

Ireland: Placement services of office-support personnel Provision of Student Support Services for Personal Assistants (PAs) and Note Taker Services to Trinity College Dublin and University College Dublin

Contract or concession notice – standard regime

1 Buyer

1.1 Buyer

Official name: Trinity College Dublin the University of Dublin_336

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Education

2 Procedure

2.1 Procedure

Title: Provision of Student Support Services for Personal Assistants (PAs) and Note Taker Services to Trinity College Dublin and University College Dublin

Description: The University seeks to appoint a competent panel of contractors for the provision of Student Support Services Personal Assistants (PAs) and Note Taker Services. The specification and services requirements are wholly described within the tender document set. Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie by the response deadline. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted. Tenders submitted late will NOT be accepted.

Procedure identifier: 17e3c362-5b9f-4cd0-b85e-540b96692205

Type of procedure: Open

The procedure is accelerated: no

2.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79612000 Placement services of office-support personnel

Additional classification (cpv): 79500000 Office-support services

2.1.2 Place of performance

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

2.1.3 Value

Estimated value excluding VAT: 600 000 Euro

Maximum value of the framework agreement: 600 000 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: 2

The tenderer must submit tenders for all lots

2.1.6 Grounds for exclusion

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

5 Lot

5.1 Lot: LOT-0001

Title: Personal Assistants (PAs)

Description: The University seeks to appoint a competent panel of contractors for the provision of Student Support Services Personal Assistants (PAs) and Note Taker Services. The specification and services requirements are wholly described within the tender document set. Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie by the response deadline. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted. Tenders submitted late will NOT be accepted.

Internal identifier: 1

5.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79612000 Placement services of office-support personnel

Additional classification (cpv): 79500000 Office-support services

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: 600 000 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: 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: 11/08/2026 14:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8685394>

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=8685394>

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: 21/08/2026 14:00 +01:00

Duration during which the tender must remain valid: 90 Day

Information about public opening:

Opening date: 21/08/2026 14:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=8685394>

Terms of contract:

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

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

5.1.15 Techniques

Framework agreement:

Framework agreement, without reopening of competition

Maximum number of participants: 5

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: Trinity College Dublin the University of Dublin_336

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

Organisation receiving requests to participate: Trinity College Dublin the University of Dublin_336

Organisation processing tenders: Trinity College Dublin the University of Dublin_336

5.1 Lot: LOT-0002

Title: Note Taker Services

Description: The University seeks to appoint a competent panel of contractors for the provision of Student Support Services Personal Assistants (PAs) and Note Taker Services. The specification and services requirements are wholly described within the tender document set. Tenders must be submitted via the electronic postbox available on www.etenders.gov.ie by the response deadline. Only Tenders submitted to the electronic postbox will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post or hand delivery) will NOT be accepted. Tenders submitted late will NOT be accepted.

Internal identifier: 2

5.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79612000 Placement services of office-support personnel

Additional classification (cpv): 79500000 Office-support services

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: 600 000 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: 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: 11/08/2026 14:00 +01:00

Address of the procurement documents: <https://www.etenders.gov.ie/epps/cft/listContractDocuments.do?resourceId=8685394>

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=8685394>

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: 21/08/2026 14:00 +01:00

Duration during which the tender must remain valid: 90 Day

Information about public opening:

Opening date: 21/08/2026 14:30 +01:00

Place: <https://www.etenders.gov.ie/epps/cft/prepareViewCfTWS.do?resourceId=8685394>

Terms of contract:

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

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

5.1.15 Techniques

Framework agreement:

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Maximum number of participants: 5

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: Trinity College Dublin the University of Dublin_336

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

Organisation receiving requests to participate: Trinity College Dublin the University of Dublin_336

Organisation processing tenders: Trinity College Dublin the University of Dublin_336

8 Organisations

8.1 ORG-0001

Official name: Trinity College Dublin the University of Dublin_336

Registration number: CHY 11

Postal address: 3 College Green

Town: Dublin

Postcode: D02 XH97

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: hughesgo@tcd.ie

Telephone: 018964596

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

Buyer profile: <https://www.tcd.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: 5bf939e4-9a80-4473-9c33-63a70e71003b - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice dispatch date: 20/07/2026 16:36 +01:00

Languages in which this notice is officially available: English