

UK-Strabane: administrative services related to tourism affairs

OJ S 31/2012 15/02/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Strabane District Council

Postal address: 47 Derry Road, Co. Tyrone

Town: Strabane

Postal code: BT82 8DY

Country: United Kingdom

Contact person: Culture, arts & leisure

For the attention of: Philip McShane

E-mail: pmcshane@strabanedc.com

Telephone: +44 287138444

Internet address(es):

General address of the contracting authority: <http://www.strabanedc.com>

Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA24947

Additional information can be obtained from:

Official name: Strabane District Council

Postal address: 47 Derry Road, Co. Tyrone

Town: Strabane

Postal code: BT82 8DY

Country: United Kingdom

Contact person: Culture, arts & leisure

For the attention of: Philip McShane

E-mail: pmcshane@strabanedc.com

Telephone: +44 2871384444

Fax: +44 2871381348

Internet address: <http://www.strabanedc.com>

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

Regional or local authority

I.3. Main activity

General public services

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Explore more- explore Strabane project tour guide script writer / director.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 26: Recreational, cultural and sporting services

Main site or place of performance: Northern Ireland.

NUTS code UK United Kingdom

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Quotations sought for delivery of part one of explore more- explore Strabane project.

Tour guide script writer / director.

Strabane District Council requires the creation of a tour guiding product to illustrate stories from the locale.

Project summary.

This tour guide product is a key element within a Rural development programme project entitled 'explore more – explore Strabane and the Sperrins'. The project is designed to develop a tour guiding product for Strabane District, utilising the natural, cultural and historical assets of the local area. The tour guiding product should be an authentic, memorable and enjoyable experience providing an illustration of stories, myths and legends unique to this place. Strabane District Council will recruit up to 20 potential tour guides. These individuals will be trained in the delivery of the tour guiding product.

Your role.

Your role will be to liaise with the tourism officer of Strabane District Council in the selection and development of 6 stories, themes and/or characters from the local area. You will create and agree scripts for each of these 6 stories in partnership with the tourism officer.

Upon compilation of the final scripts you will direct the tour guides in the delivery of the tour guiding product. They should receive instruction in relation to the script, their movement and overall delivery of the guiding product. It is envisaged that each of these stories will take approximately 15 minutes for the tour guide to deliver in practice.

This project will incorporate a film element to include the provision of a training resource DVD and a series of Internet ready short films based on the 6 selected stories. It is envisaged that you will have an input with regards to the creation of these resources to include:

- Training resource: to liaise with the film maker to make provision of directors notes and instruction for inclusion on the training DVD,
- Promotional films: to be produced in a docudrama format you will create the narration script and liaise with the film maker in the utilisation of the tour guiding product for these 6 short films. It is envisaged that these 6 films will be approximately 5 – 10 minutes in length.

The timetable.

The final scripts will be completed and direction provided to the tour guides before 23.3.2012.

Quotation format.

Your quotation should detail the following:

- Relevant qualifications and experience,
- Methodology – how will you deliver this project? Including proposed schedule,
- Full and final costs, including all travel and subsistence.

Quotation deadline.

Quotations must be received by 22.2.2012 at 5pm.

Quotations should be returned to: Mr Philip McShane, Tourism officer, Alley Arts Centre, Railway Street, Strabane, Co. Tyrone BT82 8EF, pmcshane@strabanedc.com.

II.1.6. CPV code(s)

75125000 Administrative services related to tourism affairs

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 8 500,00 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 1 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Installment payments / delivery payment.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register;

- (2) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process;
- (3) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

List and brief description of conditions:

- (1) Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;
- (2) A check may be carried out by the contracting authority or by a competent official body of the State in which the candidate is established, to verify the technical capacity of the candidate; and if relevant, on the candidates study and research facilities and quality control measures.
- (3) A statement of the candidate's technical facilities; measures for ensuring quality; and their study and research facilities.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

Lowest price

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

22.2.2012 - 17:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Date: 28.2.2012 - 12:00

Place:

The Alley Arts & Conference Centre, 1A Railway Street, Strabane Co. Tyrone BT92 8EF,
N. IRELAND.

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: Rural development programme.

VI.3. Additional information

(MT Ref:85593).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Strabane District Council

Postal address: 47 Derry Road

Town: Strabane

Postal code: BT82 8DY

Country: United Kingdom

E-mail: pmcshane@strabanedc.com

Telephone: +44 287138444

Internet address: www.strabanedc.com

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

10.2.2012