

United Kingdom-Belfast: Advertising campaign services

OJ S 243/2014 17/12/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Department for Employment and Learning

Postal address: 39-49 Adelaide Street

Town: Belfast

Postal code: BT2 8FD

Country: United Kingdom

For the attention of: Orr Allison

E-mail: allison.orr@dfpni.gov.uk**Internet address(es):**General address of the contracting authority: www.delni.gov.ukAddress of the buyer profile: <http://www.dfpni.gov.uk/cpd>Electronic access to information: <https://e-sourcingni.bravosolution.co.uk/>Electronic submission of tenders and requests to participate: <https://e-sourcingni.bravosolution.co.uk/>**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**

DEL The Provision of a Video/DVD Production Service for DEL.

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

Services

Service category No 13: Advertising services

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)

The Department for Employment and Learning (DEL) invites tenders for the provision of the production of audio visual material such as videos or DVDs to support the delivery of Communicating Success, the Department's Communications Strategy, which outlined a new strategic direction for communications in the Department. The Strategy seeks to proactively communicate and support the delivery of its aims, objectives and targets as set out in the Corporate Business Plan, Programme for Government and Economic Strategy for Northern Ireland.

The contract will be for a period of 1 year.

II.1.6. CPV code(s)

79341400 Advertising campaign 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

Estimated value excluding VAT: 149 000 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

Start 31.3.2015. Completion 30.3.2016

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

N/A.

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

As per the Tender documents.

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

No special form is required but one member of the consortium may be required to accept prime contractor responsibility for the other member(s).

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: As per the Tender documents.

III.2.2. Economic and financial ability

List and brief description of conditions: As per the Tender documents.

Minimum level(s) of standards possibly required: As per the Tender documents.

III.2.3. Technical and professional ability

List and brief description of conditions:

As per the Tender documents.

Minimum level(s) of standards possibly required:

Tenderers must provide example(s), within the last 3 years, confirming that collectively their proposed Personnel have experience of:

- developing and design of DVD/video specifications,
- editing DVD/videos to include any voiceovers/background music as required,
- sourcing/creating artwork to include in DVDs/videos,
- uploading DVDs/videos to Internet/Intranet sites or portals as deemed necessary by client,
- delivering completed DVDs/videos within agreed time-frames.

Evidence provided in this response should include:

- Names of the proposed personnel,
- Names of the Organisation to whom the services were provided,
- Dates that the services were provided,
- Confirmation as to how the proposed staff met the experience requirements.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

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

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

P_18267

IV.3.2. Previous publication concerning this procedure

no

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: 2.2.2015 - 15:00

Payable documents: no

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

2.2.2015 - 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

Date: 2.2.2015 - 15:01

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Only CPD Procurement Staff with access to the project on eSourcing.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

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

no

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 'I agree' — Enter your correct business and user details — Note the user-name 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 user-name /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 on-screen instructions to complete the PQQ/ ITT — There may be a mixture of on-line and off-line actions for you to perform (there is detailed on-line 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 on-line help, or contact the eTendering help desk.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Central Procurement Directorate
Postal address: Clare House, 303 Airport Road West
Town: Belfast
Postal code: BT3 9ED
Country: United Kingdom
Internet address: www.dfpni.gov.uk/cpd

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)/Utilities Contracts Regulations (SI 2005 No 6) ~~***(DELETE AS APPROPRIATE)***~~ 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

Official name: Central Procurement Directorate
Postal address: Clare House, 303 Airport Road West
Town: Belfast
Postal code: BT3 9ED
Country: United Kingdom
Internet address: www.dfpni.gov.uk/cpd

VI.5. Date of dispatch of this notice

12.12.2014