

# **Ireland: Supply services of personnel including temporary staff**

## **UCDOPP5520 General Operatives and Mailroom Services to University College Dublin**

Contract or concession notice – standard regime

### **1 Buyer**

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#### **1.1 Buyer**

*Official name:* University College Dublin ( UCD )

*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:* UCDOPP5520 General Operatives and Mailroom Services to University College Dublin

*Description:* UCD is seeking to appoint suitable experienced Contractors to provide General Operatives and Mail Room Services to University College Dublin. These services are to be provided in the following locations: x General Operative Service will include management and completion of General Operative service requests across the UCD Belfield and Blackrock campuses and other locations such as Lyons Estate/UCD Teaching hospitals when required. x The Mail Room is responsible for the rapid and accurate sorting of all incoming and internal mail for all buildings on both the Belfield and Blackrock campuses

*Procedure identifier:* 80f257f1-cdb1-4dbd-9192-1678c2d3b6d1

*Type of procedure:* Open

*The procedure is accelerated:* no

##### **2.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 79620000 Supply services of personnel including temporary staff

##### **2.1.2 Place of performance**

*Town:* Dublin

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

*Country:* Ireland

##### **2.1.3 Value**

*Estimated value excluding VAT:* 2 900 000 Euro

##### **2.1.4 General information**

*Legal basis:*

Directive 2014/24/EU

##### **2.1.6 Grounds for exclusion**

*Sources of grounds for exclusion:* Procurement Document

### **5 Lot**

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

*Title:* UCDDPP5520 General Operatives and Mailroom Services to University College Dublin

*Description:* UCD is seeking to appoint suitable experienced Contractors to provide General Operatives and Mail Room Services to University College Dublin. These services are to be provided in the following locations: x General Operative Service will include management and completion of General Operative service requests across the UCD Belfield and Blackrock campuses and other locations such as Lyons Estate/UCD Teaching hospitals when required. x The Mail Room is responsible for the rapid and accurate sorting of all incoming and internal mail for all buildings on both the Belfield and Blackrock campuses

*Internal identifier:* 0

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 79620000 Supply services of personnel including temporary staff

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

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

*Country:* Ireland

*Additional information:*

#### **5.1.3 Estimated duration**

*Duration:* 60 Month

#### **5.1.5 Value**

*Estimated value excluding VAT:* 2 900 000 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

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

#### **5.1.9 Selection criteria**

*Sources of selection criteria:* Procurement Document

#### **5.1.10 Award criteria**

*Criterion:*

*Type:* Quality

*Description:* Quality @ 60%

*Category of award threshold criterion:* Weight (percentage, exact)

*Award criterion number:* 60

*Criterion:*

*Type:* Cost

*Description:* Cost @ 40%

*Category of award threshold criterion:* Weight (percentage, exact)

*Award criterion number:* 40

#### **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

*Deadline for requesting additional information:* 06/11/2025 12:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=5979913>

#### **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=5979913>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Not allowed

*Deadline for receipt of tenders:* 19/11/2025 12:00 +01:00

*Deadline until which the tender must remain valid:* 12 Day

*Information about public opening:*

*Opening date:* 19/11/2025 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=5979913>

*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

#### **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 College Dublin ( UCD )

*Organisation providing more information on the review procedures:* The High Court of Ireland

*Organisation receiving requests to participate:* University College Dublin ( UCD )

*Organisation processing tenders:* University College Dublin ( UCD )

## **8 Organisations**

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### **8.1 ORG-0001**

*Official name:* University College Dublin ( UCD )

*Registration number:* IE6517386K

*Postal address:* Belfield, Dublin 4

*Town:* Dublin

*Postcode:* D04 V1W8

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

*Country:* Ireland

*Email:* [procurement@ucd.ie](mailto:procurement@ucd.ie)

*Telephone:* 0035317164990

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

*Buyer profile:* <https://www.ucd.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 subdivision (NUTS):* Dublin (IE061)

*Country:* Ireland

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

*Telephone:* +353 1 8886000

*Roles of this organisation:*

*Review organisation*

*Organisation providing more information on the review procedures*

### **8.1 ORG-0003**

*Official name:* European Dynamics S.A.

*Registration number:* 002024901000

*Department:* European Dynamics S.A.

*Town:* Athens

*Postcode:* 15125

*Country subdivision (NUTS):* Βόρειος Τομέας Αθηνών (EL301)

*Country:* Greece

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

*Telephone:* +30 2108094500

*Roles of this organisation:*

*TED eSender*

### *Notice information*

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*Notice identifier/version:* 0c1502bf-f682-4dd1-8dcd-f252ef1b3d2e - 01

*Form type:* Competition

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

*Notice dispatch date:* 23/09/2025 13:41 +01:00

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