

Ireland-Dublin: Office-support services

OJ S 148/2013 01/08/2013

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Personal Injuries Assessment Board

Postal address: PO Box 9732, Tallaght

Town: Dublin

Postal code: 24

Country: Ireland

For the attention of: Eoghan Coyne

E-mail: [eoghan.coyne@injuriesboard.ie](mailto:eoghan.coyne@injuriesboard.ie)

Telephone: +353 14634547

Fax: +353 14634596

#### Internet address(es):

General address of the contracting authority: <http://www.injuriesboard.ie>

#### Additional information can be obtained from:

Official name:

Country: Ireland

Internet address: <http://www.etenders.gov.ie>

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

Official name:

Country: Ireland

Internet address: <http://www.etenders.gov.ie>

**Tenders or requests to participate must be submitted:** Official name:

Country: Ireland

Internet address: <http://www.etenders.gov.ie>

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

National or federal agency/office

### I.3. Main activity

Other: Assessment of claims for compensation due to injury or accident

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

## 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

INJB/03/13 – Business Process Support Services

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

Services  
NUTS code IE0 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: 3

**Duration of the framework agreement**

Duration in years: 4

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

The Personal Injuries Assessment Board (also known as „InjuriesBoard.ie”) wishes to establish a Multi-Supplier Framework Agreement for the provision of Business Process Support Services (BPSS). It is envisaged that the initial (first) Contract awarded will be a Service Centre Solution (SCS) for the InjuriesBoard.ie. In this instance, the Contracting Authority will purchase directly from a member of the Framework Agreement without recourse to a further Competition, i.e. identifying the most economically advantageous tender under the stated award criteria by reference to the original tenders. Mini Competitions will normally be used for any subsequent call offs under the Frame Agreement by the InjuriesBoard.ie or other public bodies.

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

79500000 Office-support services

**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**

**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**

**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**

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

List and brief description of conditions: Described in associated Expressions of Interest and Pre-Qualification Questionnaire.

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

List and brief description of conditions:

Described in associated Expressions of Interest and Pre-Qualification Questionnaire.

**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: no

## **Section IV: Procedure**

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**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

Objective criteria for choosing the limited number of candidates: Described in associated Expressions of Interest and Pre-Qualification Questionnaire.

**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 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**

INJB/03/13.

**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**

4.9.2013 - 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.

**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**

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=68747&B=etenders\\_simple](https://irl.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=68747&B=etenders_simple).

**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**

29.7.2013