedepot.ie">OGPRegistration@officedepot.ie</a> <a href="mailto:OGPHelpdesk@officedepot.ie">OGPHelpdesk@officedepot.ie</a></p>
	5	<b>Jones Business Systems (consortium with Office Supplies Ireland)</b>	<p>O'Brien Road, Carlow ☎ 059 – 913 2595 Customer Service Liam Wohlgemuth ☎ 059/9132595</p> <p>✉ <a href="mailto:ogp@officestuff.ie">ogp@officestuff.ie</a></p>
	6	<b>Albany Office Supplies</b>	<p>Unit 8/9 Knockmitten Close, Western Industrial Estate, Naas Road, Dublin 12 ☎ 01 – 450 1200</p> <p>✉ <a href="mailto:sales@albanyofficesupplies.ie">sales@albanyofficesupplies.ie</a></p>
	7	<b>Lyreco Ireland Ltd</b>	<p>601 Jordanstown Road, Jordanstown, Greenogue Business Park, Co Dublin D24 FC6K ☎ 1850 88 22 79 ☎ Audrey Sherry 087/ 2626331</p> <p>✉ <a href="mailto:ogp.ie@lyreco.com">ogp.ie@lyreco.com</a> Michelle Larkin Customer Service ✉ <a href="mailto:michelle.larkin@lyreco.com">michelle.larkin@lyreco.com</a></p>
	8	<b>Paperpunch Ltd</b>	<p>Unit 20 Orion Business Campus, Northwest Business Park, Ballycoolin, Dublin D15 DK61 T: 01 839 2232 ☎ (01) 839 2232</p> <p>✉ <a href="mailto:sales@paperpunch.ie">sales@paperpunch.ie</a> <u>Megan Cleary – Customer Service</u> ✉ <a href="mailto:megan@paperpunch.ie">megan@paperpunch.ie</a></p>