

**Clarifications Rev 2 – 22.01.2026**

**TRD/RFT**

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| <p>The RFT specifies the following minimums in respect of insurance requirements</p> <p>Employer's Liability - €13 million<br/>Public Liability - €6.5 million<br/>Product Liability - €6.5 million</p> <p>However the TRD has an additional field mentioned, that being Environmental Liability Impairment with a required cover of €6,500,000.</p> <p>Can you please advise if this additional liability cover is also a mandatory requirement?</p> | <p><b>The inclusion of environmental liability impairment in the TRD is an error. Please disregard that specific item. We have amended the TRD to align with the RFT.</b></p> |
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**LOT 1-CLARIFICATIONS**

| <b>Query</b>                                                                                                                                                                                      | <b>Response</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Can you confirm that Lot 1 requires the Summer Stars Reading Adventure programme and the Healthy Ireland at your Library programme                                                                | <p><b>The initial contract for Lot 1 requires the design and printing for the Summer Stars Reading Adventure programme as set out in the RFT.</b></p> <p><b>Additionally, the framework allows for call off contracts over its lifetime. At this point it is known that there will be a requirement for 2 additional call off contracts referred to on page 12 of the RFT: 1. Print Material for Healthy Ireland at your Library programme and 2. Editing Staff Training Videos</b></p> |
| <p>Summer Stars activity booklet. Can you advise inner page and cover page material weight and type. Finish type?</p> <p>Is it 16 page including cover or is it 24 page including cover?</p>      | <p><b>Pages (amount tbc) and Cover A4 250/120gsm Bond. Pages: Cover: 4 Pages, Text: Pages (Amount tbc). Materials: Cover: 250gsm Bond, Text: 120gsm Bond.</b></p> <p><b>The page count for the activity booklet has not been fully finalised as yet.</b></p>                                                                                                                                                                                                                            |
| <p><b>BOOKMARKERS</b><br/>On page 21 the artwork for the bookmark suggests a rectangular size. Can you clarify the size required?</p> <p>Is the book marker to be gloss laminated both sides?</p> | <p><b>The design and print of a Bookmark Bilingual (Irish / English) Bookmark with Summer Stars 2026 design full colour printed both sides and gloss laminated 350gsm laminated - size approx. 182 x 54mm</b></p> <p><b>Yes</b></p>                                                                                                                                                                                                                                                     |

