

# Ireland: Business services: law, marketing, consulting, recruitment, printing and security

## Provision of Board Secretariat Services

Contract or concession notice – standard regime

### 1 Buyer

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#### 1.1 Buyer

*Official name:* Digital Manufacturing Ireland

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

*The buyer is a contracting entity*

*Activity of the contracting authority:* General public services

### 2 Procedure

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#### 2.1 Procedure

*Title:* Provision of Board Secretariat Services

*Description:* The appointed service provider will deliver comprehensive Board Secretariat services to support the effective functioning, governance, and administration of the Board of Directors. The Board Secretary will act as a senior advisor and administrative lead, ensuring the integrity of the organisation's governance framework, facilitating effective communication between the Board, CEO, and leadership team, and maintaining accurate and compliant corporate records. The role requires a proactive, detail-oriented approach, with a strong emphasis on governance best practice, regulatory compliance, and high-quality administrative support.

*Procedure identifier:* e8334781-3907-4848-a09f-2e0047f10ad8

*Internal identifier:* NA

*Type of procedure:* Open

*The procedure is accelerated:* no

##### 2.1.1 Purpose

*Main nature of the contract:* Services

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

##### 2.1.2 Place of performance

*Postal address:* DMI Headquarters National Technology Park, Limerick

*Town:* Limerick

*Postcode:* V94237R

*Country subdivision (NUTS):* Mid-West (IE051)

*Country:* Ireland

##### 2.1.3 Value

*Estimated value excluding VAT:* 163 800 Euro

##### 2.1.4 General information

*Legal basis:*

Other

##### 2.1.6 Grounds for exclusion

*Sources of grounds for exclusion:* Procurement Document

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

*Title:* Provision of Board Secretariat Services

*Description:* The appointed service provider will deliver comprehensive Board Secretariat services to support the effective functioning, governance, and administration of the Board of Directors. The Board Secretary will act as a senior advisor and administrative lead, ensuring the integrity of the organisation's governance framework, facilitating effective communication between the Board, CEO, and leadership team, and maintaining accurate and compliant corporate records. The role requires a proactive, detail-oriented approach, with a strong emphasis on governance best practice, regulatory compliance, and high-quality administrative support.

*Internal identifier:* 0

### **5.1.1 Purpose**

*Main nature of the contract:* Services

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

### **5.1.2 Place of performance**

*Postal address:* National Technology Park, Limerick

*Town:* Limerick

*Postcode:* V94237R

*Country subdivision (NUTS):* Mid-West (IE051)

*Country:* Ireland

*Additional information:*

### **5.1.3 Estimated duration**

*Duration:* 36 Month

### **5.1.5 Value**

*Estimated value excluding VAT:* 163 800 Euro

### **5.1.6 General information**

Procurement Project not financed with EU Funds.

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

### **5.1.7 Strategic procurement**

*Aim of strategic procurement:* No strategic procurement

### **5.1.9 Selection criteria**

*Sources of selection criteria:* Procurement Document

### **5.1.11 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:* 23/06/2026 12:00 +01:00

*Address of the procurement documents:* <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8292987>

### **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=8292987>

*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:* 03/07/2026 12:00 +01:00

*Duration during which the tender must remain valid:* 3 Month

#### **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:* Digital Manufacturing Ireland

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

*Organisation receiving requests to participate:* Digital Manufacturing Ireland

*Organisation processing tenders:* Digital Manufacturing Ireland

## **8 Organisations**

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### **8.1 ORG-0001**

*Official name:* Digital Manufacturing Ireland

*Registration number:* 709427

*Postal address:* National Technology Park

*Town:* Limerick

*Postcode:* V942374

*Country subdivision (NUTS):* Mid-West (IE051)

*Country:* Ireland

*Email:* [lesley.doody@dmireland.org](mailto:lesley.doody@dmireland.org)

*Telephone:* 061975220

*Internet address:* <https://www.dmireland.org>

*Buyer profile:* <https://www.dmireland.org>

*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: 1306b6fd-ba91-4d07-9d5b-97c40d9832e7 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice dispatch date: 02/06/2026 09:53 +01:00

Languages in which this notice is officially available: English