



An Roinn Oideachais
Department of Education

Procurement guidance for voluntary secondary and community and comprehensive schools¹ in the Free Education Scheme

Post-primary Schoolbook Scheme

2025/26

¹ Where “schools” is used in this document it refers to voluntary secondary and community and comprehensive schools in the Free Education Scheme.

Document control

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1. Introduction

This guidance is designed to assist post-primary school leaders of voluntary secondary and community and comprehensive schools in the Free Education Scheme, with the process of procuring schoolbooks², including eBooks, and core classroom resources³ under the Post-primary Schoolbooks Scheme. It has been compiled by the Department of Education, the schools procurement unit (SPU) and Education Procurement Service (EPS).

This document should be read in conjunction with the Post-primary Schoolbooks Scheme Guidance 2025/26⁴ which is available [here](#). Further guidance documents and resources designed to help schools with procurement are also available on

- www.gov.ie/schoolbookschemes
- <https://www.spu.ie/schoolbooks-scheme/>

Schools are publicly funded bodies. All publicly funded bodies are obliged by law to follow public procurement rules and procedures when sourcing goods and services. This includes procuring schoolbooks and classroom resources under the Post-primary Schoolbooks Scheme.

For the 2025/26 school year the grant funding is set at a rate of;

- €309 per student in years 1, 2 and 3 of the Junior Cycle.
- €142 per student in Transition Year, and,
- €295 per student in years 5 and 6 of Senior Cycle

Please note, the above rates are applicable for the 2025/26 school year. The rates for subsequent school years will be published and will be notified to schools. This procurement 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.

² Where the term 'schoolbooks' is used throughout this document it encompasses all relevant textbooks, including eBooks, and workbooks in use at school level to support teaching and subject learning at Junior Cycle. It also includes necessary additional texts such as novels and plays for English or books of past Junior Cycle examination papers for all subjects.

³ 'Core classroom resources' refers to materials such as copybooks, hardback notebooks, school journals and calculators required for all subjects as well as subject-specific resource items such as lab copybooks for science subjects or dictionaries for language subjects. A comprehensive list can be found in Appendix 1 of the Post-primary Schoolbook Scheme Guidance 2025/26 which can be found [here](#).

2. Public procurement requirements

In Ireland, public procurement is governed by European Union (EU) rules and national regulations. These provide for an open, transparent, competitive and non-discriminatory public procurement environment. Current public procurement guidelines for goods and services are available [here](#).

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 already have had some engagement with procurement when completing construction works, for example a new school extension or a new school building. Post-primary schools now have experience of procuring schoolbooks and classroom resources.

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.

2.1. Dynamic Purchasing System (DPS)

The department in conjunction with the Education Procurement Service (EPS) and the Schools Procurement Unit (SPU) has developed a Dynamic Purchasing System (DPS) to assist voluntary secondary and community and comprehensive schools meet their public procurement obligations from 2025. The department will contact all voluntary secondary and community and comprehensive schools and will offer bespoke resources and supports in relation to the DPS. The DPS is hosted on the eTenders platform.

The DPS is only for use by schools for the procurement of schoolbooks. The scheme guidance defines schoolbooks as “all relevant textbooks, including eBooks, and workbooks in use at school level to support teaching and subject learning at Junior Cycle, and Senior Cycle, including Transition Year. It also includes necessary additional texts such as novels and plays for English and where required books of past examination papers”

All voluntary secondary and community and comprehensive schools that estimate their total schoolbooks contract value for the school year will be in excess of €50,000 (excluding VAT) are required to use the DPS to source their schoolbook requirements. Where the total contract value is estimated to be less than €50,000 (excluding VAT) schools are encouraged to use the DPS.

In order to access the DPS, schools will be required to register as a contracting authority on eTenders, if they haven't previously done so. Guidance on how to register and then apply for access to the DPS will be available here - <https://www.spu.ie/schoolbooks-scheme/>.

Further guidance on creating a mini-competition and sending invitations to pre-qualified suppliers will also be provided here.