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|  | Assumption that seeded is printed on seed paper?                                                                                                                                | <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | LEAFLETS.<br>x 5000 – Can you advise full specification on size, print and material and the amount of different types there are if greater than 1.                              | <b>The one leaflet type is DL size, 170gsm silk, printing in full colour on 2 sides</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | LINE 17<br>Banner can you advise what type of banner this is and what material                                                                                                  | <b>Horizontal hanging banner in Soflat pull up material</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | Can you indicate what timeline you require from approved print production to delivery for all items.<br><br>This information is not available for all items mentioned in lot 1. | <p><b>The timelines will be specific to each call off contract. For example, the initial contract has the following 4 deadlines:</b></p> <ul style="list-style-type: none"> <li>• The deadline for initial illustration proof is the 18th of March and the final sign-off of this design is the 25th of March 2026.</li> <li>• The deadline for the logo design files for the Summer Stars bags and for the Summer Stars Stickers to be delivered to the LGMA is the 27th of March 2026.</li> <li>• The design of the activity booklet (content provided) and bookmarks to be signed off by the 21st of April and delivered to 30 Library Authorities by the 5th of May 2026.</li> <li>• The other design files for details of the other design assets and print material required to delivered to the LGMA by the 5th of May 2026.</li> </ul> <p><b>And the additional call off contracts referred to on page 12 of the RFT have the following deadlines:</b></p> <p><b>Print Material for Healthy Ireland at your Library programme - Items to be delivered to the libraries by the 27th of March 2026</b></p> <p><b>Editing Staff Training Videos - Edited videos to be delivered to LGMA no later than 3rd of April 2026.</b></p> |
|  | Can you clarify the following points in the pricing schedules please:<br><br>LOT 1<br>Initial contract: what is the page                                                        | <b>The page count for the activity booklet has not been fully finalised as yet. Cover A4 250/120gsm Bond. Pages:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <p>count of the activity booklet, 16pp or 24pp? What paper?</p> <p>Framework: what is the size of the leaflet? What paper</p>                                                                                                                                                                                                                                                                                                    | <p><b>Cover: 4 Pages, Text: Pages (Amount tbc). Materials: Cover: 250gsm Bond, Text: 120gsm Bond.</b></p> <p><b>Leaflet size is DL and paper is 170gsm silk</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Training Videos</b><br/>Could you please provide clarification for the following:</p> <p>Will there be secondary content such as PowerPoint decks that can be included or intercut on the Training Videos?</p> <p>Will the workshops be filmed by a videographer? It would be essential to have good sound, good lighting and good framing to ensure the final products, after editing, is apt for an online audience.</p> | <p><b>PowerPoint slides can be made available where necessary (either as PowerPoint files or slides saved as a PDF file) along with each video recording. However, there won't be a requirement to intercut the video with those slides as the slides will already be visible within in the MP4 file with the video recording. Note that Microsoft Teams is used for all online training sessions so the video recording captures Team's screen display throughout the session (usually a combination of slides display and presenter spotlight without slides).</b></p> <p><b>No, a videographer isn't used. The workshops are all online sessions. Microsoft Teams is used for all online training sessions so the video recording captures Team's screen display and audio throughout the session (usually a combination of slides display and presenter spotlight without slides).</b></p> |
| <p>Re Activity Booklet, would it be an option for you to set the page count to for example 24pp + cover just for the sake of the tender evaluation? Without page count you won't be able to compare likes for like</p>                                                                                                                                                                                                           | <p><b>The page count for the activity booklet has not been fully finalised as yet. For the purposes of this evaluation only, we request an A4 activity booklet, page count 18pp + cover</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>In regards to pricing the following can we get a specification.<br/>Reading Card<br/>Summer Stars Style Guide</p>                                                                                                                                                                                                                                                                                                             | <p><b>Reading Card</b><br/><b>Size A5 folded to A6. Printed full colour all sides (paper not gloss finished as ink stamps will be used on these cards so a suitable surface to absorb ink is required, 300 gsm)</b></p> <p><b>Summer Stars Style Guide</b><br/><b>Design style guide is a document that outlines the visual and stylistic elements of a brand, ensuring consistency across all marketing and creative materials</b></p> <p><b>The supplier is required to provide a style guide based on the designs developed for Summer Stars.</b></p>                                                                                                                                                                                                                                                                                                                                       |

LOT 2-CLARIFICATIONS

Would you have images available from previous tenders of the products on Lot 2.

Summer Stars Bags:



**Summer Stars Stickers in English and Irish:**



**Summer Stars Seeded Bookmarks-English and Irish:**



**My Little library Bag:**





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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   <p>For additional images, please refer to RFT pages 21, 22, 24 and 25 .</p> <p>The pricing unit column on the framework pricing tab has been updated to reflect the point made. For example, the pricing unit for cotton shopper bags has been updated from 1 to 2,000 indicating that the pricing required is per batch of 2,000.</p> |
| <p>Can you confirm that from the products under Lot 2, Framework Pricing tab, that you want pricing for just 1 unit of each product. Pricing 1 unit is not indicative of what buying multiples of branded products would cost, as the set-up cost would make each item extremely expensive.</p> <p>Could you please confirm the branding requirements for each product on Lot 2. On the Pricing Schedule it says one colour print on front for the cotton shopping bag but on the RFT document it says full colour print, see attached.</p> | <p>For Lot 2 we require a cotton shopping bag to be printed with a colour design on one side only.</p> <p>We have amended the pricing schedule to align with the RFT.</p>                                                                                                                                                                                                                                                                                                                                     |

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| <p><b>Initial Contract: My Little Library Bag</b></p> <p>The successful supplier will be responsible for sourcing, branding, and supplying <b>cotton bags and wallets</b>, using existing full colour branding designs.</p> <p>As part of the 2026 rollout of the initiative, the appointed supplier will be required to provide and deliver the following merchandise:</p> <p><b>1. Natural Cotton Shopping Bags</b></p> <ul style="list-style-type: none"> <li><b>Quantity:</b> 46,000 bags – 40,250 bags with design in English and 5,750 bags with design in Irish.</li> <li><b>Material:</b> minimum 140 GSM natural cotton</li> <li><b>Specifications:</b> <ol style="list-style-type: none"> <li>Size: 370 mm (W) x 410 mm (H) x 90 mm (D)</li> <li>Handles: 60 cm length</li> </ol> </li> <li><b>Design:</b> Each bag must be printed with a design in full colour, one side. There are two designs, one in English and one in Irish and both will be supplied by the LGMA.</li> <li><b>Delivery – bags:</b> <b>The Little Library Bags will be required to be delivered to one address by the 30<sup>th</sup> of March 2026.</b></li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>The dimensions of the cotton bag that are mentioned in the document : 370mm x 410mm x 90mm would be for more of a premium tote, specifically the depth of 90mm. Looking at the images of previous totes, these appear be standard promotional totes and don't have the 90mm depth that you have detailed. Can you confirm that the 90mm depth or gusset is an absolute requirement ?</p> <p>Can you please share the existing full colour branding that is to be printed on these bags so we can assess and calculate production time.</p> <p>The tender close date is Feb 5th - is there any indication of when the tenders will be reviewed and awarded. I ask as the leadtime from close date to March 30th 2026 (36 working days) for 46,000 bags is extremely tight and we need to ensure that there is sufficient time for production scheduling and delivery. The volume itself is not a concern but the leadtime is definitely a challenge.</p>                                                                                                                                                                                           | <p><b>This is an error, there is no requirement for the 90mm gusset; the dimensions of minimum 370mm x 410mm are the required standard. The RFT and Pricing Schedule have been updated accordingly.</b></p> <p><b>Refer also to RFT pages 24 and 32.</b></p>  <p><b>As stated in the RFT the closing date for tender is February the 4<sup>th</sup> 2026 at 3pm. The LGMA is aware of the tight deadlines and is committed to awarding the tender and the initial contracts as soon as possible.</b></p> |

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| <p>Confirmation that the personalisation as a post print requirement from the Libraries and cannot be submitted for the main print run?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>As per the details provided in page 13 of the RFT, each local authority is invited by the supplier to place orders for personalised and / or non-personalised bags as part of the main order (note, not post print).</p> <p>Note that the personalised text will not be provided by the illustrator. Bags are produced in English or Irish.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Page 13 Lot 2<br/><b>Merchandising material for Summer Stars.</b></p> <p>In this section you refer to “Children’s draw string bag”. Is this the same bag as the bag you refer to on Page 23 <b>LOT 2: SUPPLY OF MERCHANDISE ITEMS 1. Natural Cotton Shopper bag?</b> If not does this mean there are two types of bags to be printed in Lot 2, a drawing string bag and a cotton shopper handle bag?</p> <p>Will the base colour of the bag change for any orders?</p> <p>Are all the shopper cotton bags the same print, only 1 type within the Irish and English variations?</p> | <p>No the “Children’s draw string bag” is for the Summer Stars merchandise. The “Natural Cotton Shopper Bag” is Little Library merchandise.</p> <p>Yes there will be two types of bags to be printed for Lot 2 – the Little Library cotton shopper bag is for the initial contract and the drawstring bag is for a call off contract.</p> <p>The initial contract is for a natural cotton Shopper Handle Bag to be approx. 370mm x 410mm, handle 60cm, natural cotton, printed one side in supplied designs (one English/ one Irish), full colour. For call off contracts, the base colour of the bag will be decided on a per contract basis.</p> <p>The initial contract is for a natural cotton Shopper Handle Bag to be approx. 370mm x 410mm, handle 60cm, natural cotton, printed one side in a supplied designs (one English / one Irish), full colour.</p> |



