

## CLARIFICATION DOCUMENT

This clarification document contains answers to all the questions raised to-date

|                                |                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------|
| Contracting Authority:         | Galway and Roscommon Education and Training Board                                                 |
| Competition:                   | The Establishment of a Multi-Party Framework Agreement for the Supply of Printed Matter for GRETb |
| Procedure                      | Open Procedure - OJEU                                                                             |
| eTenders Ref:                  | CFT 8799180                                                                                       |
| OJEU Ref:                      | TED Ref: 550945-2026                                                                              |
| Closing date for Queries:      | Friday 28 <sup>th</sup> August 2026                                                               |
| Closing date for Tenders:      | Tuesday 8 <sup>th</sup> September 2026 12:00                                                      |
|                                |                                                                                                   |
| Clarification Number:          | #1 #2 #3 #4 #5 #6                                                                                 |
| Issue Date:                    | 20 <sup>th</sup> August 2026                                                                      |
| This Clarification relates to: | #1 #2 #3 #4 #5 #6                                                                                 |

### Question #1 A

Letterheads -what is the embossed element on the letterhead.

### Answer #1 A

The embossed element is the icon part of the logo

### Question #1 B

Roll Books – Is the page count 76 pages? Are all the pages printed the same? Does the perforation go across the full 210mm of the page?

### Answer #1 B

76 pages printed double sided. All pages printed the same, and the perforation goes across the full page.

### Question #1 C

Year book – Is it 120 pages or 12 pages?

#### Answer #1 C

Please provide a price for a 120 pages Yearbook

#### Question #1 D

Exam answer booklets line 9 and 10 – Are the pages the printed the same and are they saddle stitched.

#### Answer #1 D

All pages printed the same and stapled.

#### Question #1 E

Exam answer booklet line 10 – Is this A4?

#### Answer #1 E

Yes, A4 size

#### Question #1 F

Exam answer booklet line 11 and 12 – What size is this / Is it a booklet, if so is it saddle stitched?

#### Answer #1 F

A4 Size and stapled

#### Question #1 G

Document wallets – Do they have to be glued, most wallets now are interlocking fixing?

#### Answer #1 G

Please price as per the Pricing Sheet Specification

#### Question #1 H

Visitor Sign in book – Is this A4. Are there 50 two part sets per book. Are both parts alike. Is there any numbering involved. Are any pages perfed?

#### Answer #1 H

A4 size. 50 two-part sets per book (White & Pink) Print common on all parts and pages to be numbered. There is no perforation.

### **Clarification 2**

#### Question #2 A

Item 10 : there are only 4 pages. is this 4ppA4 folded or 2xA4 sheets corner stapled?

#### Answer #2 A

Please note that it is 12 pages (6 X A4 Sheets and top left corner stapled). Pricing schedule updated

#### Question #2 B

Items 11 and 12: how many pages?

#### Answer #2 B

12 pages for both. (6 X A4 Sheets and top left corner stapled ) Pricing scheduled updated

#### Question #2 C

Item 18: 28pp on 100gsm is too thin to perfect bind. Can we saddle stitch?

#### Answer #2 C

Please price as per specification.

#### Question #2 D

Item 27: lanyard card: are they personalised? re they drilled (to clip on the lanyard)?

#### Answer #2 D

Please price without personalisation and not drilled

### **Clarification 3**

#### Question #3

I think your formula in column H is probably wrong, It adds the ex vat price to the VAT rate rather than to the VAT amount. It should probably be  $=F4+(F4*G4)$

#### Answer #3

Formula amended. Apologies for error.

Please note that REVISED 1 – Appendix 2 – Printed Matter – Pricing Sheet contains all clarification revisions.

#### **Clarification 4**

##### **Question #4A**

Point no 4 - How many perforations on the sheet and is any of them a cross perforation. Would it be possible to see an example?

##### **Answer #4A**

As per Clarification #1B - 76 pages printed double sided. All pages printed the same, and the perforation goes across the full page. No examples are available.

##### **Question #4B**

Point no 11- what size please and I assume these are loose or what way are the finished?

##### **Answer #4B**

As per Clarification #2B - 12 pages for both. (6 X A4 Sheets and top left corner stapled) Pricing scheduled updated

##### **Question #4C**

Point no 12- what size please and I assume these are loose or what way are the finished?

##### **Answer #4C**

As per Clarification #2B 12 pages for both. (6 X A4 Sheets and top left corner stapled) Pricing scheduled updated

#### **Clarification 5**

##### **Question #5**

Taking into account section 5.2 of the RFT document and Section D of the Tender Response document, would it be safe to say that tenderers would need to have a staff member who is fluent in Irish in general and in particular in Irish from the Galway/Roscommon Gaeltacht area.

##### **Answer #5**

The Irish Language Requirement sets out the standard of service that must be provided under the contract and the requirements that must be met by the successful tenderer.

Tenderers should note that GRETb has not prescribed how these requirements are to be fulfilled. It is the responsibility of each tenderer to determine and demonstrate how they will ensure compliance with the Irish Language Requirement, including the provision of appropriate Irish-language proofing, review and quality assurance processes.

### **Clarification 6**

#### **Question #6 A**

On point no 4 if this was done previously would it be possible to share images of same  
Is each page perforated for ripping out of book and then a cross perforation at bottom of each  
page as Similar to attached image?

#### **Answer #6 A**

Yes, please price as per attached image.

#### **Question #6 B**

On point 9,10,11,12, can these be saddle stitched rather than corner staple?

#### **Answer #6 B**

Please price as per specification