

# IRELAND: GUIDANCE AND COUNSELLING SERVICES GALW/CON1230/2024 INVITATION FOR PANEL MEMBERSHIP FOR THE DELIVERY OF STUDENT COUNSELLING SERVICES AND COUNSELLOR SUPERVISION IN 2 LOTS

Contract notice – light regime

1 Buyer

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## 1.1 Buyer

*Official name:* University of Galway (ID 1400)

*Legal type of the buyer:* Body governed by public law

*Activity of the contracting authority:* Education

2 Procedure

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## 2.1 Procedure

*Title:* GALW/CON1230/2024 Invitation for Panel Membership for the delivery of Student Counselling Services and Counsellor Supervision in 2 Lots

*Description:* The delivery of Student Counselling Services and Counsellor Supervision in 2 Lots as follows: Lot 1: Student Counselling Services Lot 2: Counsellor Supervision Services As part of University of Galway's commitment to support the student population during their time in college, in both the Galway and Shannon campuses, the Student Services department provides a Student Counselling and Wellbeing service (SCS). This is currently provided by a core team of University of Galway qualified staff as well as contract counselling staff on a daily basis. This competition is to provide additional external support to carry out this vital service when workload exceeds the capacity of the core team or specific areas of expertise arise.

*Procedure identifier:* 977218be-74d3-4067-bc70-4a3054c0c316

*Type of procedure:* Negotiated with prior publication of a call for competition / competitive with negotiation

*Main features of the procedure:* Applicants may apply for Lot 1 only, Lot 2 only or for both Lots.

### 2.1.1 Purpose

*Main nature of the contract:* Services

*Main classification (cpv):* 85312300 Guidance and counselling services

*Additional classification (cpv):* 85312320 Counselling services

### 2.1.2 Place of performance

*Country subdivision (NUTS):* West (IE042)

*Country:* Ireland

*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 eTenders Resource ID – 3413673 (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 submission please upload your final response as a zip file as individual documents will 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 imply you have successfully submitted your response. (3) There is a maximum upload limit of 250mb per file / 500mb per 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) Applications submitted by any other means (including but not limited to email or post 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 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 estimated value for the framework published is provided strictly for indicative purposes only as there is no guaranteed expenditure under the framework agreement. (10) 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. (11) 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. (12) 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. (13) 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.

### **2.1.3 Value**

*Estimated value excluding VAT: 1 950 000 EUR*

*Maximum value of the framework agreement: 1 950 000 EUR*

### **2.1.4 General information**

*Legal basis:*

Directive 2014/24/EU

### **2.1.5 Terms of procurement**

*Terms of submission:*

*Maximum number of lots for which one tenderer can submit tenders: 2*

*Terms of contract:*

*Maximum number of lots for which contracts can be awarded to one tenderer: 2*

### **2.1.6 Grounds for exclusion**

Purely national exclusion grounds: Please consult the selection criteria in the Panel documentation.

5 Lot

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## **5.1 Lot technical ID: LOT-0001**

*Title:* Lot 1: Student Counselling Services

*Description:* The delivery of Student Counselling Services and Counsellor Supervision in 2 Lots as follows: Lot 1: Student Counselling Services Lot 2: Counsellor Supervision Services As part of University of Galway's commitment to support the student population during their time in college, in both the Galway and Shannon campuses, the Student

Services department provides a Student Counselling and Wellbeing service (SCS). This is currently provided by a core team of University of Galway qualified staff as well as contract counselling staff on a daily basis. This competition is to provide additional external support to carry out this vital service when workload exceeds the capacity of the core team or specific areas of expertise arise.

*Internal identifier:* 1

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 85312300 Guidance and counselling services

*Additional classification (cpv):* 85312320 Counselling services

#### **5.1.2 Place of performance**

*Country subdivision (NUTS):* West (IE042)

*Country:* Ireland

*Additional information:*

#### **5.1.3 Estimated duration**

*Start date:* 2024-05-16+01:00

*Duration end date:* 2030-05-15+01:00

#### **5.1.5 Value**

*Estimated value excluding VAT:* 1 950 000 EUR

*Maximum value of the framework agreement:* 1 950 000 EUR

#### **5.1.6 General information**

*Reserved participation:* Participation is not reserved.

*The names and professional qualifications of the staff assigned to perform the contract must be given:* Request to participate requirement

Procurement Project not financed with EU Funds.

*This procurement is also suitable for small and medium-sized enterprises (SMEs)*

#### **5.1.9 Selection criteria**

*Criterion:*

*Type:* Other

*Name:* Please consult the Selection criteria in the Panel documentation available on eTenders.

*Description:* Please consult the Selection criteria in the Panel documentation available on eTenders.

*Use of this criterion:* Used

*The criteria will be used to select the candidates to be invited for the second stage of the procedure*

*Information about the second stage of a two-stage procedure:*

*The procedure will take place in successive stages. At each stage, some participants may be eliminated*

*The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations*

#### **5.1.11 Procurement documents**

*Languages in which the procurement documents are officially available:* English

*Languages in which the procurement documents (or their parts) are unofficially available:* English

*Address of the procurement documents:* <https://www.etenders.gov.ie/epps/dps/listDPSContractDocuments.do?resourceId=3413673>,

#### **5.1.12 Terms of procurement**

*Terms of submission:*

*Electronic submission:* Required

Address for submission: <https://www.etenders.gov.ie/epps?resourceId=3413673>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Deadline for receipt of expressions of interest: 2024-05-16+01:00 16:00:00+01:00

Deadline for receipt of tenders: 2024-05-16+01:00 16:00:00+01:00

Deadline until which the tender must remain valid: 12 MONTH

Information about public opening:

Place: <https://www.etenders.gov.ie/epps/dps/prepareViewCfTDPSWS.do?resourceId=3413673>

Terms of contract:

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

Information about review deadlines: In line with Statutory Instrument 130/2010

### **5.1.15 Techniques**

Framework agreement:

No framework agreement

Information about the dynamic purchasing system:

No dynamic purchase system

### **5.1.16 Further information, mediation and review**

Review organisation: The High Court of Ireland

Organisation providing offline access to the procurement documents: University of Galway (ID 1400)

Organisation receiving requests to participate: University of Galway (ID 1400)

Organisation processing tenders: University of Galway (ID 1400)

TED eSender: European Dynamics S.A.