The DPS is composed of 22 Lots. Lots 1 to 21 are for printed books and are split into 21 different geographical areas across Ireland while Lot 22 is a national lot for eBooks only.

Schools will be required to register for the DPS and apply for entry to their relevant geographical Lot. This can be done through [Schoolbooks DPS Registration Form - SPU](#). Only suppliers that have been admitted to a specific geographic Lot will be able to respond to invitations to tender for that individual Lot.

2.2. Goods

Under this scheme, goods can be split into separate and distinct product types for procurement purposes.

1. Schoolbooks includes all relevant textbooks, eBooks, and workbooks in use at school level to support teaching and subject learning at Junior Cycle, and Senior Cycle, including Transition Year. It also includes necessary additional texts such as novels and plays for English and where required books of past examination papers" including eBooks and workbooks
2. Non-book classroom resources, which includes copybooks, hardback notebooks, school journals and calculators, required for all subjects as well as subject-specific resource items such as lab copybooks for science subjects or dictionaries for language subjects (the items listed in Appendix 2 in the Post-primary Schoolbooks Scheme Guidance 2025/26)
3. Digital devices (only schools that generate teacher led resources will have expenditure under this category)

Schools will generally need to run more than one procurement competition in each school year, for example, one for schoolbooks and one for classroom resources.

Schools are advised that it is not in line with the requirements under public procurement law to sub-divide goods into smaller value contracts for the purpose of avoiding procurement obligations, (for example, schoolbooks subdivided into schoolbooks for Junior Cycle and schoolbooks for Senior Cycle). However, where it is known that a single supplier only exists for a particular requirement (for example, specialty textbooks in the case of particular subject(s); such as language books for modern foreign language short courses), this provision may not apply.

In all cases, schools should make a reasonable estimate of the total value of their goods requirements (excluding VAT).

In circumstances where schoolbook requirements are being projected beyond one school year, extreme caution should be exercised in devising an overall value for a

contract to be offered at mini competition, so as not to mislead the suppliers. The rationale for arriving at the estimate value should be based on sound principles. While schools have discretion to offer single or multiple year contracts, schools are strongly advised not to offer contracts beyond a two-year term, maximum. The Post-primary Schoolbook Scheme is subject to annual funding from the Department of Education. Schools are asked to note that should central funding for this scheme ever be withdrawn, contracts awarded will cease.

Classroom resources and digital devices can be purchased from existing central frameworks. These frameworks have been set up by the Office of Government Procurement (OGP) to simplify the procurement process.

