

Ireland: Education and training services

Tender for Academic Personal Assistants Note takers and Health Care Assistants for South East Technological University

Contract notice – light regime

1 Buyer

1.1 Buyer

Official name: South East Technological University (SETU)

Legal type of the buyer: Body governed by public law, controlled by a central government authority

Activity of the contracting authority: Education

2 Procedure

2.1 Procedure

Title: Tender for Academic Personal Assistants Note takers and Health Care Assistants for South East Technological University

Description: SETU is seeking proposals from interested service providers who wish to be considered for the service provision of Academic Personal Assistants Note takers and Health Care Assistants for one year (September 2026 – August 2027) with the option to extend the contract for a further two years subject to satisfactory performance and service.

Procedure identifier: 685e4dfb-b0ca-4bd1-9829-5d692d938d57

Type of procedure: Open

Main features of the procedure: In Procurement Document

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): 80400000 Adult and other education services

2.1.2 Place of performance

Country subdivision (NUTS): South-East (IE052)

Country: Ireland

2.1.3 Value

Estimated value excluding VAT: 900 000 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: 3

2.1.6 Grounds for exclusion

Sources of grounds for exclusion: Procurement Document

5.1 Lot: LOT-0001

Title: Carlow Campus

Description: SETU is seeking proposals from interested service providers who wish to be considered for the service provision of Academic Personal Assistants Note takers and Health Care Assistants for one year (September 2026 – August 2027) with the option to extend the contract for a further two years subject to satisfactory performance and service.

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): 80400000 Adult and other education services

5.1.2 Place of performance

Country subdivision (NUTS): South-East (IE052)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 36 Month

5.1.5 Value

Estimated value excluding VAT: 900 000 Euro

5.1.6 General information

Reserved participation: Participation is not reserved.

Procurement Project not financed with EU Funds.

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: 17/06/2026 12:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8305549>

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=8305549>

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

Information about public opening:

Opening date: 03/07/2026 12:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=8305549>

Terms of contract:

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

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: South East Technological University (SETU)

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

Organisation receiving requests to participate: South East Technological University (SETU)

Organisation processing tenders: South East Technological University (SETU)

5.1 Lot: LOT-0002

Title: Waterford Campus

Description: SETU is seeking proposals from interested service providers who wish to be considered for the service provision of Academic Personal Assistants Note takers and Health Care Assistants for one year (September 2026 – August 2027) with the option to extend the contract for a further two years subject to satisfactory performance and service.

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): 80400000 Adult and other education services

5.1.2 Place of performance

Country subdivision (NUTS): South-East (IE052)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 36 Month

5.1.5 Value

Estimated value excluding VAT: 900 000 Euro

5.1.6 General information

Reserved participation: Participation is not reserved.

Procurement Project not financed with EU Funds.

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: 17/06/2026 12:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8305549>

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=8305549>

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

Information about public opening:

Opening date: 03/07/2026 12:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCFTWS.do?resourceId=8305549>

Terms of contract:

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

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: South East Technological University (SETU)

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

Organisation receiving requests to participate: South East Technological University (SETU)

Organisation processing tenders: South East Technological University (SETU)

5.1 Lot: LOT-0003

Title: Wexford Campus

Description: SETU is seeking proposals from interested service providers who wish to be considered for the service provision of Academic Personal Assistants Note takers and Health Care Assistants for one year (September 2026 – August 2027) with the option to extend the contract for a further two years subject to satisfactory performance and service.

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): 80400000 Adult and other education services

5.1.2 Place of performance

Country subdivision (NUTS): South-East (IE052)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 36 Month

5.1.5 Value

Estimated value excluding VAT: 900 000 Euro

5.1.6 General information

Reserved participation: Participation is not reserved.

Procurement Project not financed with EU Funds.

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: 17/06/2026 12:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8305549>

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=8305549>

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

Information about public opening:

Opening date: 03/07/2026 12:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=8305549>

Terms of contract:

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

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: South East Technological University (SETU)

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

Organisation receiving requests to participate: South East Technological University (SETU)

8 Organisations

8.1 ORG-0001

Official name: South East Technological University (SETU)

Registration number: 3955104SH

Postal address: WATERFORD

Town: WATERFORD

Postcode: X91 K0EK

Country subdivision (NUTS): South-East (IE052)

Country: Ireland

Email: procurement@setu.ie

Telephone: 0599175119

Internet address: <https://www.setu.ie>

Buyer profile: <https://www.setu.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: 09cad982-7a5d-4119-a809-6ff3cb1d1709 - 01

Form type: Competition

Notice type: Contract notice – light regime

Notice dispatch date: 03/06/2026 09:50 +01:00

Languages in which this notice is officially available: English