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| <div>Page 13 Lot 2</div> <div>Merchandising material for Summer Stars.</div> <div>You mention personalisation for individual branches on the draw string bags.</div> <div>Does this mean of the 50440 drawstring bags that there will be different amounts of drawstring bags with different print for each branch. If so, we would need a quantity per branch to quote accurately?</div> | <div>Each Local Authority will confirm directly with the supplier of quantities required.</div> <div>The numbers of orders will depend on the pricing, therefore we can't provide exact order for 2026, but please see 2025 orders per Local Authority below:</div> <table><tr><td>Cavan County Library</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>900</td></tr><tr><td>Cavan County Library</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>30</td></tr><tr><td>Clare County Library</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1000</td></tr><tr><td>Clare County Library</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>250</td></tr><tr><td>Donegal Library Service</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1200</td></tr><tr><td>Donegal Library Service</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>300</td></tr><tr><td>Dublin City Library and Archives</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>8500</td></tr><tr><td>Dublin City Library and Archives</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>500</td></tr><tr><td>Dun-Laoghaire Rathdown County Library Service</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>600</td></tr><tr><td>Dun-Laoghaire Rathdown County Library Service</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>250</td></tr><tr><td>Galway County Library HQ</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>3200</td></tr><tr><td>Galway County Library HQ</td><td>LGMA- Drawstring Bags Non-Personalised (Irish)</td><td>800</td></tr><tr><td>Kerry County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>550</td></tr><tr><td>Kerry County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>200</td></tr><tr><td>Kildare County Library HQ</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>4000</td></tr><tr><td>Kildare County Library HQ</td><td>LGMA- Drawstring Bags Non-Personalised (Irish)</td><td>1000</td></tr><tr><td>Kilkenny County Library Service HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1800</td></tr><tr><td>Kilkenny County Library Service HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>200</td></tr><tr><td>Laois County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1800</td></tr><tr><td>Laois County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>50</td></tr><tr><td>Leitrim County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1000</td></tr><tr><td>Leitrim County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>100</td></tr><tr><td>Limerick City and County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>2850</td></tr><tr><td>Limerick City and County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>150</td></tr><tr><td>Louth County Library HQ</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>1050</td></tr><tr><td>Mayo County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1500</td></tr><tr><td>Mayo County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>50</td></tr><tr><td>Meath County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>50</td></tr><tr><td>Meath County Library HQ</td><td>LGMA- Drawstring Bags Non-Personalised (Irish)</td><td>10</td></tr><tr><td>Offaly County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1800</td></tr><tr><td>Offaly County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>250</td></tr><tr><td>Roscommon County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1500</td></tr><tr><td>Roscommon County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>50</td></tr><tr><td>Sligo County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>2000</td></tr><tr><td>Sligo County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>250</td></tr><tr><td>South Dublin County Library</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>3600</td></tr><tr><td>South Dublin County Library</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>1550</td></tr><tr><td>Tipperary Libraries</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>2000</td></tr><tr><td>Tipperary Libraries</td><td>LGMA- Drawstring Bags Non-Personalised (Irish)</td><td>100</td></tr><tr><td>Tipperary Libraries</td><td>LGMA- Drawstring Bags Non- Personalised (English)</td><td>500</td></tr><tr><td>Wicklow County Library HQ</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1800</td></tr><tr><td>Wicklow County Library HQ</td><td>LGMA- Drawstring Bags Personalised (Irish)</td><td>150</td></tr><tr><td>Carlow County Library</td><td>LGMA- Drawstring Bags Personalised (English)</td><td>1000</td></tr></table> | Cavan County Library | LGMA- Drawstring Bags Personalised (English) | 900 | Cavan County Library | LGMA- Drawstring Bags Non- Personalised (English) | 30 | Clare County Library | LGMA- Drawstring Bags Personalised (English) | 1000 | Clare County Library | LGMA- Drawstring Bags Personalised (Irish) | 250 | Donegal Library Service | LGMA- Drawstring Bags Personalised (English) | 1200 | Donegal Library Service | LGMA- Drawstring Bags Personalised (Irish) | 300 | Dublin City Library and Archives | LGMA- Drawstring Bags Personalised (English) | 8500 | Dublin City Library and Archives | LGMA- Drawstring Bags Personalised (Irish) | 500 | Dun-Laoghaire Rathdown County Library Service | LGMA- Drawstring Bags Personalised (English) | 600 | Dun-Laoghaire Rathdown County Library Service | LGMA- Drawstring Bags Personalised (Irish) | 250 | Galway County Library HQ | LGMA- Drawstring Bags Non- Personalised (English) | 3200 | Galway County Library HQ | LGMA- Drawstring Bags Non-Personalised (Irish) | 800 | Kerry County Library HQ | LGMA- Drawstring Bags Personalised (English) | 550 | Kerry County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 200 | Kildare County Library HQ | LGMA- Drawstring Bags Non- Personalised (English) | 4000 | Kildare County Library HQ | LGMA- Drawstring Bags Non-Personalised (Irish) | 1000 | Kilkenny County Library Service HQ | LGMA- Drawstring Bags Personalised (English) | 1800 | Kilkenny County Library Service HQ | LGMA- Drawstring Bags Personalised (Irish) | 200 | Laois County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1800 | Laois County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 50 | Leitrim County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1000 | Leitrim County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 100 | Limerick City and County Library HQ | LGMA- Drawstring Bags Personalised (English) | 2850 | Limerick City and County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 150 | Louth County Library HQ | LGMA- Drawstring Bags Non- Personalised (English) | 1050 | Mayo County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1500 | Mayo County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 50 | Meath County Library HQ | LGMA- Drawstring Bags Personalised (English) | 50 | Meath County Library HQ | LGMA- Drawstring Bags Non-Personalised (Irish) | 10 | Offaly County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1800 | Offaly County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 250 | Roscommon County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1500 | Roscommon County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 50 | Sligo County Library HQ | LGMA- Drawstring Bags Personalised (English) | 2000 | Sligo County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 250 | South Dublin County Library | LGMA- Drawstring Bags Personalised (English) | 3600 | South Dublin County Library | LGMA- Drawstring Bags Personalised (Irish) | 1550 | Tipperary Libraries | LGMA- Drawstring Bags Non- Personalised (English) | 2000 | Tipperary Libraries | LGMA- Drawstring Bags Non-Personalised (Irish) | 100 | Tipperary Libraries | LGMA- Drawstring Bags Non- Personalised (English) | 500 | Wicklow County Library HQ | LGMA- Drawstring Bags Personalised (English) | 1800 | Wicklow County Library HQ | LGMA- Drawstring Bags Personalised (Irish) | 150 | Carlow County Library | LGMA- Drawstring Bags Personalised (English) | 1000 |
