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Tender

## Graphic Design Services

Belfast Visitor and Convention Bureau Limited trading as Visit Belfast

F02: Contract notice

Notice identifier: 2024/S 000-004310

Procurement identifier (OCID): ocds-h6vhtk-04388b

Published 8 February 2024, 6:58pm

## Section I: Contracting authority

### I.1) Name and addresses

Belfast Visitor and Convention Bureau Limited trading as Visit Belfast

9 Donegall Square North

Belfast

BT1 5GB

#### Email

[reception@visitbelfast.com](mailto:reception@visitbelfast.com)

#### Country

United Kingdom

#### Region code

UKN06 - Belfast

## **Internet address(es)**

Main address

[www.visitbelfast.com](http://www.visitbelfast.com)

## **I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

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

Regional or local Agency/Office

## **I.5) Main activity**

Other activity

Tourism

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## **Section II: Object**

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

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

Graphic Design Services

Reference number

VB009

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

- 79822500 - Graphic design services

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

Services

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

This procurement relates to the provision of graphic design services to Visit Belfast. Visit Belfast is seeking to appoint a service provider to provide wide ranging graphic design services. A three year (plus optional two-year extension) call off contract is planned through this procurement in which the total value of services required may range from £500,000 up to £1,000,000 per annum (giving a potential range of £1,500,000 to £3,000,000 for the initial 3 years of the contract).

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

Value excluding VAT: £5,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast

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

Visit Belfast wishes to appoint a suitably qualified, experienced and competent graphic design agency to support the delivery of Visit Belfast's ambitious business plans and growth strategy. This will include the design for digital platforms alongside production of a series of visitor publications as required, as well as provide design solutions for a range of exhibition, marketing and promotional support materials.

#### **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: £2,500,000

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

Duration in months

60

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

The proposed contract will continue for an initial period of 3 years, subject to performance, funding and compliance by the successful bidder with the terms of the contract. There is an option for extension for a further 2 periods of 1 year each, at Visit Belfast's sole discretion. This option to extend will only be considered upon satisfactory performance of the successful provider and the requisite funding being made available to Visit Belfast. Projects within the contract will be agreed individually and Visit Belfast is under no obligation to award any services required exclusively to the successful provider or ensure any number, value or scale of projects during the contract.

### **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**

Any values stipulated in this notice are not guaranteed.

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

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

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

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

Visit Belfast may require members of a consortium to assume a specific legal form if awarded the contract pursuant to Regulation 19(6) of the Public Contracts Regulations 2015 (as amended). Alternatively, the consortium members may be required to accept joint and several liability under any contract awarded. Visit Belfast reserves the right to request further information regarding sub-contractors and/or consortium members if considered relevant. Where parties are bidding in partnership, joint and several liability will be required. Financial guarantees and/or other guarantees of performance may be required by Visit Belfast if considered appropriate.

#### **III.2.3) 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

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## **Section IV. Procedure**

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

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

Open 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

15 March 2024

Local time

5:00pm

### **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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

15 March 2024

Local time

5:30pm

Place

via eSourcing NI

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The costs of responding to this notice and participation in the process shall be borne by each bidder. All discussions and correspondence will be deemed strictly subject to contract unless and until a formal contract is entered into (as confirmed in writing by Visit Belfast).

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

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

High Court of Justice in Northern Ireland

Royal Courts of Justice, Chichester Street

Belfast

BT1 3JF

Email

[office@courtsni.gov.uk](mailto:office@courtsni.gov.uk)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**



High Court of Justice in Northern Ireland

Royal Courts of Justice, Chichester Street

Belfast

BT1 3JF

Email

[office@courtsni.gov.uk](mailto:office@courtsni.gov.uk)

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for review procedures: Any appeals should be promptly brought to the attention of Visit Belfast and will be dealt with in accordance with the requirements of the Public Contracts Regulations 2015 (as amended). Any appeals must be brought within the time-scales specified by the applicable law, including, without limitation, the Public Contracts Regulations 2015 (as amended). In accordance with such regulations, Visit Belfast will also incorporate a minimum 10 calendar day standstill period from the point information on award of contract is communicated to bidders.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Belfast Visitor and Convention Bureau Limited, trading as Visit Belfast

9 Donegall Square North

Belfast

BT1 5GB

Country

United Kingdom