

United Kingdom-Belfast: Recruitment services

OJ S 140/2013 20/07/2013

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Office of the First Minister and Deputy First Minister

Postal address: Clare House, 303 Airport Road West

Town: Belfast

Postal code: BT3 9ED

Country: United Kingdom

For the attention of: Theresa Conway

E-mail: theresa.conway@dfpni.gov.uk

Telephone: +44 2890816579

Internet address(es):General address of the contracting authority: www.dfpni.gov.uk/cpd**Additional information can be obtained from:**

the abovementioned address

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**

Body governed by public law

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**

OFMDFM – SIB Provision of Recruitment Advertising.

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

Services

Service category No 13: Advertising 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)

Strategic Investment Board (SIB) wishes to appoint a Contractor to provide advertising and related services to support its external recruitment competitions, ensuring SIB continues to attract applicants from all sectors of the community and to promote SIB as an employer of choice.

II.1.6. CPV code(s)

79600000 Recruitment services

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

Strategic Investment Board (SIB) wishes to appoint a Contractor to provide advertising and related services to support its external recruitment competitions, ensuring SIB continues to attract applicants from all sectors of the community and to promote SIB as an employer of choice.

The contract is for an initial 3 year period with the option to extend for up to 2 further periods of 1 year each, subject to annual review.

The amount of work to be placed through the contract will be subject to variation in line with SIB needs and no guarantees can be given of the amount or value of business to be placed through the contract.

Estimated value excluding VAT: 300 000 GBP

II.2.2. Information about options

Options: yes

Description of options: The contract is for an initial 3 year period with the option to extend for up to 2 further periods of 1 year each, subject to annual review.

II.2.3. Information about renewals

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

Duration in months: 60 (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

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

III.2. Conditions for participation

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

III.2.2. Economic and financial ability

III.2.3. Technical and professional ability

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

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Project_13123

IV.3.2. Previous publication concerning this procedure

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

Time limit for receipt of requests for documents or for accessing documents: 28.8.2013 - 15:00

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

28.8.2013 - 15:00

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

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

VI.3. Additional information

Suppliers Instructions How to Express Interest in this Tender:

1. Register your company on the eSourcing portal (this is only required once): <https://e-sourcingni.bravosolution.co.uk> and click the link to register;
 - Accept the terms and conditions and click 'continue';
 - Enter your correct business and user details;
 - Note the username you chose and click 'Save' when complete;
 - You will shortly receive an email with your unique password (please keep this secure).
2. Express an Interest in the tender - Login to the portal with the username/password
 - Click the 'PQQs/ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier);
 - Click on the relevant PQQ/ITT to access the content;
 - Click the 'Express Interest' button at the top of the page;
 - This will move the PQQ/ITT into your 'My PQQs/My ITTs' page. (This is a secure area reserved for your projects only)
 - You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ITT Details' box.
3. Responding to the tender
 - Click 'My Response' under 'PQQ/ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining);
 - You can now use the 'Messages' function to communicate with the buyer and seek any clarification;
 - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT;
 - There may be a mixture of online and offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk.

VI.4. Procedures for review

VI.4.1. Review body

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: CPD will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will

be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.

The Public Contracts Regulations 2006 (SI 2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

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

VI.5. Date of dispatch of this notice

18.7.2013