

Ireland: Supply services of office personnel Provision of Receptionist Resources

Contract or concession notice – standard regime

1 Buyer

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

2.1 Procedure

Title: Provision of Receptionist Resources

Description: University College Dublin (UCD) invites tenders from competent service providers for the provision of Receptionist Resources (2) for Nova and Nexus, UCD Please see tender document attached for full details. Available to download from www.etenders.gov.ie

Procedure identifier: 39a04bde-0c88-4556-b0e7-d8f8d9c5e765

Type of procedure: Open

The procedure is accelerated: no

2.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79621000 Supply services of office personnel

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

Additional classification (cpv): 79993000 Building and facilities management services

Additional classification (cpv): 79993100 Facilities management services

2.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

2.1.3 Value

Estimated value excluding VAT: 300 000 Euro

2.1.4 General information

Legal basis:

Directive 2014/24/EU

2.1.6 Grounds for exclusion

Sources of grounds for exclusion: European Single Procurement Document (ESPD)

5 Lot

5.1 Lot: LOT-0001

Title: Provision of Receptionist Resources

Description: University College Dublin (UCD) invites tenders from competent service providers for the provision of Receptionist Resources (2) for Nova and Nexus, UCD Please see tender document attached for full details. Available to download from www.etenders.gov.ie

Internal identifier: 0

5.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79621000 Supply services of office personnel

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

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5.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 48 Month

5.1.5 Value

Estimated value excluding VAT: 300 000 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: European Single Procurement Document (ESPD)

5.1.11 Procurement documents

Languages in which the procurement documents are officially available: English

Deadline for requesting additional information: 18/06/2026 17:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8196791>

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=8196791>

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: 25/06/2026 12:00 +01:00

Duration during which the tender must remain valid: 12 Day

Information about public opening:

Opening date: 25/06/2026 12:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=8196791>

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: 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

8.1 ORG-0001

Official name: University College Dublin (UCD)

Registration number: 54238792LO

Postal address: Belfield, Dublin 4

Town: Dublin

Postcode: D04 V1W8

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: 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

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

Telephone: +30 2108094500

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: 5da87cee-a203-4adf-8ddd-4dd6fa66f111 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice dispatch date: 21/05/2026 14:00 +01:00

Languages in which this notice is officially available: English