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Tender

QUB/2743/25 Graphic Design Services

Queen's University Belfast

F02: Contract notice

Notice identifier: 2025/S 000-005106

Procurement identifier (OCID): ocds-h6vhtk-04e1cb

Published 14 February 2025, 11:54am

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

Email

j.glackin@qub.ac.uk

Telephone

+44 2890973026

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

<http://www.qub.ac.uk>

Buyer's address

<http://www.qub.ac.uk/po>

I.3) Communication

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

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

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://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

QUB/2743/25 Graphic Design Services

Reference number

QUB/2743/25

II.1.2) Main CPV code

- 79822500 - Graphic design services

II.1.3) Type of contract

Services

II.1.4) Short description

The University wishes to appoint an agency for the provision of Graphic design services to provide operational support to the Queen's Global creative design team, and Faculty student recruitment hubs delivering creative design solutions aimed at a wide range of audiences including prospective and current students, staff and industry partners, for use across multiple platforms.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79822500 - Graphic design services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast

II.2.4) Description of the procurement

The University wishes to appoint an agency for the provision of Graphic design services to provide operational support to the Queen's Global creative design team, and Faculty student recruitment hubs delivering creative design solutions aimed at a wide range of audiences including prospective and current students, staff and industry partners, for use across multiple platforms. Design requirements will include, but are not limited to:

- Powerpoint and presentations – the supplier must demonstrate experience with PowerPoint for professional presentations, and integrating university brand principles into design
- Ability to create high-resolution, print-ready files for – Business cards , postcards (A5), and booklets (210mm square, A4, A5)
- Posters & pop-up banners (pull-up banners, outdoor vinyl designs).
- Event menus, programs, and exhibition signage
- Social Media & Web Ads – including but not limited to Google display, ability to create carousel posts, static posts for platforms including Instagram, LinkedIn, Facebook, X to a high standard
- Experience designing high quality campaign outputs for OOH media

II.2.5) Award criteria

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

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The renewal may be commence in 54 months if all extension options are exercised

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract is for an initial period of 1 year with options to extend by up to a further 48 months

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please refer to tender documents

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.2.3) 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

18 March 2025

Local time

4:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

18 March 2025

Local time

4:15pm

Place

Queen's University Belfast

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 54 months (if applicable)

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

This authority will incorporate a standstill period at the point information on the award of the contract is communicated to Tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contract Regulations 2015 (SI 2015/102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).