| Cavan County Library                                                                                                                                                                                                                                                                                                                                                                      | LGMA- Drawstring Bags Personalised (English)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Limerick City and County Library HQ                                                                                                                                                                                                                                                                                                                                                       | LGMA- Drawstring Bags Personalised (English)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Carlow County Library                                                                                                                                                                                                                                                                                                                                                                     | LGMA- Drawstring Bags Personalised (English)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| <div>WALLETS.</div> <div>Is there only 1 type of print for all wallets?</div>                                                                                                                                                                                                                                                                                                             | <div>One type for wallets in English and one for wallets in Irish</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| <div>GENERAL.</div> <div>Can you advise what date the approval to print the Cotton Shopper Bag, Drawstring Bag, bookmarker</div>                                                                                                                                                                                                                                                          | <div>The print approval dates are subject to several variables and can't be set at this time. Notwithstanding this, the following information will be relevant:</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| <p>and plastic wallet will be given and the required delivery date please.</p> <p>This information is not available in the tender document for all items.</p> | <p><b>Cotton Shopper Bag:</b><br/>Design files will be provided on contracting and the approval to print timeline will be agreed at contracting. Delivery date as stated in Section 3.1, Lot 2, pg. 23 of the RFT is the 30<sup>th</sup> of March, 2026.</p> <p><b>Drawstring Bag:</b><br/>As stated on page 19 of the RFT, deadline for logo design files for bags under Lot 1 is the 27th of March 2026.</p> <p>The logo design files will be provided to the contracted supplier for Lot 2 as soon as they are finalised under Lot 2 and approval to print deadline will be agreed at that time. Items to be delivered to the Local Authorities by the 22nd of May 2026</p> <p><b>Bookmarks</b><br/>As stated on page 19 of the RFT, deadline for the design files for bookmarks is the 21st of April 2026. The design files will be provided to the contracted supplier for Lot 2 as soon as they are finalised under Lot 2 and approval to print deadline will be agreed at that time.</p> <p>As stated on page 22 of the RFT:</p> <p><b>Ordering Process:</b><br/>Following award of the tender, the supplier will email each Library Authority directly with an order form for the print items. The order form will be provided by the Contracting Authority. The completed order forms will be emailed directly to the supplier from the Library Authorities by the 8th of April 2026.<br/>The supplier must confirm receipt of the order form to each Library Authority by close of business on 9th of April 2026. Contact details will be provided to the supplier by the LGMA. The supplier is responsible for collating total quantities for each item ordered, across all Library Authorities.</p> <p>Orders of all items will be delivered by the supplier to each Library Authority by 5th of May 2026. The supplier will liaise directly with each Library Authority to confirm delivery details.</p> <p>The supplier will also offer the authorities the opportunity to place any reorders of items.</p> <p>The supplier will inform the authorities of the opportunity to reorder by written communication in an email to all authority contacts by the 29th of May 2026 and will confirm the deadline date for placing reorders of</p> |
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|                                                                                                                                                                                                                                                                                                                                                     | <p>items. The latest date by which reordered items can be received by authorities is the 7th of August 2026.</p> <p>Items to be delivered to the Local Authorities by the 22nd of May 2026</p> <p><b>Plastic Wallet:</b><br/>Design files will be provided on contracting and the approval to print timeline will be agreed at contracting. Delivery date as stated in Section 3.1, Lot 2, pg. 25 of the RFT is the 8<sup>th</sup> of April, 2026.</p>                                                                                                                                                                                                                                     |
| <p>Can you clarify the following points in the pricing schedules please:</p> <p><b>LOT 2</b><br/>- Framework: what total quantities should we base the unit prices on?</p> <p>The seedable bookmark is listed line 10 English items and line 18 Irish items: are these going to be 2 separate bookmarks or bilingual as per bookmark line 9?</p>    | <p>The pricing unit column on the framework pricing tab has been updated to reflect the point made. For example, the pricing unit for cotton shopper bags has been updated from 1 to 2,000 indicating that the pricing required is per batch of 2,000.</p> <p>The seedable bookmarks are included in the framework pricing schedule on the basis of 2 separate bookmarks, one in English and one in Irish</p>                                                                                                                                                                                                                                                                              |
| <p>Please see my queries relating to Lot 2 as below;</p> <p>1. On page 11 of the RFT document it is stated for Lot 2 that the products being sourced are Natural Cotton Shoppers and Plastic Wallets.</p> <p>This is contradicted on page 13 where the request has changed to Drawstring Bags and Stickers. Please advise the correct products.</p> | <p><b>The LGMA and the public libraries services use 2 types of cotton bags in the delivery of national library programmes.</b></p> <p><b>1. Initial contract of Lot 2 - My Little Library Bags and Wallets 2026</b></p> <p><b>As per page 11 of the RFT:</b></p> <p><b>As part of the 2026 rollout of the My Little Library Bag initiative, in which public libraries provide book bags to support children aged 4-6 in starting school, the appointed supplier will be required to provide and deliver the following merchandise:</b></p> <p><b>Natural Cotton Shopping Bags</b><br/>Quantity: 46,000 bags – 40,250 bags with design in English and 5,750 bags with design in Irish.</p> |

