

**Ireland-Sligo: Administration services**  
**OJ S 230/2013 27/11/2013**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: IT SLIGO  
Postal address: Ash Lane  
Town: Sligo  
Country: Ireland  
For the attention of: Caroline Burke  
E-mail: [burke.caroline@itsligo.ie](mailto:burke.caroline@itsligo.ie)  
Telephone: +353 719137331  
Fax: +353 719160934

**Internet address(es):**

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

**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**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**

Tender for Service Agreement for the Invigilation of Exams.

**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: Sligo.

NUTS code IE Éire / Ireland

**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 institute intends to seek a tenderer who can provide the service of the invigilation of exams at IT Sligo. The duration of the contract is three years subject to (a) successful implementation of the Pilot Scheme and (b) ongoing monitoring thereafter.

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

75100000 Administration services

#### **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: 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**

Estimated value excluding VAT:

Range: between 375 000 and 475 000 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**

Not applicable.

#### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

To be agreed with successful tenderer.

#### **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: Please refer to tender document 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: Please refer to tender document available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie)

Minimum level(s) of standards possibly required: Please refer to tender document 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:

Please refer to tender document 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: no

## **Section IV: Procedure**

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

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

Open

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

#### **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**

#### **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**

13.1.2014 - 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) Interested parties must register their interest on the etenders website ([www.etenders.gov.ie](http://www.etenders.gov.ie)) in order to be included on the mailing list for clarifications. All information relating to attachments, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal ([www.etenders.gov.ie](http://www.etenders.gov.ie)) only. Registration is free of charge. The contracting authority will not accept responsibility for information relayed (or not relayed) via third parties.
- 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 award that tenderers and all sub-contractors produce a valid Tax Clearance Certificate from the Irish Revenue Commissioners as part of their application for participation in the competition.
- 6) At its absolute discretion, the contracting authority may elect to terminate this procurement process, or any contract awarded at any time.
- 7) Please note in relation to all documents, that 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.
- 8) Without prejudice to the principle of equal treatment, the contracting authority is not obliged to engage in a clarification process in respect of tenders with missing or incomplete information. Therefore, tenderers are advised to ensure that they return fully completed tenders in order to avoid the risk of elimination from the competition.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: The Central Office of the High Court

Postal address: The Four Courts, Ground Floor, East Wing, Inns Quay

Town: Dublin

Postal code: 7

Country: Ireland

**Body responsible for mediation procedures**

Official name: Please seek legal advice

Country: Ireland

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The contracting authority will not conclude this award/contract to which a standstill period applies in accordance with Irish statutory instrument SI 130 of 2010, until after the expiry of the standstill period which commences on the day following the date of notification of concerned tenderers. The duration of the standstill period will be 14 calendar days where notifications are sent electronically or by fax and 16 calendar days where these are sent by any other means.

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

Official name: Please see your legal advisor

Country: Ireland

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

25.11.2013