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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

Country

United Kingdom

Region code

UKN06 - Belfast

Internet address(es)

Main address

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

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.

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

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

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

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

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