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| <p>2. On Page 11 of the RFT document it is stated for Lot 2 that the lead time is 30th of March and 8th of April for respective items. On page 13 the lead time has changed to the 22nd of May. It is then stated as 30th of March again on page 23. Please advise the correct lead time.</p> <p>3. On Page 11 of the RFT document it is stated for Lot 2 that artwork is split between the 2 languages only.</p> <p>On page 13 it is stated that a service for individual personalisation per library should be offered. Please advise the correct branding requirements.</p> | <p>Cotton shopper bag with Little Library design printed full colour print 1 side. Size approx 370mm (W) x 410mm (H). Handles 60 cm length. Minimum 140 gsm Natural Cotton. Each bag to be printed with a supplied English design.</p> <p>As per page 13 of the RFT:</p> <p>2. Additionally, the framework allows for call off contracts over its lifetime. At this point it is known that there will be a requirement for 1 additional call off contract for Lot 2 referred to on page 13 of the RFT: Merchandise Material for Summer Stars</p> <p>Children's drawstring bag (backpack drawstring style) with Summer Stars design printed 1 colour print 1 side. Choice of colours to be offered by the supplier for the bag. Size approx 320mm x 420mm, minimum 100 gsm cotton. WITH PERSONALISED TEXT or NON PERSONALISED TEXT (relevant to each library service ordering bags) in English or Irish.</p> <p>The initial contract for Lot 2 Initial Contract: My Little Library Bags and Wallets 2026:</p> <p>Delivery – bags: The Little Library Bags will be required to be delivered to one address by the 30th of March 2026.</p> <p>Delivery – wallets: The Little Library wallets are required to be packed and delivered to 30 library authority headquarter addresses by the 8th of April 2026</p> <p>Additional call off contract for Lot 2 is Merchandise Material for Summer Stars. Items to be delivered to the Local Authorities by the 22nd of May 2026</p> <p>As referred to page 11 in the RFT - Lot 2 Initial Contract: My Little Library Bags and Wallets 2026 the appointed supplier will be required to supply bags and wallets in English and Irish.</p> <p>As stated on page 13 of the RFT this is in reference to Lot 2 Call Off Contract Merchandise Material for Summer Stars – Children's Drawstring Bag.</p> |
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|                                                                                                                                                                                                                                                                                                                                                                                     | <p>The item “drawstring bag” will be offered to all Library Authorities with the option of adding personalized text for their individual service. It should be possible for the full title of the library service to be included as this personalised text.</p> <p>The personalised text, which an authority confirms, would most likely be the name of the library service for the local authority, e.g. XX County Library Service. The font details for the standard text used on the Summer Stars illustrations will be provided to the supplier who will then create and add the text for each authority requiring it.</p> <p>Note that the personalised text will not be provided by the illustrator. Bags are produced in English or Irish.</p> |
| <p>Could you please clarify if you want the tote bag sample branded in full colour or not. It states in one part of the RFT that it should be printed in full colour on the front but in another that branding is not required</p>                                                                                                                                                  | <p>The cotton shopper bag samples should be provided with a sample full colour branding on one side. It is not required that the branding on the sample bag would be the actual Little Library branding required for the contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Lot 2 - The cotton totes for "My Little Library Bag"</p> <p>Is there a preference here for a sustainable bag , i.e. organic cotton ?</p> <p>We note that the wallets are to be Ethically Sourced Recycled Plastic so would like to know if you are also looking for a sustainable cotton tote. If permitted, we would be happy to price for both standard and organic cotton</p> | <p>The LGMA only requires prices for standard cotton bags for the purposes of this tender. Sustainable options may be detailed under the Environmental Impact and Sustainability award criterion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Bookmarks – Seeded</p> <p>I can see that the seeded bookmarks are mentioned on Lot 2 pricing only - Is there an expected amount of seeded bookmarks to be provided?</p> <p>I note that the guideline pricing for Lot 2 requests a per 100 unit price however would like to know if the amount required would be in line with the standard bookmarks</p>                          | <p>The framework allows for call off contracts over its lifetime. At this point it is known that there will be a requirement for 1 additional call off contracts referred to on page 13 of the RFT for which there is no requirement for seeded bookmarks, however this requirement is likely to arise over the course of the Framework.</p> <p>See above, there is no current requirement for seeded bookmarks. The unit price is required for the purposes of the framework.</p>                                                                                                                                                                                                                                                                    |