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

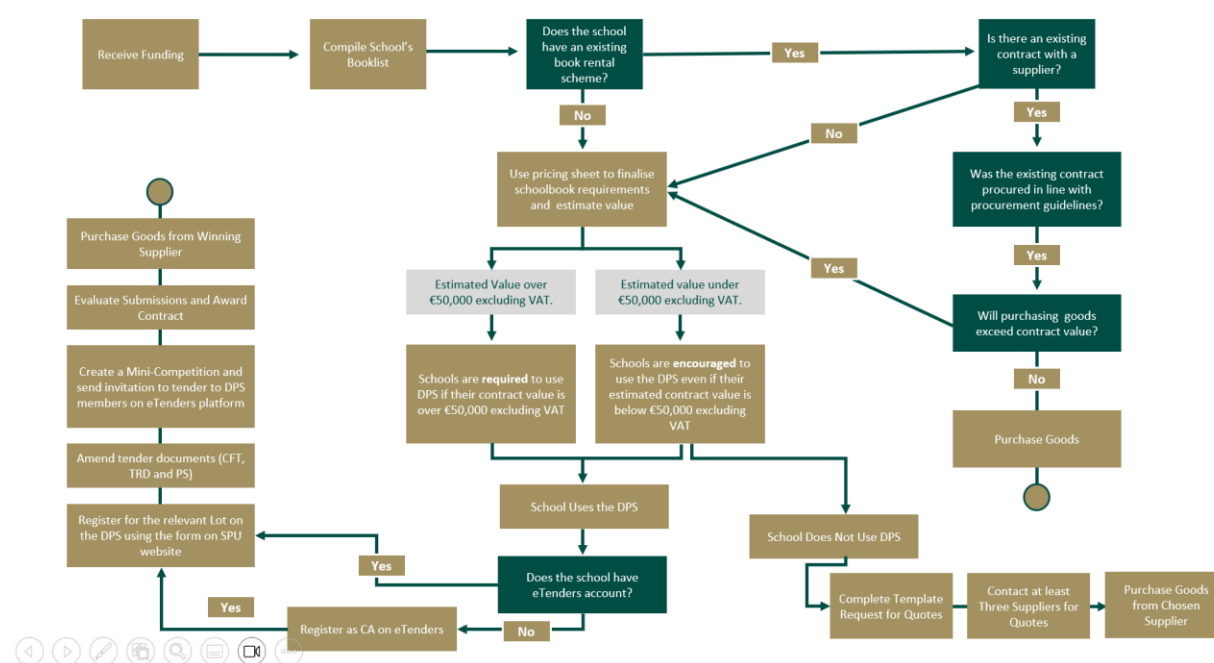


Figure 1 High-level flowchart of steps to be taken by schools.

2.2.1 Schoolbooks

Schoolbooks can be sub divided into printed schoolbooks and eBooks.

▪ Printed schoolbooks

When the school estimates the total value of the schoolbook contract, for the year in question, the following public procurement rules apply:

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 suppliers.

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

Schools are encouraged to use the new central procurement arrangement, the DPS, for contracts in this value range, as the DPS is essentially fulfilling the current requirement of obtaining three quotes.

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

c. Contracts over €50,000 (excluding VAT)

It is necessary to use the DPS for contracts in this value range.

The Department of Education advises schools that tender competition invitations, issued within the DPS, should be open to responses for 21 calendar days.

2.2.2 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 the eBook version of a schoolbook, Lot 22 of the DPS must be used.

Schoolbooks and eBooks should be sourced separately within the DPS, subject to estimated value of both contracts. Printed schoolbooks, including printed workbooks, should be procured through the DPS using Lots 1 – 21 depending on the geographical location of the school. eBooks should be procured separately through Lot 22 only.

2.2.3 Classroom Resources

When the school estimates the total value of the classroom resources contract, for the year in question, the following public procurement rules apply:

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 suppliers.

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

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

c. Contracts over €50,000 (excluding VAT)

It is necessary to contact the Schools Procurement Unit for support for classroom resources contracts in this value range.

2.2.4 School journals

Many schools use branded or custom designed school journals. This is to facilitate the school journal having the school logo, an annual calendar, and sections for communicating with parents in line with school policies.

Where a school decides to use a school journal that is designed specifically for that school, it can procure school journals separate to other classroom resources.

Schools should follow the 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.

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 and core classroom resources for parents/guardians of students in post-primary schools in the free education scheme.

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 students in each year of Junior Cycle, Transition Year and Senior Cycle,
3. the total enrolment of students in each subject, in each year, and where relevant, in each level.

Schools should begin by identifying the schoolbooks, and the quantities of each, required for incoming first and fifth years. They should then complete this process for students in all other years.

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 subject. A school may need to engage in this process earlier than in previous years to allow sufficient time for 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.

To assist schools in the planning stage, the department is providing a schoolbook list with the associated recommended retail price (RRP) included. This schoolbook list file can be found at [here](#). Every effort has been made to ensure that all schoolbooks in use in post-primary schools are included on this list. If a schoolbook is not listed on the excel file, the school can include it.

3.2. Classroom resources

Core classroom resources are listed in Appendix 2 of the ‘Post-primary Schoolbooks Scheme Guidance for 2025/26’ and these resources must be provided to students under the scheme. Schools will be required to allocate a portion of their funding for purchasing these items.

Some of these items will be purchased for students once in their first year of Junior Cycle, such as, maths formulae book and a scientific calculator.

Schools should identify the classroom resources required per student across the six years of post-primary.

A sample table of some items is given below.

