

Ireland-Dublin: Data entry services

OJ S 131/2023 11/07/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Educational Research Centre

Postal address: DCU St Patrick's College Campus, Dublin 9

Town: Dublin

NUTS code: IE Éire / Ireland

Postal code: D09 AN2F

Country: Ireland

Contact person: Donnacha Phelan

E-mail: info@erc.ie

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://etenders.gov.ie>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etenders.gov.ie>

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

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Framework for the Provision of Data Entry and Records Management (Archival) Services to the Educational Research Centre

II.1.2. Main CPV code

72312000 Data entry services

II.1.3. Type of contract

Services

II.1.4. Short description

The Educational Research Centre (ERC) invites tenders from economic operators for appointment to a multi- supplier framework agreement for the provision of the services as described in the RFT document that accompanies this Call for Tenders. In summary, the services comprise:

- Data Entry: Studies/Projects – Lot 1. This lot involves the processing of questionnaires, booklets etc. from students participating in specific studies/projects (in paper format).
- Data Entry: Scanning and Processing of Tests – Lot 2. This lot involves the processing and scanning of answer sheets for tests administered by the ERC's Test Department.
- Records Management (Archival) – Lot 3. This lot involves the provision of a regular off-site archival service for paper-based materials arising from the processing of questionnaires, booklets etc. Refer to Appendix 1: Requirements and Specifications of the RFT for a detailed description of the services required by the ERC.

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: yes
Tenders may be submitted for all lots

II.2. Description

II.2.1. Title

Data Entry - Studies
Lot No: 1

II.2.2. Additional CPV code(s)

92512000 Archive services, 79996100 Records management, 79999100 Scanning services

II.2.3. Place of performance

NUTS code: IE061 Dublin

II.2.4. Description of the procurement

The Educational Research Centre (ERC) invites tenders from economic operators for appointment to a multi- supplier framework agreement for the provision of the services as described in the RFT document that accompanies this Call for Tenders. In summary, the services comprise:

- Data Entry: Studies/Projects – Lot 1. This lot involves the processing of questionnaires, booklets etc. from students participating in specific studies/projects (in paper format).
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- Records Management (Archival) – Lot 3. This lot involves the provision of a regular off-site archival service for paper-based materials arising from the processing of questionnaires, booklets etc. Refer to Appendix 1: Requirements and Specifications of the RFT for a detailed description of the services required by the ERC.

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: 24
This contract is subject to renewal: yes

Description of renewals:
Up to two extensions, each of 12 months

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

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

II.2. Description

II.2.1. Title

Test Department - Scanning and Processing of Tests
Lot No: 2

II.2.2. Additional CPV code(s)

92512000 Archive services, 79996100 Records management, 79999100 Scanning services

II.2.3. Place of performance

NUTS code: IE061 Dublin

II.2.4. Description of the procurement

The Educational Research Centre (ERC) invites tenders from economic operators for appointment to a multi- supplier framework agreement for the provision of the services as described in the RFT document that accompanies this Call for Tenders. In summary, the services comprise: • Data Entry: Studies/Projects – Lot 1. This lot involves the processing of questionnaires, booklets etc. from students participating in specific studies/projects (in paper format). • Data Entry: Scanning and Processing of Tests – Lot 2. This lot involves the processing and scanning of answer sheets for tests administered by the ERC's Test Department. • Records Management (Archival) – Lot 3. This lot involves the provision of a regular off-site archival service for paper-based materials arising from the processing of questionnaires, booklets etc. Refer to Appendix 1: Requirements and Specifications of the RFT for a detailed description of the services required by the ERC.

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: 24
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: no

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

II.2. Description

II.2.1. Title

Records Management - Archival
Lot No: 3

II.2.2. Additional CPV code(s)

92512000 Archive services, 79996100 Records management, 79999100 Scanning services

II.2.3. Place of performance

NUTS code: IE061 Dublin

II.2.4. Description of the procurement

The Educational Research Centre (ERC) invites tenders from economic operators for appointment to a multi-supplier framework agreement for the provision of the services as described in the RFT document that accompanies this Call for Tenders. In summary, the services comprise:

- Data Entry: Studies/Projects – Lot 1. This lot involves the processing of questionnaires, booklets etc. from students participating in specific studies/projects (in paper format).
- Data Entry: Scanning and Processing of Tests – Lot 2. This lot involves the processing and scanning of answer sheets for tests administered by the ERC's Test Department.
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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

Start: 01/09/2023 End: 31/08/2025

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: no

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

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

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators
Envisaged maximum number of participants to the framework agreement: 2

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

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

Date: 07/08/2023 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: 25 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 07/08/2023 Local time: 12:01

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: The High Court

Town: Dublin
Country: Ireland

VI.5. Date of dispatch of this notice

06/07/2023