

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004856-2023>

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): ocds-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

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

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

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

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

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