

**United Kingdom-Belfast: Audio-visual materials**  
**OJ S 185/2019 25/09/2019**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Health and Safety Executive for Northern Ireland HSENI

Postal address: 83 Ladas Drive

Town: Belfast

NUTS code: UK United Kingdom

Postal code: BT6 9FR

Country: United Kingdom

E-mail: [SSDAdmin.CPD@finance-ni.gov.uk](mailto:SSDAdmin.CPD@finance-ni.gov.uk)

**Internet address(es):**

Main address: <https://etendersni.gov.uk/epps>

Address of the buyer profile: <https://etendersni.gov.uk/epps>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendersni.gov.uk/epps>

Additional information can be obtained from the abovementioned address

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

**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

General public services

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**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

ID 2424635 DfE HSENI — Supply and Storage of Corporate Display Material and Technical Support

**II.1.2. Main CPV code**

32321300 Audio-visual materials

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

HSENI wishes to appoint a service provider to undertake the supply and storage of all relevant materials and arrange technical support for events which take place at various venues throughout Northern Ireland.

**II.1.5. Estimated total value**

Value excluding VAT: 120 000,00 GBP

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

**II.2.2. Additional CPV code(s)**

39154000 Exhibition equipment, 39154100 Exhibition stands, 79950000 Exhibition, fair and congress organisation services, 79952100 Cultural event organisation services, 79956000 Fair and exhibition organisation services

**II.2.3. Place of performance**

NUTS code: UKN Northern Ireland

**II.2.4. Description of the procurement**

HSENI wishes to appoint a service provider to undertake the supply and storage of all relevant materials and arrange technical support for events which take place at various venues throughout Northern Ireland.

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Qualitative criteria / Weighting: 20

Cost criterion - Name: Quantitative criteria / Weighting: 80

**II.2.6. Estimated value**

Value excluding VAT: 120 000,00 GBP

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The contract will commence in November 2019 for an initial 1 year period with the option to extend for a further 3 periods of 1 year each, subject to an annual satisfactory performance review.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

The contract will commence in November 2019 for an initial 1 year period with the option to extend for a further 3 periods of 1 year each, subject to an annual satisfactory performance review.

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

## II.2.14. Additional information

### Section IV: Procedure

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#### IV.1. Description

##### IV.1.1. Type of procedure

Open procedure

##### IV.1.3. Information about a framework agreement or a dynamic purchasing system

##### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

#### IV.2. Administrative information

##### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 25/10/2019 Local time: 15:00

##### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

##### IV.2.4. Languages in which tenders or requests to participate may be submitted

English

##### IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 23/01/2020

##### IV.2.7. Conditions for opening of tenders

Date: 25/10/2019 Local time: 15:30

### Section VI: Complementary information

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#### VI.1. Information about recurrence

This is a recurrent procurement: yes

#### VI.3. Additional information

The pricing schedule applied and the setting of cost/profit margins is a commercial decision for economic operators when submitting a bid. Neither CPD or the authority can provide any guarantee of the level of business under this contract. The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a certificate of unsatisfactory performance and the contract may be terminated.

#### VI.4. Procedures for review

##### VI.4.1. Review body

Official name: The UK does not have any special review body with responsibility for appeal

/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015

Town: UK

Country: United Kingdom

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.

**VI.5. Date of dispatch of this notice**

23/09/2019