

# IRELAND: RECRUITMENT SERVICES MULTI PARTY FRAMEWORK FOR THE PROVISION OF GENERAL RECRUITMENT SERVICES OF TEMPORARY STAFF TO THE INSTITUTE OF PUBLIC ADMINISTRATION

Contract or concession notice – standard regime - Change

## 1 Buyer

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### 1.1 Buyer

*Official name:* Institute of Public Administration\_299

*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:* Multi party framework for The provision of general recruitment services of temporary staff to the Institute of Public administration

*Description:* This competition relates to the provision general recruitment services for temporary roles within the IPA offices and other locations, on an agency worker basis. This competition relates to the establishment of a multi-party framework with a minimum of three (3) Economic Operators, subject to that number qualifying. Thereafter contracts will be awarded in accordance with the rules contained herein. The IPA is seeking to partner with a number of professional recruitment agencies, who have relevant experience and expertise in recruiting and placing at executive levels. These recruitment agencies should also have the relevant experience and expertise of recruiting and placing across the diverse range of business sectors and functional expertise areas. All tenders must be submitted via ZIP file.

*Procedure identifier:* 7b2b8c86-40f1-4de6-9ecc-1db3d1def028

*Type of procedure:* Open

*The procedure is accelerated:* no

*Justification for the accelerated procedure:*

*Main features of the procedure:*

#### 2.1.1 Purpose

*Main nature of the contract:* Services

*Main classification (cpv):* 79600000 Recruitment services

*Additional classification (cpv):* 79000000 Business services: law, marketing, consulting, recruitment, printing and security

*Additional classification (cpv):* 79414000 Human resources management consultancy services

*Additional classification (cpv):* 79610000 Placement services of personnel

*Additional classification (cpv):* 79611000 Job search services

*Additional classification (cpv):* 79612000 Placement services of office-support personnel

*Additional classification (cpv):* 79621000 Supply services of office personnel

*Additional classification (cpv):* 79635000 Assessment centre services for recruitment

#### 2.1.2 Place of performance

*Country subdivision (NUTS):* Dublin (IE061)

*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 – 4072718 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. (1) 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. (2) There is a maximum upload limit of 250MB per file and 500MB per tender submission. (3) 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. (4) 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). (5) Tenders submitted by any other means (including but not limited to email, post, messaging system on etenders or hand delivery) will not be accepted. (6) 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. (7) 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 (8) 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. (9) 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. (10) 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. (11) 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: 3 000 000 Euro*

*Maximum value of the framework agreement: 3 000 000 Euro*

### **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: 0*

### **2.1.6 Grounds for exclusion**

Purely national exclusion grounds: Please consult the selection criteria in the procurement documents available on eTenders.

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

*Title:* Multi party framework for The provision of general recruitment services of temporary staff to the Institute of Public administration

*Description:* This competition relates to the provision general recruitment services for temporary roles within the IPA offices and other locations, on an agency worker basis. This competition relates to the establishment of a multi-party framework with a minimum of three (3) Economic Operators, subject to that number qualifying. Thereafter contracts will be awarded in accordance with the rules contained herein. The IPA is seeking to partner with a number of professional recruitment agencies, who have relevant experience and expertise in recruiting and placing at executive levels. These recruitment agencies should also have the relevant experience and expertise of recruiting and placing across the diverse range of business sectors and functional expertise areas. All tenders must be submitted via ZIP file.  
*Internal identifier:* 0

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 79600000 Recruitment services

*Additional classification (cpv):* 79000000 Business services: law, marketing, consulting, recruitment, printing and security

*Additional classification (cpv):* 79414000 Human resources management consultancy services

*Additional classification (cpv):* 79610000 Placement services of personnel

*Additional classification (cpv):* 79611000 Job search services

*Additional classification (cpv):* 79612000 Placement services of office-support personnel

*Additional classification (cpv):* 79621000 Supply services of office personnel

*Additional classification (cpv):* 79635000 Assessment centre services for recruitment

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

*Country subdivision (NUTS):* Dublin (IE061)

*Country:* Ireland

*Additional information:*

#### **5.1.3 Estimated duration**

*Other duration:* Unknown

#### **5.1.5 Value**

*Maximum value of the framework agreement:* 3 000 000 Euro

#### **5.1.6 General information**

*Reserved participation:* Participation is not reserved.

Procurement Project not financed with EU Funds.

*The procurement is covered by the Government Procurement Agreement (GPA):* yes

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

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

#### **5.1.9 Selection criteria**

*Criterion:*

*Type:* Other

*Name:* Please consult the selection criteria in the procurement documents available on eTenders

#### **5.1.10 Award criteria**

*Criterion:*

Type: Cost

Name:

Description: Ultimate cost

Weight (percentage, exact): 35

*Criterion:*

Type: Quality

Name:

Description: Methodology for delivery of the services 30%, Account Management 20%, Quality and Balance of Proposed Team 10%, Demonstrated understanding of the IPAs general recruitment requirements 5%

Weight (percentage, exact): 65

*Description of the method to be used if weighting cannot be expressed by criteria:*

*Justification for not indicating the weighting of the award criteria:*

#### **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/cft/listContractDocuments.do?resourceId=4072718>

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

*Terms of submission:*

*Electronic submission:* Required

*Address for submission:* <https://www.etenders.gov.ie/epps/cft/viewTenders.do?resourceId=4072718>

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

*Electronic catalogue:* Not allowed

*Variants:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 09/09/2024 12:00 +01:00

*Information about public opening:*

*Opening date:* 09/09/2024 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=4072718>

*Terms of contract:*

*The execution of the contract must be performed within the framework of sheltered employment programmes:* No

*Electronic invoicing:* Required

*Electronic ordering will be used:* yes

*Electronic payment will be used:* yes

*Information about review deadlines:* In line with S.I. 130/2010.

#### **5.1.15 Techniques**

*Framework agreement:*

Framework agreement, partly without reopening and partly with reopening of competition

*Information about the dynamic purchasing system:*

No dynamic purchase system

*Electronic auction:* no

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

*Review organisation:* The High Court of Ireland

*Organisation providing offline access to the procurement documents:* Institute of Public Administration\_299

*Organisation receiving requests to participate:* Institute of Public Administration\_299

Organisation processing tenders: Institute of Public Administration\_299  
TED eSender: European Dynamics S.A.

## 8 Organisations

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### 8.1 ORG-0001

Official name: Institute of Public Administration\_299

Registration number: unknown

Town: Dublin

Country: Ireland

Email: [information@ipa.ie](mailto:information@ipa.ie)

Telephone: 01 240 3600

Buyer profile: [www.ipa.ie](http://www.ipa.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

## 10 Change

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Version of the previous notice to be changed: f3a3e9cd-0b53-4a05-bf2d-55ad7f87a30b-01

Main reason for change: Information updated

*Description:* The deadline for submission of completed tenders has been extended to Wednesday 11th September 2024 at 12 noon (Irish time).

### **10.1 Change**

*Description of changes:* The deadline for submission of completed tenders has been extended to Wednesday 11th September 2024 at 12 noon (Irish time).

## 11 Notice information

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### **11.1 Notice information**

*Notice identifier/version:* 7e9d2c19-1950-4cf6-a2da-25b64b3ec451 - 02

*Form type:* Competition

*Notice type:* Contract or concession notice – standard regime

*Notice dispatch date:* 04/09/2024 17:25 +01:00

*Languages in which this notice is officially available:* English

### **11.2 Publication information**