

**Ireland-Dublin: Recruitment services**  
**OJ S 122/2023 28/06/2023**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Food Safety Authority of Ireland  
Postal address: The Exchange, George's Dock, IFSC, Dublin 1  
Town: Dublin  
NUTS code: IE Éire / Ireland  
Postal code: D01 P2V6  
Country: Ireland  
E-mail: [accounts@fsai.ie](mailto:accounts@fsai.ie)  
Telephone: +353 18171300  
**Internet address(es):**  
Main address: <https://www.etenders.gov.ie>  
Address of the buyer profile: <https://www.etenders.gov.ie>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.etenders.gov.ie/>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: <https://www.etenders.gov.ie/>

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

Other type: Fisheries

**I.5. Main activity**

Other activity: Fisheries

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**Section II: Object**

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

**II.1.1. Title**

Provision of temporary and, as required, permanent staff services.  
Reference number: FSAI/2023/007

**II.1.2. Main CPV code**

79600000 Recruitment services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Contracting Authority is seeking tenders from suitably qualified service providers for the provision of temporary, and as required, permanent staff services to meet any future requirements in the following areas: Administrative/Support Generally, providing administrative support, scheduling meetings or appointments, dealing with routine correspondence, maintaining an efficient and effective records management system, dealing with queries, and providing cover for reception and front of house. Scientific/Specialist Generally undertaking food science projects, preparing reports and providing support to senior scientific staff and work committees, representing the Contracting Authority at meetings, liaising with other organisations engaged in food safety, managing and developing food related databases and files, providing expertise/support during food alerts and outbreaks of food borne illnesses, assisting in the development of codes of practice relating to technical, scientific and enforcement issues and developing guidance material and updates for the Contracting Authorities website.

**II.1.5. Estimated total value**

Value excluding VAT: 250 000,00 EUR

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security,  
79620000 Supply services of personnel including temporary staff

**II.2.3. Place of performance**

NUTS code: IE Éire / Ireland

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

The Contracting Authority is seeking tenders from suitably qualified service providers for the provision of temporary, and as required, permanent staff services to meet any future requirements in the following areas: Administrative/Support Generally, providing administrative support, scheduling meetings or appointments, dealing with routine correspondence, maintaining an efficient and effective records management system, dealing with queries, and providing cover for reception and front of house. Scientific/Specialist Generally undertaking food science projects, preparing reports and providing support to senior scientific staff and work committees, representing the Contracting Authority at meetings, liaising with other organisations engaged in food safety, managing and developing food related databases and files, providing expertise/support during food alerts and outbreaks of food borne illnesses, assisting in the development of codes of practice relating to technical, scientific and enforcement issues and developing guidance material and updates for the Contracting Authorities website.

**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: 250 000,00 EUR

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

Duration in months: 12

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Two twelve month extensions at sole discretion of the FSAI

**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**

**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: yes

**IV.2. Administrative information**

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

Date: 28/07/2023 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: 3 (from the date stated for receipt of tender)

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

Date: 28/07/2023 Local time: 12:30

## Section VI: Complementary information

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### VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

36 Months

### VI.2. Information about electronic workflows

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: High Court

Town: Dublin

Country: Ireland

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

23/06/2023