Year	Item	Quantity per student	Number of students
1 st	Scientific calculator	1	65
1 st	English grammar book	1	65
1 st	Irish dictionary	1	65
1 st	French dictionary	1	23
1 st	Copybook	12	65
2 nd	Copybook	12	62
3 rd	Copybook	12	58
1 st	Music manuscript copybook	1	13
2 nd	Music manuscript copybook	1	12
3 rd	Music manuscript copybook	1	14

It is expected that most post-primary schools will be able to identify and quantify the classroom resource items required for all students enrolled across Junior Cycle and Senior Cycle years in the coming weeks. However, it is also acknowledged that some schools may need to procure additional items throughout the school year, for example when students 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.

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). 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.

3.3. Other uses of the schoolbook grant

The Post-primary Schoolbook Grant must be used in line with the ‘Post-primary Schoolbooks Scheme Guidance 2025/26’. That document outlines that once schools have provided schoolbooks and core classroom resources, schools may use surplus funding to provide additional classroom resources. These additional resources include resources used in visual art,

home economics, graphics, engineering, wood technology, applied technology, science and music. In essence, additional classroom resources are the supporting materials for any Junior Cycle and Senior Cycle subject or short course required by students to complete projects and practical elements of the curriculum, beyond schoolbooks and core classroom resources.

In addition, a small number of post-primary schools have, over the past number of years, moved away from the use of schoolbooks, including eBooks. Teachers in these schools have generated their own bank of resources for students. Students access these resources in the main through a digital device. Such schools may still require a small number of schoolbooks each year. When schools that use teacher-generated resources and content have eliminated the cost of all required schoolbooks and classroom resources, they may use the funding to cover other resources associated with teacher-generated content such as purchasing or subscribing to educational apps. If surplus funding remains, schools may use the funding to facilitate the provision of school-owned digital devices loaned to students on a temporary basis, as needed.

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 five geographical lots;
- a ICT consumable framework; and
- a office paper for printing and photocopying framework.

Schools can use these frameworks to buy classroom resources. Details on how to use these frameworks, the expiry dates and renewal details are outlined on <https://buyerzone.gov.ie/>.

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

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](#) 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 post-primary school located in Co. [County Name].

[School name] is seeking quotations for schoolbooks 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/2025.

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](#) and attach it to the email requesting quotes. This template has been agreed with Bookselling Ireland.

A sample email to suppliers is provided below.

Dear [Recipient's Name],

[School name] is a post-primary school located in Co. [County Name].

[School name] is seeking quotations for schoolbooks 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/2025.

Yours sincerely,

Appendix 3 – 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 five geographical lots;
- a ICT consumable framework; and
- a office paper for printing and photocopying framework

Schools can use these frameworks to buy classroom resources. Details on how to use these frameworks, the expiry dates and renewal details are outlined on <https://buyerzone.gov.ie/>

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 and can be downloaded from directly from <https://buyerzone.gov.ie/>.

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]

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 five 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.

The 'Notification to Activate Goods Form' should be downloaded from <https://buyerzone.gov.ie/>

2.1. Stationery and office supplies framework

The stationery and office supplies framework allows public sector bodies the opportunity to access everyday office products. An outline of the products available by this framework are outlined in the table below:

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, mouse 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

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' available to download from <https://buyerzone.gov.ie/>, 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 <https://buyerzone.gov.ie/> 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 Clients 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. The stationery contracts are valid until 15 June 2026. Details relating to the arrangement that replaces this framework will be outlined on <https://buyerzone.gov.ie/> when available.

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' available to download from <https://buyerzone.gov.ie/>, 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. This contract is valid until 31st July 2025. Details relating to the arrangement that replaces this framework will be outlined on <https://buyerzone.gov.ie/> when available.

2.3. Office paper for printing and photocopying framework

The framework for office paper for printing and photocopying offers the following paper manufactured from 100% recycled fibres:

Paper Types Available Under This Contract			
Type	Size	Weight	Colour
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' available to download from the <https://buyerzone.gov.ie/>, 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 <https://buyerzone.gov.ie/> 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.

The contracts for office paper are valid until 5th May 2025. Details relating to the arrangement that replaces this framework will be outlined on <https://buyerzone.gov.ie/> when available.