

105845-2026 - Competition

Ireland – Printing and related services – Request for Tenders for the provision of Printing and Postage Services to the Companies Registration Office

OJ S 31/2026 13/02/2026

Contract or concession notice – standard regime

Services

1. Buyer

1.1. Buyer

Official name: Companies Registration Office

Email: sean.smith@enterprise.gov.ie

Legal type of the buyer: Body governed by public law, controlled by a central government authority

Activity of the contracting authority: General public services

2. Procedure

2.1. Procedure

Title: Request for Tenders for the provision of Printing and Postage Services to the Companies Registration Office

Description: The Companies Registration Office invites tenders for the provision of printing and postage of involuntary strike off letters to company registered addresses and to company directors and secretaries. The letters to the company registered addresses will be sent by registered post with the other letters sent by ordinary post. The CRO is a statutory body coming under the aegis of the Department of Enterprise, Tourism and Employment charged with responsibility for the registration of companies and business names and the provision of statutory company information to the public. For the latter purpose, the CRO is the central repository of public statutory information on Irish companies. The CRO is located in two premises at Bloom House, Gloucester Place Lower, Dublin 1 and O'Brien Road, Carlow. The main functions discharged by the CRO include: a) The incorporation of companies; b) The registration of business names; c) The registration of company post-incorporation documentation; d) The registration of changes in business names particulars; e) The enforcement of the Companies Acts by way of prosecuting companies and / or directors, and striking companies off the register; and, f) The provision of company information to the public. As part of the disclosure obligations imposed by the Companies Act 2014, every company must file an annual return with the CRO. The annual return is the only form which is required be filed at regular intervals. Each company has its own individual annual return date (ARD) by which its annual return must be filed. There are a series of late filing penalties imposed on companies that are late in filing their annual returns – an annual return becomes late where 56 days have elapsed since the company's ARD. The CRO emails each company in its database to advise that its ARD is due. The CRO will also email each company where the annual return is late to advise the company that it is incurring late filing fees. The CRO maintains a comprehensive, computerised database on companies incorporated in Ireland. For the purposes of this RFT, the relevant company details on the database comprise: • Company name; • Company registration number; • Secretary and/or Director name and address, as required; • Address of company's registered office; • Company's next annual return date (ARD); • Effective date of last annual return filed; and • Date of most recent letter which issued

to the company from CRO in relation to the ARD. Where a company is late in filing its annual return, the CRO will notify the company that enforcement action will be taken. The enforcement action begins with an initial email to the company giving it 10 (ten) weeks to regularise its affairs. Where a company does not regularise its affairs within the ten-week warning period set out in the initial email, the CRO will write letters stating that the company is open to enforcement proceedings and these letters will be sent to: • The registered company address (by registered post); • The address of each company director (by ordinary post); and • The address of the company secretary (by ordinary post). These letters along with the envelopes comprise the print and postage aspect of this RFT. The envelope to be used should be A5 size with an oblong window to display the relevant address along with the barcode of the letter. Each envelope must have the Enforcement Section address printed in both Irish and English. In total, the contract would be for printing up to 216,000 letters with 54,000 letters sent by registered post and 162,000 letters sent by ordinary post. Please note: the actual expenditure will depend on budgetary considerations and there is no guarantee of a minimum expenditure from the contracting authority.

Procedure identifier: a4896925-6e49-4303-bb75-e79c6107bc2a

Type of procedure: Open

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79800000 Printing and related services

2.1.2. Place of performance

Town: Dublin

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

2.1.3. Value

Estimated value excluding VAT: 585 000,00 EUR

2.1.4. General information

Legal basis:

Directive 2014/24/EU

2.1.6. Grounds for exclusion

Sources of grounds for exclusion: European Single Procurement Document (ESPD)

5. Lot

5.1. Lot: LOT-0001

Title: Request for Tenders for the provision of Printing and Postage Services to the Companies Registration Office

Description: The Companies Registration Office invites tenders for the provision of printing and postage of involuntary strike off letters to company registered addresses and to company directors and secretaries. The letters to the company registered addresses will be sent by registered post with the other letters sent by ordinary post. The CRO is a statutory body coming under the aegis of the Department of Enterprise, Tourism and Employment charged with responsibility for the registration of companies and business names and the provision of statutory company information to the public. For the latter purpose, the CRO is the central repository of public statutory information on Irish companies. The CRO is located in two premises at Bloom House, Gloucester Place Lower, Dublin 1 and O'Brien Road, Carlow. The