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|                                   | 65,000?                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | We are writing to request an extension to the Friday, the 6th of February for the samples receipt deadline. We are concerned that there will be a shipping delay with the bank holiday weekend on the 2nd of February. Thank you for your consideration         | <b>The LGMA cannot extend the deadline in this instance because it is determined by the urgency surrounding the initial contracts and their deadlines.</b>                                                                                                                                                                                                                                                                                                                                                                                              |
|                                   | Is it possible to receive a PDF of the current Tote Bag artwork, we would like to print an actual live sample?                                                                                                                                                  | <b>It is not required that the branding on the sample bag would be the Little Library branding required for the contract. A sample, full colour design on one side is sufficient.</b>                                                                                                                                                                                                                                                                                                                                                                   |
|                                   | In relation to this tender can I please ask if there is a mandatory requirement for the drawstring bag to be 100 percent cotton?                                                                                                                                | <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>LOT 1/LOT 2 CLARIFICATIONS</b> |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | <p>Bookmarks – Printed</p> <p>Can you advise if the bookmarks are to be supplied under Lot 1 or Lot 2. I note that they are mentioned in both the pricing XLS for Lot 1 (Qty 65,000) and Lot 2 (Qty 100) .</p>                                                  | <b>Summer Stars standard bookmarks are a print item and are supplied under Lot 1 – Print and Design. This is an error where the bookmarks are referenced Pricing Schedule (Lot 2), Framework Pricing Tab- “Bookmarks-Bilingual (Irish/English) Bookmark with Summer Stars design full colour printed both sides gloss laminated 350gsm”. Pricing Schedule for Lot 2 has been updated accordingly.</b>                                                                                                                                                   |
| <b>LOT 3-CLARIFICATIONS</b>       |                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   | <p>Inbound delivery timing</p> <p>1. Is it anticipated that all components required for the kits would be delivered to the Lot 3 provider at the start of the two-week assembly period, or will components arrive in multiple tranches over that timeframe?</p> | <p><b>1. Once the contract is concluded, the book and other component suppliers can be notified of the delivery location. Delivery of books will be via a single or small number of individual deliveries; leaflets and bags should be delivered in two separate single deliveries. As stated on page 35 of the RFT The delivery of the book bags is required to be completed within two weeks after receiving the material from the LGMA suppliers. Delivery of the products is currently estimated to take place from the 13th of April 2026.</b></p> |



