



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

CFT8838028: The provision of Business Stationery Print Services for Department of Foreign Affairs and Trade for the Department of Foreign Affairs and Trade (DFAT) – Clarification Question – 27/08/2026

Message Ref No	Question	Contracting Authority Response
765836	Question 1 Will you supply the foiling bloc?	The foiling block will not be provided by the Department; this must be provided by the supplier.
	Question 2 Other than item 2, are all other items single sided?	Yes, all items other than item 2 Business Card are single sided.
	Question 3 Item 5: can you confirm the notional quantity?	The notional quantity should be 1000 rather than 100 for item 5 Invite Card. See Tender Amendment Notice broadcast on 27 th August and saved to the CFT documents.

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		An updated RFT has also been added to the CFT documents reflecting this change.
	Question 4 Item 7: Letterhead 210x90mm can you confirm the size? Do you need typesetting / design (as typeface is specified on this item only).	There is an error in the specifications on Item 7. It is letterhead paper and should be A4 sized. The Typeface will be provided as part of a design, so no typesetting/design will be needed. This change has been reflected in the Tender Amendment Notice broadcast on 27th August and in the amended RFT.
	Question 5 Item 9: would you have artwork or a picture of the box and folder to clarify the specs?	The box is approx. 12" x 16". The folder is approx. 10" x 15".

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		 Treaty Box  Treaty folder:
	Question 6 Item 10: do you mean design costs?	Item 10 is to cover the setup cost to convert our designs into a printable format. There should be no change to the details of the

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		printed item but understand that creating Business cards can require some work from the file provided. We are seeking only one price here for evaluation purposes but understand that it may be applied to each design requested. Each design should only need this fee once.
	Question 7 Samples: do you require samples of the supplied files or can we supply samples from other customers work?	The Department have a strong preference the samples supplied. However, we will accept other samples under the following conditions: • The Business card sample uses Typeface Quaraat OT • Gold Foil is used on the replacement Business card and Menu Card.