



AN ROINN DEPARTMENT
OIDEACHAIS OF EDUCATION
AGUS SCILEANNA AND SKILLS

Planning and Building Unit
Tullamore, Co. Offaly.

Telephone: 057 9324300 or 01 889 6400

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Web: www.education.ie

Room: General Office

Administration -- ADM

Equipment List and Specifications

Standards, Specifications and Conditions

All Equipment shall be Durable and Safe for School Use.
Equipment wholly or partly funded from public funds is subject to Inspection by Officers from the Department of Education and Skills.

It is essential that tenders and tenderers for equipment for school use shall:

- Comply fully with the specifications and be durable and safe for school use.
- Comply fully with the standards as detailed and shall comply fully with European Standards (EN), both established and developing.
- Comply with European electrical standards and CE marking as appropriate.
- Fully comply with requirements in the Request for Tenders (RFT) document.
- Be accompanied by documentation of sufficient detail for full evaluation.
- Include the completed and signed certificate of compliance.

Award of a contract is conditional on the production of a current tax clearance certificate.

Failure to comply with the above may result in the tender being deemed null and void.

Equipment for Administration:		
Code Quantity	Descriptions & Specifications:	Cost €:
ADM/1 1	Heavy duty desk calculator with bright c.14 mm display; with memory and built in function suitable for office use; heavy duty ribbon printer or equal. Mains operation. Manufacturer: _____ Catalogue No: _____	
ADM/2 1	Franking machine with scales, 'low volume'. Manufacturer: _____ Catalogue No: _____	
ADM/3 1	Label writer with software for use with commonly used applications. Manufacturer: _____ Catalogue No: _____	
ADM/4 1	Stapling Machine: Manual and heavy duty complete with assorted 10,000 staples approx. Capacity of 70 sheets and depth of c. 50 mm. Manufacturer: _____ Catalogue No: _____	
ADM/5 1	Staple Extractors: To remove standard and heavy duty staplers Manufacturer: _____ Catalogue No: _____	
ADM/6 1	Paper Perforator: Heavy duty bull finch type with steel base and alignment gauge. Manufacturer: _____ Catalogue No: _____	
ADM/7 1	A3 office laminator with hot and cold modes. Manufacturer: _____ Catalogue No: _____	
ADM/8 1	A4 Guillotine: c. 400 mm x300 mm table area scaled in mm. Handle to control clamp to give simultaneous clamping and cutting, fitted with safety guard. Capacity: 50 sheets approx. Manufacturer: _____ Catalogue No: _____	
ADM/9 1	Set of 4 letter trays with vertical stacking facility – heavy duty plastic type with self-adhesive function label with each tray. Tray size 360 mm x 250 mm x 60 mm approx. Manufacturer: _____ Catalogue No: _____	
Total :		€
Add for VAT. :		€
Total Amount for ADM List:		€

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Certificate of Compliance with Standards, Specifications & Conditions:

I/We certify that the equipment tendered complies in all respects with the Standards, Specifications and other requirements/conditions specified in this tender document. I/We hold a current tax clearance certificate.

Company: _____

Signed: _____ **Date:** _____

Position: _____