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| <p>2. If staggered deliveries are expected, is there an indicative delivery schedule per component or supplier?</p> <p>Dependency on final inbound delivery</p> <p>3. In a scenario where one or more required items arrive later in the period, is the expectation that full kit assembly only commences once all components are received, or can partial staging / sequencing occur in advance?</p> <p>Staging and temporary storage expectations</p> <p>4. Does the contracting authority have an estimated view on the total volume (e.g. palletised or bulk-packed units) that may need to be staged simultaneously during peak assembly?</p> <p>5. Is temporary bulk storage assumed as part of the Lot 3 provider's responsibility?</p> <p>Assembly sequencing assumptions</p> <p>6. Are suppliers expected to complete one full variation at a time (e.g. variation by variation assembly for audit and verification), or is mixed batching acceptable provided accuracy and traceability are maintained?</p> <p>Outbound distribution profile</p> <p>7. Will nationwide distribution occur in a single wave once all kits are assembled, or in phased releases aligned to specific authorities or timelines?</p> | <p>2. <b>There is no indicative delivery schedule available.</b></p> <p>3. <b>Partial staging / sequencing is an issue for the supplier, noting that only completed bags may be delivered.</b></p> <p>4. <b>The boxing and palletisation approaches are a matter for the tenderer and the LGMA has no view on the total volumes involved.</b></p> <p>5. <b>Yes, temporary bulk storage is assumed as part of the Lot 3 provider's responsibility.</b></p> <p>6. <b>Suppliers are invited to propose and provide a rationale for the most effective methodology for completion based on their expertise as required in Section 5.3 Lot 3 Specific Award Criteria of the RFT and section 3.3.2 of the TRD.</b></p> <p>7. <b>Either approach is feasible as long as the local authorities are notified in advance as per page 34 of the RFT and all deliveries are completed within the deadline.</b></p> |
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| <p>Page 11 Lot 3.<br/>You mention My Little Library Bag. Is this an additional bag to those mentioned in Lot 2?</p> <p>If so would need additional information on quantities, different prints and specification to quote accurately?</p> | <p><b>The My Little Library bags in the initial contract under Lot 2 are the same bags to be packed to be packed and distributed in in the initial contract Lot 3.</b></p> <p><b>The total number of bags to be packed are 46,000.</b></p>                          |
| <p><b>GENERAL</b></p>                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                     |
| <p>Do you have any more pictures of the plastic wallets please? Is the left-hand part that we can't see in the current picture a mirror image of the part we can see and just closes over on it?</p>                                      |  <p><b>Please refer to RFT page 25.</b></p> <p><b>Example of wallet type – exterior and interior</b></p>                                                                         |
| <p>For all the Print Items, we would need to see samples from last year as the specs are not enough.</p> <p>We are very happy to collect the sample pack (requested) from you directly if possible.</p>                                   | <p><b>Samples are not available. The LGMA has run several tenders in this area and have not been required to provide previous samples. In addition, any work required under the call off contracts will be on foot of specifications not previous examples.</b></p> |