

**Ireland-Belfield: Office supplies**  
**OJ S 10/2021 15/01/2021**  
**Contract notice**  
**Supplies**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: University College Dublin (UCD)

National registration number: IE6517386K

Postal address: Procurement and Contracts Office, Roebuck Offices

Town: Belfield

NUTS code: IE061 Dublin

Country: Ireland

Contact person: Emma Acton

E-mail: [emma.acton@ucd.ie](mailto:emma.acton@ucd.ie)

Telephone: +353 17162179

**Internet address(es):**

Main address: <http://www.ucd.ie>

Address of the buyer profile: <https://irl.eu-supply.com/ctm/Company/CompanyInformation/Index/1222>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [http://irl.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=180851&B=ETENDERS\\_SIMPLE](http://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=180851&B=ETENDERS_SIMPLE)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [http://irl.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=180851&B=ETENDERS\\_SIMPLE](http://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=180851&B=ETENDERS_SIMPLE)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Single Supplier Framework Contract for the Supply of Office Supplies

Reference number: UCDOPP5072

**II.1.2. Main CPV code**

30192000 Office supplies

### **II.1.3. Type of contract**

Supplies

### **II.1.4. Short description**

Supply of office supplies to University College Dublin.

### **II.1.5. Estimated total value**

Value excluding VAT: 3 400 000,00 EUR

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.2. Additional CPV code(s)**

22813000 Account books, 22814000 Receipt books, 22816100 Note pads, 22816200 Shorthand notebook, 22816300 Sticky-note pads, 22817000 Diaries or personal organisers, 22819000 Address books, 30000000 Office and computing machinery, equipment and supplies except furniture and software packages, 30190000 Various office equipment and supplies, 30191140 Personal identification accessories, 30192100 Erasers, 30192110 Ink products, 30192111 Ink pads, 30192121 Ballpoint pens, 30192122 Fountain pens, 30192123 Fibre pens, 30192124 Felt-tipped pens, 30192125 Markers, 30192126 Technical pens, 30192130 Pencils, 30192131 Propelling or sliding pencils, 30192132 Pencil lead refills, 30192133 Pencil sharpeners, 30192134 Pencil holders, 30192150 Date stamps, 30192151 Sealing stamps, 30192152 Numbering stamps, 30192153 Phrase stamps, 30192154 Replacement stamp pads, 30192155 Office stamp holders, 30192160 Correctors, 30192170 Notice boards, 30192200 Measuring tapes, 30192500 Overhead transparencies, 30192700 Stationery, 30192800 Self-adhesive labels, 30192900 Correction media, 30192910 Correction film or tape, 30192920 Correction fluid, 30192930 Correction pens, 30192940 Correction pen refills, 30193000 Organisers and accessories, 30193100 Desk drawer organisers, 30193200 Desktop trays or organisers, 30193300 Hanging organisers, 30193400 Book ends, 30193500 Literature rack, 30193600 Support for diaries or calendars, 30193700 File storage box, 30193800 Message holders, 30193900 Copy holders, 30195000 Boards, 30195300 Letter boards or accessories, 30195400 Dry erase boards or accessories, 30195500 Chalk boards or accessories, 30195600 Bulletin boards or accessories, 30195700 Board cleaning kits or accessories, 30195800 Hanging rails or holders, 30195910 Whiteboards, 30195911 Whiteboard accessories, 30195912 Whiteboard easels, 30195913 Flipchart easels, 30195920 Magnetic boards, 30195921 Erasers for magnetic boards, 30196000 Planning systems, 30196100 Meeting planners, 30196200 Appointment books or refills, 30196300 Suggestion box, 30197100 Staples, tacks, drawing pins, 30197110 Staples, 30197120 Tacks, 30197130 Drawing pins, 30197200 Ring binders and paper clips, 30197210 Ring binders, 30197220 Paper clips, 30197221 Paperclip holder, 30197300 Letter openers, staplers and hole punches, 30197310 Letter openers, 30197320 Staplers, 30197321 Staple removers, 30197330 Hole punches, 30197400 Stamp sponge, 30199500 Box files, letter trays, storage boxes and similar articles, 30199600 Dividers for stationery, 30199760 Labels, 30199790 Timetables, 30199791 Wall planners, 30199792 Calendars, 30199793 Diary stands, 30237220 Mousepads

### **II.2.3. Place of performance**

NUTS code: IE061 Dublin

NUTS code: IE06 Eastern and Midland

Main site or place of performance: Dublin.

#### **II.2.4. Description of the procurement**

UCDOPP5072 Single supplier framework contract for the supply of office supplies.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 280 000,00 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

Once existing contract expires.

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

Please note clarification and tender submission dates detailed in the Request for Tender (RFT). All correspondence regarding tenders must be through the message box on [www.etenders.gov.ie](http://www.etenders.gov.ie)

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions for participation**

##### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

### **Section IV: Procedure**

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#### **IV.1. Description**

##### **IV.1.1. Type of procedure**

Open procedure

##### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

##### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 23/02/2021 Local time: 12:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 12 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 23/02/2021 Local time: 12:00

Place:

University College Dublin.

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

**VI.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Office of the High Court

Postal address: Four Courts, Ground floor, Inns Quay

Town: Dublin 7

Country: Ireland

E-mail: [highcourtcentraloffice@courts.ie](mailto:highcourtcentraloffice@courts.ie)

Telephone: +353 18886000

Internet address: [www.courts.ie](http://www.courts.ie)

**VI.4.2. Body responsible for mediation procedures**

Official name: Office of the High Court

Postal address: Four Courts, Ground floor, Inns Quay

Town: Dublin 7

Country: Ireland

E-mail: [highcourtcentraloffice@courts.ie](mailto:highcourtcentraloffice@courts.ie)

Telephone: +353 18886000

Internet address: [www.courts.ie](http://www.courts.ie)

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Office of the High Court

Postal address: Four Courts, Ground floor, Inns Quay

Town: Dublin 7

Country: Ireland

E-mail: [highcourtcentraloffice@courts.ie](mailto:highcourtcentraloffice@courts.ie)

Telephone: +353 18886000

Internet address: [www.courts.ie](http://www.courts.ie)

**VI.5. Date of dispatch of this notice**

12/01/2021