

CAPABILITY STATEMENT

ABOUT US

Athena Capital Partners LLC is a Woman-Owned Small Business (WOSB) based in Las Vegas, Nevada, specializing in micro-purchase fulfillment and last-mile desktop delivery of office supplies, imaging consumables, and professional services to federal agencies throughout Southern Nevada. We are SAM.gov registered, FAR-compliant, and strategically located to provide same-day and next-day emergency fulfillment for Nellis AFB, VA Southern Nevada, and other federal installations in the region.

CORE COMPETENCIES

- Imaging Supplies**
OEM high-yield toner & ink cartridges (HP, Brother, Lexmark) for federal printers
- Office & Stationery Supplies**
Paper, writing instruments, folders, admin essentials — no minimum order
- Breakroom Consumables**
Coffee, snacks, janitorial & facility items for high-traffic federal offices
- Administrative Support**
Virtual assistance, data entry, scheduling & document management
- Writing, Editing & Translation**
Technical writing, proofreading, multilingual translation services
- Graphic Design & Printing**
Branding, marketing collateral, presentations & print fulfillment

DIFFERENTIATORS

- ✓ **Desktop Delivery**
Bypass loading docks — delivered directly to your administrative desk
- ✓ **Same/Next-Day Fulfillment**
Emergency supply runs for Nellis AFB & VA Southern Nevada
- ✓ **WOSB Set-Aside Eligible**
Qualifies for WOSB & small business set-aside contracts
- ✓ **GPC & MPT Ready**
Sub-\$10,000 orders via Govt Purchase Card — no contract needed

NAICS CODES

- 541611** Admin Management Consulting
- 459540** Office Supplies & Stationery Retailers

PSC CODES

- 7510** Office Supplies
- R706** Administrative Support Services
- R410** Technical Writing
- R412** Translation & Interpreting

PAST PERFORMANCE

Available upon request.
Contact us for references & project details.