



**Invitation to Tender for:
Provision of Stationery, Office Supplies and Related
Consumables
and/or
Cleaning Supplies**

Background/Organisational Details

Empower is a local development company situated in Fingal. Empower is responsible for the delivery of a range of Government funded programmes to meet the needs of individuals, families and community groups in the area. Our work is underpinned by community development approaches and principles.

Empower acknowledges the 2030 Agenda for Sustainable Development adopted by all UN Member States in 2015, which provides a blueprint for peace and prosperity for people and the planet. Central to this are the UN 17 Sustainable Development Goals (SDGs). These represent an urgent call for action by all countries who recognise that ending poverty and other deprivation must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth while tackling climate change and working to preserve our oceans and forest.

Empower's Sustainable Procurement Process enables us to meet our needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to us as an organisation, but also to society and the economy, while minimising damage to the environment.

The Proposal re Stationery, Office Supplies and Related Consumables

Empower operate from a number of premises located across Fingal; Coolmine, Mulhuddart and Balbriggan, all requiring stationery, office supplies and related consumables, on an ongoing basis. We are currently seeking tender submissions to meet the requirements of day-to-day stationery/office supplies, thereby ensuring the smooth functioning of the company.

Please provide a Summary Price List for the following (***specifying weight/quality & quantities, where applicable***):

1. Paper and card

- A4 and A3 copier paper in standard and recycled grades
- Coloured paper, card, labels, flipchart pads and specialist paper

2. Filing and archiving

- Lever arch files, ring binders, document wallets, square-cut folders
- Poly pockets, suspension files, archive boxes, dividers and filing accessories

3. Writing and desk supplies

- Pens, pencils, markers, highlighters and correction products

- Staplers, staples, hole punches, scissors, rulers, clips, fasteners, adhesive products and desk organisers
- Post-it notes, flags and crystal tabs

4. Notebooks and meeting materials

- Notebooks, refill pads, journals, presentation folders and training packs
- Whiteboard markers, erasers, flipchart accessories, name badges and related meeting materials

5. Mailing and packaging

- DL plain and window envelopes, C4 and C5 envelopes
- Mailing bags, labels, tape, packaging and dispatch consumables

6. Print consumables

- Original and, where specifically approved, compatible ink and toner cartridges
- Items previously purchased included HP 415X, HP 415A, HP 05A, Canon 707, HP CE310/311/312/313 and Epson XL345 families; the current printer fleet and required cartridges must be validated before publication

The Proposal re Cleaning Supplies

Empower invites tenders from suitably qualified suppliers for the provision and delivery of cleaning supplies and related consumables. The appointed supplier will be expected to:

- provide competitive and transparent pricing for a frequently purchased core basket
- supply safe, fit-for-purpose products supported by product information and Safety Data Sheets where required
- provide prompt and accurate delivery to multiple Empower locations
- provide a broad catalogue and source non-stock items when required
- support controlled product standardisation, safe dilution and responsible substitutions
- offer simple ordering, consolidated invoicing and useful management information
- reduce waste through concentrates, appropriate pack sizes, refill systems and minimal recyclable packaging

Please provide a Summary Price List for the following (***specifying weight/quality & quantities, where applicable***):

1. Washroom paper and hygiene products

- toilet tissue, jumbo rolls and compatible dispensers where requested
- paper hand towels, centrefeed rolls, facial tissues and hygiene bags
- liquid, foam or cartridge hand soap and hand sanitiser
- air-care and washroom deodorising products

2. General cleaning chemicals

- multi-surface and general-purpose cleaners
- glass and stainless-steel cleaners

- floor cleaners, neutral detergents, degreasers and spot cleaners
- toilet and washroom cleaners, descalers and urinal products
- disinfectants and sanitisers appropriate to the stated application

3. Kitchen and catering-area consumables

- hand dishwashing liquid, dishwasher detergent, rinse aid and descaler where applicable
- food-safe surface cleaners and sanitisers where required
- sponges, scourers, cloths, wipes, brushes and tea towels
- refuse and compostable liners suitable for the relevant bin systems

4. Refuse and waste-management consumables

- light, medium and heavy-duty refuse sacks in required sizes
- recycling, compostable and food-waste liners with certification details where claimed
- bin labels and related segregation consumables