## **5.1 Lot technical ID: LOT-0002**

Title: Lot 2: Counsellor Supervision Services

Description: The delivery of Student Counselling Services and Counsellor Supervision in 2 Lots as follows: Lot 1: Student Counselling Services Lot 2: Counsellor Supervision Services As part of University of Galway's commitment to support the student population during their time in college, in both the Galway and Shannon campuses, the Student Services department provides a Student Counselling and Wellbeing service (SCS). This is currently provided by a core team of University of Galway qualified staff as well as contract counselling staff on a daily basis. This competition is to provide additional external support to carry out this vital service when workload exceeds the capacity of the core team or specific areas of expertise arise.

Internal identifier: 2

### **5.1.1 Purpose**

Main nature of the contract: Services

Main classification (cpv): 85312300 Guidance and counselling services

Additional classification (cpv): 85312320 Counselling services

### **5.1.2 Place of performance**

Country subdivision (NUTS): West (IE042)

Country: Ireland

Additional information:

### **5.1.3 Estimated duration**

Start date: 2024-05-16+01:00

Duration end date: 2030-05-15+01:00

#### **5.1.5 Value**

Estimated value excluding VAT: 1 950 000 EUR

Maximum value of the framework agreement: 1 950 000 EUR

#### **5.1.6 General information**

Reserved participation: Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Request to participate requirement

Procurement Project not financed with EU Funds.

This procurement is also suitable for small and medium-sized enterprises (SMEs)

#### **5.1.9 Selection criteria**

Criterion:

Type: Other

Name: Please consult the Selection criteria in the Panel documentation available on eTenders.

Description: Please consult the Selection criteria in the Panel documentation available on eTenders.

Use of this criterion: Used

The criteria will be used to select the candidates to be invited for the second stage of the procedure

Information about the second stage of a two-stage procedure:

The procedure will take place in successive stages. At each stage, some participants may be eliminated

The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations

#### **5.1.11 Procurement documents**

Languages in which the procurement documents are officially available: English

Languages in which the procurement documents (or their parts) are unofficially available: English

Address of the procurement documents: <https://www.etenders.gov.ie/epps/dps/listDPSCContractDocuments.do?resourceId=3413673>,

#### **5.1.12 Terms of procurement**

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.etenders.gov.ie/epps?resourceId=3413673>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Deadline for receipt of expressions of interest: 2024-05-16+01:00 16:00:00+01:00

Deadline for receipt of tenders: 2024-05-16+01:00 16:00:00+01:00

Deadline until which the tender must remain valid: 12 YEAR

Information about public opening:

Place: <https://www.etenders.gov.ie/epps/dps/prepareViewCftDPSWS.do?resourceId=3413673>

Terms of contract:

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

Information about review deadlines: In line with Statutory Instrument 130/2010.

#### **5.1.15 Techniques**

Framework agreement:

No framework agreement

#### **5.1.16 Further information, mediation and review**

*Review organisation:* The High Court of Ireland

*Organisation providing offline access to the procurement documents:* University of Galway (ID 1400)

*Organisation receiving requests to participate:* University of Galway (ID 1400)

*Organisation processing tenders:* University of Galway (ID 1400)

*TED eSender:* European Dynamics S.A.

## 8 Organisations

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### **8.1 ORG-0001**

*Official name:* University of Galway (ID 1400)

*Registration number:* 0022578J

*Postal address:* University Road, Galway

*Town:* Galway

*Postcode:* H91TK33

*Country subdivision (NUTS):* West (IE042)

*Country:* Ireland

*Email:* [procure@universityofgalway.ie](mailto:procure@universityofgalway.ie)

*Telephone:* +353 091 524 411

*Internet address:* <https://www.universityofgalway.ie/>

*Buyer profile:* <https://www.universityofgalway.ie/>

*Roles of this organisation:*

*Buyer*

*Organisation providing offline access to the procurement documents*

*Organisation receiving requests to participate*

*Organisation processing tenders*

### **8.1 ORG-0002**

*Official name:* The High Court of Ireland

*Registration number:* The High Court of Ireland

*Department:* The High Court of Ireland

*Postal address:* Four Courts, Inns Quay, Dublin 7

*Town:* Dublin

*Postcode:* D07 WDX8

*Country:* Ireland

*Email:* [HighCourtCentralOffice@courts.ie](mailto:HighCourtCentralOffice@courts.ie)

*Telephone:* +353 1 8886000

*Roles of this organisation:*

*Review organisation*

### **8.1 ORG-0003**

*Official name:* European Dynamics S.A.

*Registration number:* 002024901000

*Department:* European Dynamics S.A.

*Town:* Athens

*Country:* Greece

*Email:* [eproc-esender@eurodyn.com](mailto:eproc-esender@eurodyn.com)

Telephone: +30 2108094500

Roles of this organisation:

TED eSender

## 11 Notice information

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### **11.1 Notice information**

Notice identifier/version: ca811990-d2e4-40e9-9b0c-0b1f2f785541 - 01

Form type: Competition

Notice type: Contract notice – light regime

Notice dispatch date: 2024-04-15+01:00 17:27:00+01:00

Languages in which this notice is officially available: English

### **11.2 Publication information**