

IRL-Dublin: legal services

OJ S 150/2012 07/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: An Cheim Computer Services

Postal address: Fumbally Square, Fumbally Lane

Town: Dublin 8

Country: Ireland

For the attention of: Public Procurement

Telephone: +353 14735202

Internet address(es):

General address of the contracting authority: www.ancheim.ie

Address of the buyer profile: http://www.etenders.gov.ie/search/Search_AuthProfile.aspx?ID=AA20024

Additional information can be obtained from:

Official name: An Cheim Computer Services

Postal address: Fumbally Square, Fumbally Lane

Town: Dublin 8

Country: Ireland

For the attention of: Public Procurement

Telephone: +353 14735202

Internet address: www.ancheim.ie

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: An Cheim Computer Services

Postal address: Fumbally Square, Fumbally Lane

Town: Dublin 8

Country: Ireland

For the attention of: Public Procurement

Telephone: +353 14735202

Internet address: www.ancheim.ie

Tenders or requests to participate must be submitted: Official name: An Cheim Computer Services

Postal address: Fumbally Square, Fumbally Lane

Town: Dublin 8

Country: Ireland

For the attention of: Public Procurement

Telephone: +353 14735202

Internet address: www.ancheim.ie

I.2. Type of the contracting authority

Regional or local agency/office

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

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Provision of General Professional Service Framework.

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

Services

Service category No 27: Other services

Main site or place of performance: Dublin.

NUTS code IE Éire / Ireland

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 24

Duration of the framework agreement

Duration in months: 48

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

An Chéim invites tenders from suitably qualified Service providers to form a supplier panel under GPS Framework for the provision of General Professional Services.

Note: To register your interest in this notice and obtain any additional information please visit the eTenders Web Site at http://www.etenders.gov.ie/Search/Search_Switch.aspx?ID=478772.

II.1.6. CPV code(s)

79100000 Legal services, 79111000 Legal advisory services, 79110000 Legal advisory and representation services, 79140000 Legal advisory and information services, 79130000 Legal documentation and certification services, 79212100 Financial auditing services, 79212200 Internal audit services, 79212000 Auditing services, 79210000 Accounting and auditing services, 79414000 Human resources management consultancy services, 79418000 Procurement consultancy services, 79340000 Advertising and marketing services, 79342000 Marketing services, 79416000 Public relations services, 79416200 Public relations consultancy services, 79416100 Public relations management services, 79414000 Human resources management consultancy services, 79600000 Recruitment services, 66520000 Pension services, 66000000 Financial and insurance services, 75100000 Administration services, 79418000 Procurement consultancy services, 79132000 Certification services, 75112000 Administrative services for business operations

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

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

An Chéim invites tenders from suitably qualified service providers to form a supplier panel under GPS Framework for the provision of General Professional Services.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Information about lots

Lot No: 1

Lot title: Financial Management Services

1) Short description

Financial Management Services.

2) CPV code(s)

66171000 Financial consultancy services, 79631000 Personnel and payroll services, 66523100 Pension fund administration services, 66523000 Pension fund consultancy services

3) Quantity or scope

— Accountancy & Financial Management,
— Salaries & Wages Administration,
— Purchasing Administration,
— Pension payroll management.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Human Resources Management

1) Short description

Human Resources Management.

2) CPV code(s)

79414000 Human resources management consultancy services, 79600000 Recruitment services, 66520000 Pension services

3) Quantity or scope

— Recruitment,
— Negotiation Appointments,
— Pensions Management & Administration.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Clerical Services

1) Short description

Clerical Services.

2) CPV code(s)

75100000 Administration services

3) Quantity or scope

- Secretarial support,
- General administration.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Procurement Services

1) Short description

Procurement Services.

2) CPV code(s)

79418000 Procurement consultancy services

3) Quantity or scope

- Specification of requirements,
- ITT/RFP drafting,
- Tender/Proposal Evaluation,
- Negotiation of Contracts,
- Contract schedule drafting,
- Contract management & monitoring,
- End to End Procurement Responsibility.

4) Indication about different time frame or duration

5) Additional information about lots

It is important to note that a 3rd party supplier currently services this requirement. In normal circumstance, it will not be drawn until 2015.

Lot No: 5

Lot title: External and Internal Auditing Services

1) Short description

External and Internal Auditing Services.

2) CPV code(s)

79212100 Financial auditing services, 79212000 Auditing services, 79210000 Accounting and auditing services, 79200000 Accounting, auditing and fiscal services

3) Quantity or scope

Financial external and internal services.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Quality Assurance Services

1) Short description

Quality Assurance Services.

2) CPV code(s)

79132000 Certification services, 71317200 Health and safety services, 71317210 Health and safety consultancy services

3) Quantity or scope

- Developing a Quality Assurance (QA) guidelines for ISO and H&S,
- Producing of QA reports,
- Presenting to management,
- Advising management,
- Strategic risk assessment,
- Performing QA audits of projects,
- Review QA activities and results with senior management and stakeholders.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 7

Lot title: Legal Services

1) Short description

Legal Services.

2) CPV code(s)

79100000 Legal services, 79111000 Legal advisory services, 79140000 Legal advisory and information services, 79130000 Legal documentation and certification services, 79110000 Legal advisory and representation services

3) Quantity or scope

- Legal & Regularity Compliance,
- Commercial and Company Law,
- Intellectual Property,
- General Advices including shared services, public sector,
- Employment Law,
- Data Protection,
- F.O.I.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 8

Lot title: Contact Management

1) Short description

Contact Management.

2) CPV code(s)

79342000 Marketing services, 79340000 Advertising and marketing services, 79413000 Marketing management consultancy services

3) Quantity or scope

- Marketing Strategy Development,
- Web Image Design,
- Relationship Management,
- Online Marketing.

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

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

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

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: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is

not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law or of the relevant State in which the candidate is established

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law or of the relevant State in which the economic operator is established.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

(3) All candidates will be required to provide certification drawn up by an independent body attesting the compliance of the economic operator with quality assurance standards based on the relevant European standards

(4) Certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of products clearly identified by references to specifications or standards

(5) A list of works carried out over the past 5 years, detailing the value of the consideration received; when and where the work or works were carried out; and whether they were carried out according to the rules of the trade or profession and properly completed.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

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

Envisaged minimum number 5

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

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Criteria below

1. Financial. Weighting 5
2. Quality Assurance. Weighting 5
3. Experience. Weighting 30
4. Account Management. Weighting 30
5. Technical/Professional Ability. Weighting 30

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

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

Time limit for receipt of requests for documents or for accessing documents: 11.9.2012

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

11.9.2012 - 12:00

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

6.10.2012

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

English.

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

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2017.

VI.2. Information about European Union funds

VI.3. Additional information

(ET Ref:478772).

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

3.8.2012