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Tender

## **ID 4495265 - DfE - Tourism NI - Storage and Pick/Pack Services**

Tourism NI

F02: Contract notice

Notice identifier: 2023/S 000-004856

Procurement identifier (OCID): ocids-h6vhtk-03a668

Published 17 February 2023, 10:44am

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

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

Tourism NI

Floors 10-12, Linum Chambers Bedford Square, Bedford Street

BELFAST

BT2 7ES

#### **Contact**

SSDAdmin.CPDfinance-ni.gov.uk

#### **Email**

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

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

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

Buyer's address

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

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

The contract is awarded by a central purchasing body

**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 above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Tenders or requests to participate must be submitted to the above-mentioned 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 4495265 - DfE - Tourism NI - Storage and Pick/Pack Services

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

- 63120000 - Storage and warehousing services

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

Services

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

The Northern Ireland Tourist Board (NITB) trading as Tourism Northern Ireland (Tourism NI) is a statutory, non-departmental public body. It is funded by the Department for the Economy (DfE). The Northern Ireland Visitor Information Centre (VIC) network established by Tourism NI in 1994 provides a coordinated, consistent and improved source of high quality visitor information. Tourism NI plays a key role in this by providing a range of services to the network including the provision of promotional literature and marketing support. Tourism NI also produces a range of literature / collateral which is used to promote Northern Ireland as an attractive, globally competitive and successful destination. In this regard, Tourism NI needs to procure storage space for this literature / collateral as well as services for distributing and replenishing literature throughout Northern Ireland, the Republic of Ireland and the rest of the world. Tourism Northern Ireland is seeking to procure a Contractor who can provide storage of literature/collateral/ad hoc items. The Contractor will be expected to securely store Tourism NI property / ad hoc items as well as a range of Tourism NI corporate literature/collateral and promotional materials and provide a pick and pack service for items in storage to be collected for distribution by our contracted courier.

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

Value excluding VAT: £165,000

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

This contract is divided into lots: No

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

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

- 63121100 - Storage services
- 64100000 - Post and courier services
- 64120000 - Courier services
- 30193700 - File storage box
- 63000000 - Supporting and auxiliary transport services; travel agencies services

**II.2.3) Place of performance**

NUTS codes

- UKN - Northern Ireland

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

The Northern Ireland Tourist Board (NITB) trading as Tourism Northern Ireland (Tourism NI) is a statutory, non-departmental public body. It is funded by the Department for the Economy (DfE). The Northern Ireland Visitor Information Centre (VIC) network established by Tourism NI in 1994 provides a coordinated, consistent and improved source of high quality visitor information. Tourism NI plays a key role in this by providing a range of services to the network including the provision of promotional literature and marketing support. Tourism NI also produces a range of literature / collateral which is used to promote Northern Ireland as an attractive, globally competitive and successful destination. In this regard, Tourism NI needs to procure storage space for this literature / collateral as well as services for distributing and replenishing literature throughout Northern Ireland, the Republic of Ireland and the rest of the world. Tourism Northern Ireland is seeking to procure a Contractor who can provide storage of literature/collateral/ad hoc items. The Contractor will be expected to securely store Tourism NI property / ad hoc items as well as a range of Tourism NI corporate literature/collateral and promotional materials and provide a pick and pack service for items in storage to be collected for distribution by our contracted courier.

**II.2.5) Award criteria**

Quality criterion - Name: As per the Tender Documents / Weighting: 30

Cost criterion - Name: As per the Tender Documents / Weighting: 70

**II.2.6) Estimated value**

Value excluding VAT: £165,000

### **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

This is a recurring requirement and may be retendered

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

Variants will be accepted: No

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

Options: Yes

Description of options

Four optional extension periods of up to 12 months each.

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

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

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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

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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

24 March 2023

Local time

3:00pm

#### **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**

Tender must be valid until: 22 June 2023

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

Date

24 March 2023

Local time

3:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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 Construction Procurement Delivery Supplies and Services Division for further action. If this occurs and the Contractors performance does not improve to satisfactory levels within the specified period, this can be considered grounds for termination of the contract at the Contractors expense as provided for in the Conditions of Contract. In lieu of termination, CPD may issue a Notice of Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice of Unsatisfactory Performance may in accordance with The Public Contracts Regulations 2015 (as amended) be excluded from future public procurement competitions for a period of up to three years.

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

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

Not applicable in the UK

Not applicable in the UK

Country

United Kingdom