5. Cleaning tools and accessories

- microfibre and general-purpose cloths, colour-coded where required
- mops, mop heads, handles, buckets, wringers and floor squeegees
- brooms, dustpans, brushes, dusters, scrapers and litter pickers
- spray bottles, dosing bottles, pumps, trigger heads and dilution-control accessories

6. Personal protective equipment

- disposable and reusable gloves appropriate to the intended chemical and task
- protective aprons, eyewear and other task-specific PPE where ordered
- product compatibility information for PPE must be available where relevant

7. Specialist and occasional products

- spill-control consumables, absorbents and caution signage
- salt or grit, entrance-mat consumables and seasonal products
- carpet, upholstery and specialist floor-care products
- non-stock products sourced on request following approval

8. Dispensers and dosing systems

- compatible dispensers, loaned or purchased, with all ownership and servicing terms disclosed
- wall-mounted or closed-loop dosing systems where proposed
- installation, setup, labels and user instruction where included

Requirements for Tenders:

Each tender should contain an outline of the following:

- History and background of company, relevant experience.
- Processes and procedures to support and/or advance the green and sustainable agenda.



- Current Tax Clearance Certificate or Tax Reference Number (TRN) and Tax Clearance Access Number (TCAN).
- Turnaround Time and Returns Policy.
- Full Price List
- Summary Price List (as requested above)

With regard to costings:

- It is proposed that payment will be made electronically, on a monthly basis on receipt of invoice and supporting documentation, where relevant.
- The tender price must be all inclusive, clearly shown exclusive of VAT; the VAT rate must be specified.

Timescale

The contracted period will run from 1st January 2027 to 31st December 2027, with an option to extend for a period of up to two years, no later than 31st December 2029.

Freedom of Information

Empower undertakes to use its best endeavours to hold confidential any information provided by you, subject to our obligations under the law, including the Freedom of Information Act 1997, 2003 and 2014. Should you wish any information supplied not to be disclosed because of its sensitivity you should identify same and specify the reason(s) for its sensitivity. Whilst this will be taken into consideration, the compliance of the Freedom of Information Act will always take precedence over the release of material.

Procedure for Tenders

Empower tendering process is based on principles of value for money, integrity and fairness. Our tender evaluation process takes into account quality, methodology and previous experience with our target groups (where applicable), in a manner to ensure value for money.

Consideration will be given to processes and procedures which support and/or advance the green and sustainable agenda.

Tender submissions should be emailed directly to rft@empower.ie. Please include the following as the subject title:

Stationery, Office Supplies & Related Consumables and/or Cleaning Supplies

Tender submissions should arrive ***no later than 5.00pm on Monday 23rd November, 2026***. Submissions received after the specified time and date will not be accepted.

The provision of this service will be subject to appropriate funding being secured by Empower.

**Award Criteria**

The tender evaluation committee using the “Most Economically Advantageous Tender” criteria set out below, will evaluate tenders based on (not in descending order of importance):

- Cost (40 marks)
- Quality of Service, Knowledge & Experience (30 marks)
- Turnaround Time/Returns Policy (30 Marks)
- Social Clause (20 marks)



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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Clár Oisionchriochais Pobail
agus Cúimeis Sóisialta



an rialtas ag tacú le pobail



An Ghníomhaireacht um
Leasú agus an Teaghlach
Child and Family Agency



National Clinical
& Integrated Care Programmes
Person-centred, co-ordinated care



NICPOP
National Integrated Care
Programme for Older Persons



Sláintecare.
Healthy
Communities



An Roinn Leanaí, Míchumais
agus Comhionannais
Department of Children,
Disability and Equality



An Roinn Oideachais
agus Óige
Department of Education
and Youth



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration



An Roinn Forbartha Tuaithe
agus Pobail agus Gaeltachta
Department of Rural and Community
Development and the Gaeltacht



An Roinn Coimirce Sóisialaí
Department of Social Protection

"Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail agus Gaeltachta, agus Ciste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 -2027."

"This Project is supported by the Department of Children, Disability and Equality".

"This National Anti-Racism Roadmap Project is supported by the Ireland Against Racism Fund".

"This project is supported by the Department of Rural, Community Development and the Gaeltacht and Pobal through the Community Services Programme".

"This Project is supported by the LGBTIQ+ Community Services Fund 2026".