

**IRL-Ballsbridge: Supply services of personnel including temporary staff**

OJ S 20/2013 29/01/2013

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: City of Dublin Vocational Education Committee

Postal address: Town Hall, Merrion Road

Town: Ballsbridge

Country: Ireland

For the attention of: Donna Kenny

E-mail: [donna.kenny@cdvec.ie](mailto:donna.kenny@cdvec.ie)

Telephone: +353 6307881

Fax: +353 6307801

**Additional information can be obtained from:**Official name: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Country: Ireland

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**Official name: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Country: Ireland

**Tenders or requests to participate must be submitted:** Official name: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Country: Ireland

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Provision of Insourced Administrative Staff

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Dublin, Ireland.

NUTS code IE021 Dublin

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

The Student Support Act 2011 contained measures to reform the student grant process. As a result of the passing of this Act, the City of Dublin Vocational Committee was designated as the single awarding authority. In order to deliver this service, the CDVEC has created a new dedicated unit - Student Universal Support Ireland (SUSI). This unit may require the provision of insourced human resources. The operator to whom this contract will be awarded will be responsible for the provision and management of staff to support SUSI's core permanent staff. The staff placed in SUSI will remain the employees of the service provider, who will be responsible for all staff related matters, e.g., PRSI costs, annual leave, attendance, staff development and performance, etc. The staff will be required for periods ranging from 1 month to 12 months per year and will remain the employees of the tendering company.

**II.1.6. CPV code(s)**

79620000 Supply services of personnel including temporary staff, 79621000 Supply services of office personnel

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

This contract relates to the provision of insourced administrative staff to CDVEC for a period of 4 years.

Estimated value excluding VAT:

Range: between 1 800 000 and 3 000 000 EUR

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

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

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

**III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

To be agreed with the successful tenderer.

### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

A grouping, if successful, may be required to contract as a single entity having joint and several liability but subject to the agreement of the contracting parties. If it is proposed to sub-contract the delivery of any portion of this contract, it may be a condition of award of contract that both the service provider and any proposed sub-contractor enter simultaneously into a collateral warranty with the contracting authority for the relevant portion of that contract.

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

## **III.2. Conditions for participation**

### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

### **III.2.2. Economic and financial ability**

List and brief description of conditions: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Minimum level(s) of standards possibly required: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Minimum level(s) of standards possibly required:

As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

### **III.2.4. Information about reserved contracts**

## **III.3. Conditions specific to services contracts**

### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

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

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates: As per the qualification questionnaire, available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

##### **IV.3.2. Previous publication concerning this procedure**

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

11.2.2013 - 12:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

Other: GA

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.8. Conditions for opening of tenders**

#### **Section VI: Complementary information**

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##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

##### **VI.2. Information about European Union funds**

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

##### **VI.3. Additional information**

- 1) To receive more information about this tender, including any amendments and/or clarifications and to request any clarifications and/or to respond to this tender, you must register your interest to this tender on the following site: [https://irl.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=62036&B=ETENDERS\\_SIMPLE](https://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=62036&B=ETENDERS_SIMPLE)
- 2) This is the sole call for competition for this service.
- 3) The contracting authority will not be responsible for any costs, charges or expenses incurred by tenderers.
- 4) Contract award will be subject to the approval of the competent authorities.
- 5) It will be a condition of contract award that tenderers are tax compliant and are in a position to produce a valid tax clearance certificate from the Revenue Commissioners when requested to do so.
- 6) If for any reason it is not possible to award the contract to the successful tenderer designate following the conclusion of this competitive process, the contracting authority reserves the right to award this contract to the next highest scoring tenderer.
- 7) At its absolute discretion, the contracting authority may elect to terminate this procurement process or any contract awarded at any time.
- 8) Please note that in relation to all documents, where reference is made to a particular standard, make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that such indications are to be treated strictly and solely for reference purposes only, to which the words "or equivalent" will always be appended.
- 9) Without prejudice to the principle of equal treatment, the contracting authority is not obliged to engage in a clarification process in respect of documentation with missing or incomplete information. Therefore, candidates are advised to ensure that they return fully completed documentation in order to avoid the risk of elimination from the competition.
- 10) Please note that as this competition relates to a non-priority service, this award procedure is not fully subject to the provisions of the public procurement regime.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: The High Court  
Postal address: Inns Quay  
Town: Dublin  
Postal code: 7  
Country: Ireland  
Internet address: <http://www.courts.ie>

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: As per S.I. 130 of 2010.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

Official name: Please contact a legal advisor  
Country: Ireland

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

25.1.2013