

# OGP Print Panel January 2018

## The Print Panel

The Office of Government Procurement (OGP) has renewed the Print Panel by inviting applications from suppliers who wished to be considered for inclusion on the renewed Print Panel.

The new Print Panel commenced on 4 February 2016. Applications to join the Panel will still be considered after this date and if successful will be included in the next month's listing.

### What is the Print Panel?

Print Panel is a prequalified list of suppliers who have expressed an interest in tendering for public contracts for **Printing, Binding and Ancillary operations**, where the estimated value is below €25,000 (exclusive of VAT) and where there is no Framework Agreement or other arrangement in place.

Department of Public Expenditure and Reform Circular 10/2014 requires public service bodies to advertise contracts for supplies and services with an estimated value of €25,000 (exclusive of VAT) and upwards on eTenders, the national tendering platform ([www.etenders.gov.ie](http://www.etenders.gov.ie)). For lower value contracts, less formal procedures may be adopted; this can include inviting tenders/quotes directly from a number of suppliers. The Print Panel will provide a list of suppliers from which public service bodies could invite such tenders/quotations.

The Print Panel will be updated monthly and only suppliers who have submitted a current Tax Clearance Certificate will be listed.

The Print Panel is divided into eight categories with constituent sub-categories (see attached List of Categories and sub-categories).

For categories with 20 or less suppliers, all will be listed on the official Print Panel for that month.

For categories with more than 20 suppliers, 20 suppliers will be randomly selected by the Office of Government Procurement and listed, thus forming the monthly Print Panel for that month.

### How to apply for inclusion on Print Panel?

The official Print Panel will be listed on [www.procurement.ie](http://www.procurement.ie) on 4 February 2016 and, thereafter, will be updated on the first working day of each month.

To be included in the official Print Panel after 4 February 2016, you should complete and return a completed application form to the OGP. The application form is available to download below. Once complete the application form must be e-mailed to the following address [support@ogp.gov.ie](mailto:support@ogp.gov.ie), include the subject line Print Panel Application – Month. To be listed on the Print Panel, suppliers must be tax compliant at all times.

As part of the application process, applicants must submit a current Tax Clearance Certificate (TCC) from the Irish Revenue Commissioners or provide the OGP with a tax clearance access number along with their PPSN/Reference number to enable eTax clearance through the Revenue Online Service (ROS) Website.

Non-Resident applicants who have neither an Irish tax registration nor a permanent established (PE) place of business in the State can download the TC1 - Application for Tax Clearance Certificate form (PDF, 142KB).

Completed forms should be forwarded to Non-Residents Unit, Collector-General's Office, Sarsfield House, Francis Street, Limerick or by e-mail to [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie)

#### **Who can use the Print Panel?**

- Central Government Departments;
- Offices and non-commercial agencies and organisations which have a formal reporting and legal relationship with a central Government Department;
- Local Authorities including Regional Assemblies, Local Enterprise Offices and Libraries;
- Health Service Executive (HSE);
- Health Information and Quality Authority (HIQA);
- Other Irish Health Sector bodies including hospitals;
- Universities;
- Institutes of Technology;
- ETBs and ETB schools;  
Primary, post-primary, special, secondary schools and youth centres

#### **How to use the Print Panel?**

***The Department of Public Expenditure and Reform Circular 15/2011 places certain obligations on Framework Clients with regard to external service delivery. It is the responsibility of any Framework Client, intending to award a Services Contract under this Framework Agreement, to ensure that all relevant obligations in this regard are fully complied with.***

□ The monthly Print Panel will provide a list of suppliers from which public service bodies should select a minimum of 3 suppliers (plus the previous supplier if known) from the relevant category list for tendering purposes.

Download list of suppliers for the category you require below. Choose a number of suppliers (The OGP recommend a minimum of 3 plus the previous supplier if known). Select the email addresses of your chosen suppliers from the list and send your requirements.

### **Further information**

If you have any queries, please contact the OGP support team:

Mail: [support@ogp.gov.ie](mailto:support@ogp.gov.ie)

Tel: 076 100 8000

See documents available for download below for lists of suppliers by category for this month.

### **[Application Form – Print Panel](#)**

- [Category 1 - Books](#)
- [Category 2 - Promotional Print](#)
- [Category 3 - Stationery Print](#)
- [Category 4 - Labels](#)
- [Category 5 - Continuous Stationery](#)
- [Category 6 - Silk Screen - Large Format](#)
- [Category 7 - DM and Fulfillment](#)
- [Category 8 - Plastics](#)