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Tender

## **Corporate Branding and Merchandise**

Senedd Cymru / Welsh Parliament

F02: Contract notice

Notice identifier: 2022/S 000-001800

Procurement identifier (OCID): ocds-h6vhtk-030da1

Published 21 January 2022, 9:05am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Senedd Cymru / Welsh Parliament

Senedd Cymru / Welsh Parliament, Ty Hywel, Cardiff Bay

Cardiff

CF99 1SN

#### **Contact**

Alexander Dalton

#### **Email**

[alexander.Dalton@senedd.wales](mailto:alexander.Dalton@senedd.wales)

#### **Telephone**

+44 3002006265

#### **Country**

United Kingdom

**NUTS code**

UKL22 - Cardiff and Vale of Glamorgan

**Internet address(es)**

Main address

[www.senedd.wales.org/abthome/abt-procurement.htm](http://www.senedd.wales.org/abthome/abt-procurement.htm)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0424](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0424)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://etenderwales.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk>

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

Body governed by public law

**I.5) Main activity**

Other activity

Devolved Legislation

## **Section II: Object**

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

#### **II.1.1) Title**

Corporate Branding and Merchandise

Reference number

1214

#### **II.1.2) Main CPV code**

- 79952000 - Event services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Senedd is looking to procure a supplier/s to deliver our corporate branding and merchandise needs. The contract period will be for 4 years from award of contract, with an option to extend for a further year at the commissions discretion. This competition will be managed in two lots enabling suppliers to bid for one or both contracts. Lot 1 – Corporate Branding Lot 2 – Merchandise

#### **II.1.5) Estimated total value**

Value excluding VAT: £190,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

### **II.2) Description**

#### **II.2.1) Title**

Corporate Branding

Lot No

1

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

- 79952000 - Event services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

Wales

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

The Senedd traditionally has a presence at a range of corporate events of varying sizes, these include the Urdd Eisteddfod, Royal Welsh, and National Eisteddfod for Wales. The Senedd may also procure under this framework services to deliver specific strategic events on the Senedd estate and across Wales.

These events aim to engage audiences in communities across Wales, increase interest in, and understanding of the Senedd and the Welsh Youth Parliament's (WYP) work, whilst increasing brand awareness.

In these instances, corporate branding would be needed to support our work at these events. Dependent on the nature of the event, services could include but would not be limited to supplying and fitting high quality external branding and internal dressing for an exhibition stand, procuring physical structures which could include organising ground rent, lighting, flooring, wiring, decking, internal event furniture, producing branded banners, wall/window vinyls, 3D signs, branded interactive activities and information boards.

We are looking to award the contract to an organisation who can supply and fit a physical solution on to which our corporate identity can be applied. In most instances the corporate design will be supplied by our in-house designers, but suppliers could be asked to draw up designs occasionally by following our brand guidelines.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £150,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The contract period will be for 4 years from award of contract, with an option to extend for a further year at the commissions discretion.

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **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) Description**

### **II.2.1) Title**

Merchandise

Lot No

2

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

- 79342200 - Promotional services

## **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

Main site or place of performance

Wales

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

The Senedd uses merchandise as part of its efforts to engage with the people of Wales and raise awareness of its work, which also includes the work of the Welsh Youth Parliament. Items procured have previously included pens, pencils, tote bags, lanyards, water bottles, draw string bags, ponchos, sunglasses, t-shirts, hoodies and rucksacks. Services could include but would not be limited to the items listed above.

## **II.2.5) Award criteria**

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Duration in months

48

This contract is subject to renewal

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### **II.2.13) Information about European Union Funds**

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As outlined in the Procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **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

21 February 2022

Local time

10:00am

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

28 February 2022

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

English, Welsh

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated notice will be published for the renewal of this contract in December 2026 unless extension is applied then December 2027.

### VI.3) Additional information

Suppliers will need to be registered on the Bravo Solution portal in order to obtain the Pre-Qualification Questionnaire (PQQ) and view the supporting Procurement documents. If you are not already registered you can register by going to [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk). It is free to register on this portal. Once registered:-

- Click the 'Open Access PQQs' link
- Click on the relevant PQQ to access the content (pqq\_33230 - Corporate Branding and Merchandise
- )
- Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page. This will move the PQQ into your 'My PQQs' page
- Click on the PQQ code. You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box
- You can now choose to 'Reply' to the PQQ and submit your response

Please note that the Procurement documents will be uploaded into the 'Supplier Attachments' area under 'Settings' for all suppliers to view.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=116046](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=116046)

(WA Ref:116046)

The buyer considers that this contract is suitable for consortia.

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=117816](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=117816)

(WA Ref:117816)

The buyer considers that this contract is suitable for consortia.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom