

**Ireland-Dublin: Design consultancy services**

**OJ S 150/2023 07/08/2023**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Enterprise Ireland

Postal address: The Plaza, East Point Business Park

Town: Dublin

NUTS code: IE Éire / Ireland

Postal code: D3 E5R6

Country: Ireland

E-mail: [tenders@greenville.ie](mailto:tenders@greenville.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://www.etenders.gov.ie>

Additional information can be obtained from the abovementioned address

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://www.etenders.gov.ie>

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

Body governed by public law

**I.5. Main activity**

Economic and financial affairs

---

**Section II: Object**

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

**II.1.1. Title**

2023 / 003 Multi Party Framework Agreement for Exhibition Design Services for a selection of trade and knowledge events

**II.1.2. Main CPV code**

79415200 Design consultancy services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

Enterprise Ireland proposes to establish a framework agreement of qualifying competent suppliers of Exhibition Design Services for a selection of trade and knowledge events. The events comprise: - national group stands at international trade shows; - staging and display requirements for trade missions and conferences and seminars, - arrangements for one-to-one meetings, - ad-hoc events and branding requirements. It is envisaged that approximately 20 exhibition stands and up to 10 other projects will be organised annually in several countries worldwide. The exhibition stands will vary in overall size from approximately 10sqm to approximately 200sqm. Enterprise Ireland will endeavour to facilitate adequate time for the planning and delivery of each project where possible. Nevertheless, tenderers are advised to expect requests to work on projects with fast turnaround requirements and compressed timelines (e.g., a couple of days-notice for small jobs such as graphics for a podium and/or stage backdrop using existing branding guidelines; or less than five months for a large overseas exhibition stand). It's estimated that for the whole of 2023 (including the period prior to establishment of this framework), the geographical range of events requiring the services of an exhibition designer will be spread as follows: - Ireland - Europe - Americas - Middle East and Africa - Asia The primary areas of service delivery that will be required under this framework agreement are outlined in the tender documents.

#### **II.1.5. Estimated total value**

Value excluding VAT: 1 800 000,00 EUR

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

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

39154100 Exhibition stands, 79952000 Event services, 39154000 Exhibition equipment, 92521100 Museum-exhibition services, 79956000 Fair and exhibition organisation services

#### **II.2.3. Place of performance**

NUTS code: IE061 Dublin

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

Enterprise Ireland proposes to establish a framework agreement of qualifying competent suppliers of Exhibition Design Services for a selection of trade and knowledge events. The events comprise: - national group stands at international trade shows; - staging and display requirements for trade missions and conferences and seminars, - arrangements for one-to-one meetings, - ad-hoc events and branding requirements. It is envisaged that approximately 20 exhibition stands and up to 10 other projects will be organised annually in several countries worldwide. The exhibition stands will vary in overall size from approximately 10sqm to approximately 200sqm. Enterprise Ireland will endeavour to facilitate adequate time for the planning and delivery of each project where possible. Nevertheless, tenderers are advised to expect requests to work on projects with fast turnaround requirements and compressed timelines (e.g., a couple of days-notice for small jobs such as graphics for a podium and/or stage backdrop using existing branding guidelines; or less than five months for a large overseas exhibition stand). It's estimated that for the whole of 2023 (including the period prior to establishment of this framework), the geographical range of events requiring the services of an exhibition designer will be spread as follows: - Ireland - Europe - Americas - Middle East and Africa - Asia The primary areas of service delivery that will be required under this framework agreement are outlined in the tender documents.

### **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: 1 800 000,00 EUR

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

Duration in months: 48

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**

Please consult the associated documentation, which contains full instructions regarding the submission of tenders and is available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie) using Resource ID 2170633

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Please consult the associated documentation, which contains full instructions regarding the submission of tenders and is available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie) using Resource ID 2170633

#### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Please consult the associated documentation, which contains full instructions regarding the submission of tenders and is available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie) using Resource ID 2170633

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Please consult the associated documentation, which contains full instructions regarding the submission of tenders and is available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie) using Resource ID 2170633

### **III.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

Please consult the associated documentation, which contains full instructions regarding the submission of tenders and is available to download from [www.etenders.gov.ie](http://www.etenders.gov.ie) using Resource ID 2170633

### **III.2.3. 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

## **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: 10

#### **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: 08/09/2023 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: 12 (from the date stated for receipt of tender)

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

Date: 08/09/2023 Local time: 12:30

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3. Additional information**

(1) Interested parties must associate their organisation with this competition on the eTenders web site ([www.etenders.gov.ie](http://www.etenders.gov.ie)) in order to be included on the mailing list for clarifications and to upload tender responses. To do this you must do the following: Log-in to the eTenders

portal; Locate the competition using the Advanced Search by searching under the Contracting Authority or Resource ID. Click on the hyperlink for the competition which will bring you to the CFT Workspace. In the Show CFT Menu for the competition click on the "Expression of Interest" in the drop-down menu. Complete the Association with the CFT tab. This will then provide you with a link to Tender under the Show CFT Menu where you can prepare your submission. . (2) When finalising your tender submission please upload your final response as a zip file as individual documents may lose their titles if uploaded individually. Also ensure that you receive a message under the status header called Submitted, as the percentage tab does not necessarily imply you have successfully submitted your response. . (3) There is a maximum upload limit of 100MB per tender submission. . (4) Suppliers should note the following when making their submission suppliers must ensure that they give themselves sufficient time to upload & submit all required documentation before the submission deadline. Suppliers should consider the fact that upload speeds vary and that the new eTenders system operates in a different manner to the previous platform operated by EU-Supply. The submit button will be disabled automatically upon the expiration of the response deadline. . (5) If you experience difficulty when uploading documents, please contact the eTenders Support Desk for technical assistance. Email [irish-eproc-helpdesk@eurodym.com](mailto:irish-eproc-helpdesk@eurodym.com) or Telephone: +353(0)818 001459 (09:00 – 17:00 hours).. (6) Tenders submitted by any other means (including but not limited to email, post, messaging system on etenders or hand delivery) will not be accepted. . (7) 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.. (8) All queries regarding this tender requirement or process must be submitted through the Irish Government Procurement Opportunities Portal [www.etenders.gov.ie](http://www.etenders.gov.ie) as a specific question. Responses will be circulated to those tenderers that have registered an interest in this notice on [www.etenders.gov.ie](http://www.etenders.gov.ie). The details of the person making a query will not be disclosed when circulating the response. (9) The contracting authority will not be responsible for any costs, charges or expenses incurred by candidates or tenderers. Contract award will be subject to the approval of the competent authorities.. (10) Without prejudice to the principle of equal treatment, the contracting authority is not obliged to engage in a clarification process in respect of the procurement documents with missing or incomplete information. Therefore, respondents are advised to ensure that they return completed documentation in order to avoid the risk of elimination from the competition.. (11) Where applicable, 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.. (12) At its absolute discretion, the contracting authority may elect to terminate this procurement process, the framework agreement or any contract awarded under the framework agreement at any time..

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: High Court

Postal address: Four Courts

Town: Dublin

Postal code: D7

Country: Ireland

E-mail: [highcourtcentraloffice@courts.ie](mailto:highcourtcentraloffice@courts.ie)

Telephone: +353 18886000

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

In accordance with the Standstill Period as per SI130 - Public Sector Remedies Legislation

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

02/08/2023