

## **Ireland: Education and training services**

### **Tender for the provision of Learning and Development Training Services for the Civil Service across five lots for the Institute of Public Administration.**

Contract or concession notice – standard regime

#### 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:* Tender for the provision of Learning and Development Training Services for the Civil Service across five lots for the Institute of Public Administration.

*Description:* The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

*Procedure identifier:* 3ccf938e-9da0-430d-a364-a66e607f7adf

*Type of procedure:* Open

*The procedure is accelerated:* no

##### **2.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 80000000 Education and training services

*Additional classification (cpv):* 80300000 Higher education services

*Additional classification (cpv):* 80500000 Training services

*Additional classification (cpv):* 80510000 Specialist training services

*Additional classification (cpv):* 80531000 Industrial and technical training services

*Additional classification (cpv):* 80531100 Industrial training services

*Additional classification (cpv):* 80531200 Technical training services

*Additional classification (cpv):* 80540000 Environmental training services

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

*Country:* Ireland

Anywhere in the given country

*Additional information:* Nationwide

##### **2.1.3 Value**

*Estimated value excluding VAT:* 720 000 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: 5*

*Terms of contract:*

*Maximum number of lots for which contracts can be awarded to one tenderer: 5*

5 Lot

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

*Title:* Lot 1: Communications and Customer Service

*Description:* The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

*Internal identifier:* 1

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 80000000 Education and training services

*Additional classification (cpv):* 80300000 Higher education services

*Additional classification (cpv):* 80500000 Training services

*Additional classification (cpv):* 80510000 Specialist training services

*Additional classification (cpv):* 80531000 Industrial and technical training services

*Additional classification (cpv):* 80531100 Industrial training services

*Additional classification (cpv):* 80531200 Technical training services

*Additional classification (cpv):* 80540000 Environmental training services

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

*Country:* Ireland

Anywhere in the given country

*Additional information:*

#### **5.1.3 Estimated duration**

*Duration:* 24 Month

#### **5.1.5 Value**

*Estimated value excluding VAT:* 720 000 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

*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 – 661673 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.

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

*Approach to reducing environmental impacts:* Other

#### **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=6096928>

#### **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=6096928>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 05/08/2025 12:00 +01:00

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

*Information about public opening:*

Opening date: 05/08/2025 12:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=6096928>

Terms of contract:

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

Electronic invoicing: Allowed

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: Institute of Public Administration\_299

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

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

Organisation processing tenders: Institute of Public Administration\_299

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

Title: Lot 2: Data and Project Management

Description: The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

Internal identifier: 2

##### **5.1.1 Purpose**

Main nature of the contract: Services

Main classification (cpv): 80000000 Education and training services

Additional classification (cpv): 80300000 Higher education services

Additional classification (cpv): 80500000 Training services

Additional classification (cpv): 80510000 Specialist training services

Additional classification (cpv): 80531000 Industrial and technical training services

Additional classification (cpv): 80531100 Industrial training services

Additional classification (cpv): 80531200 Technical training services

Additional classification (cpv): 80540000 Environmental training services

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

Country: Ireland

Anywhere in the given country

Additional information:

##### **5.1.3 Estimated duration**

Duration: 24 Month

##### **5.1.5 Value**

Estimated value excluding VAT: 720 000 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

*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 – 661673 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.

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

*Approach to reducing environmental impacts:* Other

#### **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=6096928>

### **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=6096928>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 05/08/2025 12:00 +01:00

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

*Information about public opening:*

*Opening date:* 05/08/2025 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=6096928>

*Terms of contract:*

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

*Electronic invoicing:* Allowed

*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:* Institute of Public Administration\_299

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

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

*Organisation processing tenders:* Institute of Public Administration\_299

### **5.1 Lot technical ID: LOT-0003**

*Title:* Lot 3: People Management

*Description:* The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

*Internal identifier:* 3

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 80000000 Education and training services

*Additional classification (cpv):* 80300000 Higher education services

*Additional classification (cpv):* 80500000 Training services

*Additional classification (cpv):* 80510000 Specialist training services

*Additional classification (cpv):* 80531000 Industrial and technical training services

*Additional classification (cpv):* 80531100 Industrial training services

*Additional classification (cpv):* 80531200 Technical training services

*Additional classification (cpv):* 80540000 Environmental training services

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

Country: Ireland

Anywhere in the given country

Additional information:

### 5.1.3 Estimated duration

Duration: 24 Month

### 5.1.5 Value

Estimated value excluding VAT: 720 000 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

*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 – 661673 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.

### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

*Approach to reducing environmental impacts:* Other

### **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=6096928>

### **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=6096928>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 05/08/2025 12:00 +01:00

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

*Information about public opening:*

*Opening date:* 05/08/2025 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCFTWS.do?resourceId=6096928>

*Terms of contract:*

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

*Electronic invoicing:* Allowed

*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:* Institute of Public Administration\_299

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

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

*Organisation processing tenders:* Institute of Public Administration\_299

### **5.1 Lot technical ID: LOT-0004**

*Title:* Lot 4: Personal and Team Wellbeing

*Description:* The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

*Internal identifier:* 4

### 5.1.1 Purpose

*Main nature of the contract:* Services

*Main classification (cpv):* 80000000 Education and training services

*Additional classification (cpv):* 80300000 Higher education services

*Additional classification (cpv):* 80500000 Training services

*Additional classification (cpv):* 80510000 Specialist training services

*Additional classification (cpv):* 80531000 Industrial and technical training services

*Additional classification (cpv):* 80531100 Industrial training services

*Additional classification (cpv):* 80531200 Technical training services

*Additional classification (cpv):* 80540000 Environmental training services

### 5.1.2 Place of performance

*Country:* Ireland

Anywhere in the given country

*Additional information:*

### 5.1.3 Estimated duration

*Duration:* 24 Month

### 5.1.5 Value

*Estimated value excluding VAT:* 720 000 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

*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 – 661673 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.

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

*Approach to reducing environmental impacts:* Other

#### **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=6096928>

#### **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=6096928>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 05/08/2025 12:00 +01:00

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

*Information about public opening:*

*Opening date:* 05/08/2025 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCFTWS.do?resourceId=6096928>

*Terms of contract:*

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

*Electronic invoicing:* Allowed

*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:* Institute of Public Administration\_299

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

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

*Organisation processing tenders:* Institute of Public Administration\_299

### **5.1 Lot technical ID: LOT-0005**

*Title:* Lot 5: Leadership Behaviours and Capabilities

*Description:* The Institute of Public Administration propose to engage in a competitive procedure for the provision of Learning and Development Training Services for the Civil Service across five lots: Lot 1: Communications and Customer Service Lot 2: Data and Project Management Lot 3: People Management Lot 4: Personal and Team Wellbeing Lot 5: Leadership Behaviours and Capabilities

*Internal identifier:* 5

#### **5.1.1 Purpose**

*Main nature of the contract:* Services

*Main classification (cpv):* 80000000 Education and training services

*Additional classification (cpv):* 80300000 Higher education services

*Additional classification (cpv):* 80500000 Training services

*Additional classification (cpv):* 80510000 Specialist training services

*Additional classification (cpv):* 80531000 Industrial and technical training services

*Additional classification (cpv):* 80531100 Industrial training services

*Additional classification (cpv):* 80531200 Technical training services

*Additional classification (cpv):* 80540000 Environmental training services

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

*Country:* Ireland

Anywhere in the given country

*Additional information:*

#### **5.1.3 Estimated duration**

*Duration:* 24 Month

#### **5.1.5 Value**

*Estimated value excluding VAT:* 720 000 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

*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 – 661673 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.

#### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

*Approach to reducing environmental impacts:* Other

#### **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=6096928>

#### **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=6096928>

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

*Electronic catalogue:* Not allowed

*Tenderers may submit more than one tender:* Allowed

*Deadline for receipt of tenders:* 05/08/2025 12:00 +01:00

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

*Information about public opening:*

*Opening date:* 05/08/2025 12:30 +01:00

*Place:* <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=6096928>

*Terms of contract:*

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

*Electronic invoicing:* Allowed

*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:* Institute of Public Administration\_299

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

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

*Organisation processing tenders:* Institute of Public Administration\_299

## **8 Organisations**

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### **8.1 ORG-0001**

*Official name:* Institute of Public Administration\_299

*Registration number:* Not known

*Town:* 57-61 Lansdowne Road Ballsbridge, Dublin 4, Ireland

*Postcode:* D04 TC62

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

*Country:* Ireland

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

*Telephone:* 353 1 204 3600

*Fax:* 353 1 204 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 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:* 7628568f-c7bb-4f02-942e-ad852c90c08e - 01  
*Form type:* Competition  
*Notice type:* Contract or concession notice – standard regime  
*Notice dispatch date:* 11/07/2025 15:53 +01:00  
*Languages in which this notice is officially available:* English