

Ireland: Proofreading services

Provision of Services to Produce Plain English and Easy to Read Documents

Contract or concession award notice – standard regime

1 Buyer

1.1 Buyer

Official name: Housing and Sustainable Communities Agency

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Housing and community amenities

2 Procedure

2.1 Procedure

Title: Provision of Services to Produce Plain English and Easy to Read Documents

Description: The Housing Agency is going out to tender for services to produce Easy to Read and Plain English documents including, but not limited to application forms, step by step documents, reports, and any other ad-hoc document requirements that may arise. The successful supplier may also be required to provide training and guidance to Housing Agency staff.

Procedure identifier: 08d14dda-c4ab-4fc7-a464-c566fb7a7d2e

Previous notice: 50e3e5e3-9106-4810-9ecd-1b1f51ed3479-01

Type of procedure: Open

The procedure is accelerated: no

Justification for the accelerated procedure:

Main features of the procedure:

2.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79821100 Proofreading services

Additional classification (cpv): 79822000 Composition services

Additional classification (cpv): 80400000 Adult and other education services

Additional classification (cpv): 85321000 Administrative social services

Additional classification (cpv): 80200000 Secondary education services

2.1.2 Place of performance

Country: Ireland

Anywhere in the given country

2.1.3 Value

Estimated value excluding VAT: 80 000 Euro

2.1.4 General information

Legal basis:

Directive 2014/24/EU

5 Lot

5.1 Lot technical ID: LOT-0001

Title: Provision of Services to Produce Plain English and Easy to Read Documents

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Internal identifier: 0

5.1.1 Purpose

Main nature of the contract: Services

Main classification (cpv): 79821100 Proofreading services

Additional classification (cpv): 79822000 Composition services

Additional classification (cpv): 80400000 Adult and other education services

Additional classification (cpv): 85321000 Administrative social services

Additional classification (cpv): 80200000 Secondary education services

5.1.2 Place of performance

Country: Ireland

Anywhere in the given country

Additional information:

5.1.3 Estimated duration

Duration: 48 Month

5.1.5 Value

Estimated value excluding VAT: 80 000 Euro

5.1.6 General information

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

5.1.10 Award criteria

Criterion:

Type: Quality

Name:

Description: Quality at 76% (65% of 850) 1. Understanding of the requirements (15%) 2. Quality of approach and methodology for service delivery (30%) -Proposed turnaround time -Contract and relationship management 3.

Experience and expertise of proposed team/individual (20%) Ideally suppliers should have experience producing a range of different documents.

Category of award threshold criterion: Weight (percentage, exact)

Award criterion number: 74

Criterion:

Type: Cost

Name:

Description: Cost at 24% (20% of 850) Document production - Per Word

Category of award threshold criterion: Weight (percentage, exact)

Award criterion number: 24

Description of the method to be used if weighting cannot be expressed by criteria:

Justification for not indicating the weighting of the award criteria:

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: Housing and Sustainable Communities Agency -

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

6 Results

Value of all contracts awarded in this notice: 80 000 Euro

6.1 Result lot Identifier: LOT-0001

At least one winner was chosen.

6.1.2 Information about winners

Winner:

Official name: Prepress Projects Ltd

Tender:

Tender identifier: 000099898

Identifier of lot or group of lots: LOT-0001

Value of the tender: 80 000 Euro

Subcontracting: No

Contract information:

Identifier of the contract: 418887

Date on which the winner was chosen: 01/04/2025

Date of the conclusion of the contract: 24/04/2025

6.1.4 Statistical information

Received tenders or requests to participate:

Type of received submissions: Tenders

Number of tenders or requests to participate received: 4

8 Organisations

8.1 ORG-0001

Official name: Housing and Sustainable Communities Agency

Registration number: 488341

Postal address: 53 Mount Street Upper

Town: Dublin D02

Postcode: D02 KT73

Country subdivision (NUTS): Dublin (IE061)

Country: Ireland

Email: tenders@housingagency.ie

Telephone: +35316564100

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

Buyer profile: <https://www.housingagency.ie/>

Roles of this organisation:

Buyer

Organisation providing offline access to the procurement documents

8.1 ORG-0002

Official name: Prepress Projects Ltd

Registration number: 88895461-00012G

Postal address: Algo Business Centre, Glenearn Rd

Town: Perth,

Postcode: PH2 0NJ

Country subdivision (NUTS): Perth & Kinross and Stirling (UKM77)

Country: United Kingdom

Email: helen.m@prepress-projects.co.uk

Roles of this organisation:

Tenderer

Winner of these lots: LOT-0001

8.1 ORG-0003

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-0004

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

11 Notice information

11.1 Notice information

Notice identifier/version: 728a54ed-0929-4b06-9072-f57ae3bc1859 - 01

Form type: Result

Notice type: Contract or concession award notice – standard regime

Notice dispatch date: 29/04/2025 17:25 +01:00

Languages in which this notice is officially available: English

11.2 Publication information