main functions discharged by the CRO include: a) The incorporation of companies; b) The registration of business names; c) The registration of company post-incorporation documentation; d) The registration of changes in business names particulars; e) The enforcement of the Companies Acts by way of prosecuting companies and / or directors, and striking companies off the register; and, f) The provision of company information to the public. As part of the disclosure obligations imposed by the Companies Act 2014, every company must file an annual return with the CRO. The annual return is the only form which is required be filed at regular intervals. Each company has its own individual annual return date (ARD) by which its annual return must be filed. There are a series of late filing penalties imposed on companies that are late in filing their annual returns – an annual return becomes late where 56 days have elapsed since the company's ARD. The CRO emails each company in its database to advise that its ARD is due. The CRO will also email each company where the annual return is late to advise the company that it is incurring late filing fees. The CRO maintains a comprehensive, computerised database on companies incorporated in Ireland. For the purposes of this RFT, the relevant company details on the database comprise: • Company name; • Company registration number; • Secretary and/or Director name and address, as required; • Address of company's registered office; • Company's next annual return date (ARD); • Effective date of last annual return filed; and • Date of most recent letter which issued to the company from CRO in relation to the ARD. Where a company is late in filing its annual return, the CRO will notify the company that enforcement action will be taken. The enforcement action begins with an initial email to the company giving it 10 (ten) weeks to regularise its affairs. Where a company does not regularise its affairs within the ten-week warning period set out in the initial email, the CRO will write letters stating that the company is open to enforcement proceedings and these letters will be sent to: • The registered company address (by registered post); • The address of each company director (by ordinary post); and • The address of the company secretary (by ordinary post). These letters along with the envelopes comprise the print and postage aspect of this RFT. The envelope to be used should be A5 size with an oblong window to display the relevant address along with the barcode of the letter. Each envelope must have the Enforcement Section address printed in both Irish and English. In total, the contract would be for printing up to 216,000 letters with 54,000 letters sent by registered post and 162,000 letters sent by ordinary post. Please note: the actual expenditure will depend on budgetary considerations and there is no guarantee of a minimum expenditure from the contracting authority.

Internal identifier: 0

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79800000 Printing and related services

5.1.2. Place of performance

Town: Dublin

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

5.1.3. Estimated duration

Duration: 24 Months

5.1.5. Value

Estimated value excluding VAT: 585 000,00 EUR

5.1.6. General information

Reserved participation:

Participation is not reserved.

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): yes

5.1.7. Strategic procurement

Aim of strategic procurement: No strategic procurement

Approach to reducing environmental impacts: Other

Green Procurement Criteria: No Green Public Procurement criteria

5.1.9. Selection criteria

Sources of selection criteria: European Single Procurement Document (ESPD)

5.1.11. Procurement documents

Languages in which the procurement documents are officially available: English

Languages in which the procurement documents (or their parts) are unofficially available: English

Deadline for requesting additional information: 05/03/2026 00:00:00 (UTC+00:00) Western European Time, GMT

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=7502696>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.etenders.gov.ie/epps/cft/viewTenders.do?resourceId=7502696>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 19/03/2026 00:00:00 (UTC+00:00) Western European Time, GMT

Duration during which the tender must remain valid: 6 Months

Information about public opening:

Opening date: 20/03/2026 00:00:00 (UTC+00:00) Western European Time, GMT

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=7502696>

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Allowed

Electronic ordering will be used: no

Electronic payment will be used: no

5.1.15. Techniques

Framework agreement:

No framework agreement

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16. Further information, mediation and review

Review organisation: The High Court of Ireland

Organisation providing offline access to the procurement documents: Companies Registration Office

Organisation providing more information on the review procedures: The High Court of Ireland
Organisation receiving requests to participate: Companies Registration Office
Organisation processing tenders: Companies Registration Office

8. Organisations

8.1. ORG-0001

Official name: Companies Registration Office
Registration number: BT-501-Organization-Company
Postal address: Bloom House, Grosvenor Place
Town: Dublin
Postcode: D01 C8P4
Country subdivision (NUTS): Dublin (IE061)
Country: Ireland
Email: sean.smith@enterprise.gov.ie
Telephone: 018045375
Buyer profile: www.dete.gov.ie

Roles of this organisation:

Buyer
Organisation providing offline access to the procurement documents
Organisation receiving requests to participate
Organisation processing tenders

8.1. ORG-0002

Official name: The High Court of Ireland
Registration number: The High Court of Ireland
Department: The High Court of Ireland
Postal address: Four Courts, Inns Quay, Dublin 7
Town: Dublin
Postcode: D07 WDX8
Country subdivision (NUTS): Dublin (IE061)
Country: Ireland
Email: HighCourtCentralOffice@courts.ie
Telephone: +353 1 8886000

Roles of this organisation:

Review organisation
Organisation providing more information on the review procedures

8.1. ORG-0003

Official name: European Dynamics S.A.
Registration number: 002024901000
Department: European Dynamics S.A.
Town: Athens
Postcode: 15125
Country subdivision (NUTS): Βόρειος Τομέας Αθηνών (EL301)
Country: Greece
Email: eproc-esender@eurodyn.com
Telephone: +30 2108094500

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: 9fb08e95-f6c5-423d-b0ac-3449480390d3 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

Notice dispatch date: 11/02/2026 16:30:27 (UTC+00:00) Western European Time, GMT

Languages in which this notice is officially available: English

Notice publication number: 105845-2026

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