

Ireland: Business services: law, marketing, consulting, recruitment, printing and security MPFWA for the Provision of Services for the appointment of a Co-Ordinator for the Women in Business Programme for the Local Enterprise Office (LEO) Dublin City

Contract or concession notice – standard regime

1 Buyer

1.1 Buyer

Official name: Dublin City Council

Legal type of the buyer: Local authority

The buyer is a contracting entity

Activity of the contracting authority: General public services

2 Procedure

2.1 Procedure

Title: MPFWA for the Provision of Services for the appointment of a Co-Ordinator for the Women in Business Programme for the Local Enterprise Office (LEO) Dublin City

Description: LEO Dublin City seeks a Co ordinator to manage and deliver the Women in Business Network. The role involves planning and delivering programme activities online, in person, or in hybrid form, with formats reviewed regularly in line with LEO requirements and public health guidance. The Network currently delivers at least 10 in person events annually, supported by accountability groups, monthly Zoom coffee meet ups and expert online sessions. The Network aims to maintain a minimum of 150 members, with a focus on retention and recruitment. Core programming consists of monthly networking meetings (excluding August), each attracting 40 plus attendees. An annual membership fee applies, and prospective members may attend one meeting free. The Co ordinator is responsible for promoting the Network, with all campaigns and materials pre approved by LEO Dublin City. Meeting topics must be scheduled at least three months ahead, with a press release and social media plan prepared one month before each event. The Co ordinator manages all communications with members, speakers and guests, clearly identifying the Network as a LEO Dublin City initiative. They must also promote other LEO programmes when requested. Guest speakers are typically unpaid; paid speakers require prior approval, with costs covered by LEO Dublin City. Evaluation is required after every monthly meeting, with results included in a monthly report submitted within three days of month end. A full review of membership, attendance and evaluations must be completed quarterly or as otherwise agreed. All branding must reflect LEO Dublin City, and the Co ordinator maintains marketing materials, while design and printing may be arranged directly by LEO. Membership targets include maintaining 150 paid members and/or achieving 20 percent annual growth. Targets will be monitored and reviewed every six months. The Co ordinator is responsible for sustaining and growing the Network, setting a development vision, identifying key issues for female entrepreneurship, proposing annual activities, staying informed about other women in business initiatives, and developing communication and promotion plans. Duties include keeping members informed, responding to queries, evaluating programme impact, preparing an annual report, promoting LEO services, updating website content, managing authorised social media channels, and overseeing membership and fees. Event responsibilities include delivering 11 monthly meetings, proposing venues and refreshments, sourcing speakers, organising joint events with partner agencies, supporting International Women's Day and National Women's Enterprise Day, planning the Annual Female Entrepreneur Awards, considering a summer networking event, and leveraging collaboration opportunities through webinars and in person activities. Reporting requirements include quarterly review meetings with the Head of Enterprise, monthly activity reports with evaluation data, and an annual report submitted with statistical information and recommendations. Speaker fees, venue hire and refreshments are paid directly by LEO Dublin City and must not be included in the tender price. A dedicated contract manager must be

nominated as the primary contact.. For further information please refer to documentation available to download from www.etenders.gov.ie Resource ID xxxxxxx – Input when notice created . Please note that this project is subject to funding.

Procedure identifier: c659bac8-f696-4bd5-b2c2-5617c8e423a3

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

Additional classification (cpv): 80570000 Personal development training services

Additional classification (cpv): 79998000 Coaching services

Additional classification (cpv): 79411000 General management consultancy services

Additional classification (cpv): 79411100 Business development consultancy services

2.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

2.1.3 Value

Estimated value excluding VAT: 160 000 Euro

2.1.4 General information

Legal basis:

Other

2.1.6 Grounds for exclusion

Sources of grounds for exclusion: Procurement Document

5 Lot

5.1 Lot: LOT-0001

Title: MPFWA for the Provision of Services for the appointment of a Co-Ordinator for the Women in Business Programme for the Local Enterprise Office (LEO) Dublin City

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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

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Additional classification (cpv): 79411100 Business development consultancy services

5.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Additional information:

5.1.3 Estimated duration

Duration: 4 Year

5.1.5 Value

Estimated value excluding VAT: 160 000 Euro

5.1.6 General information

Procurement Project fully or partially financed with EU Funds.

Information about European Union funds

EU funds programme: European Regional Development Fund (ERDF) (2021/2027)

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: 22/07/2026 17:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8561865>

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=8561865>

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: 04/08/2026 17:00 +01:00

Duration during which the tender must remain valid: 12 Month

5.1.15 Techniques

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: Dublin City Council

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

Organisation receiving requests to participate: Dublin City Council

Organisation processing tenders: Dublin City Council

8 Organisations

8.1 ORG-0001

Official name: Dublin City Council

Registration number: IE47732154U

Postal address: Civic Offices, Wood Quay

Town: Dublin

Postcode: D08 RF3F

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: ailish.smyth@dublincity.ie

Telephone: 01 2222222

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

Buyer profile: <https://www.dublincity.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: f0b67915-1c63-45c6-8b76-07448a9aed0b - 01
Form type: Competition
Notice type: Contract or concession notice – standard regime
Notice dispatch date: 03/07/2026 08:33 +01:00
Languages in which this notice is officially available: English