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Tender

Provision of Public Relations, Engagement and Communications services for the Harlow and Gilston Garden Town

Epping Forest District Council

F02: Contract notice

Notice identifier: 2022/S 000-007634

Procurement identifier (OCID): ocids-h6vhtk-03246c

Published 21 March 2022, 6:15pm

Section I: Contracting authority

I.1) Name and addresses

Epping Forest District Council

Civi Offices, High Street

Braintree

CM7 9HB

Contact

Katrine Sallows

Email

katrine.sallows@braintree.gov.uk

Telephone

+44 1376551414

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

<https://www.eppingforestdc.gov.uk>

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Braintree:-Public-relations-services./36T2K3B94T>

Additional information can be obtained from the above-mentioned address

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

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Public Relations, Engagement and Communications services for the Harlow and Gilston Garden Town

II.1.2) Main CPV code

- 79416000 - Public relations services

II.1.3) Type of contract

Services

II.1.4) Short description

Epping Forest District Council is seeking to procure digital and traditional PR, Communications, Marketing and Engagement support services for the Harlow & Gilston Garden Town project, one of the most exciting regeneration opportunities for sustainable development of any place in the UK and the second largest growth initiative in the South-East region.

These services will not only provide media expertise but give political counsel and insight, and community engagement and co-design best practice to the HGGT project team, which includes a dedicated Comms and Engagement Officer.

The initial contract will be for a period of 24 months with the option to extend for up to a further 18 months through one or more extension.

II.1.5) Estimated total value

Value excluding VAT: £322,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79342000 - Marketing services

- 79342200 - Promotional services
- 79341100 - Advertising consultancy services
- 79341200 - Advertising management services
- 79341400 - Advertising campaign services
- 79413000 - Marketing management consultancy services

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

Main site or place of performance

Essex

II.2.4) Description of the procurement

Epping Forest District Council is seeking to procure digital and traditional PR, Communications, Marketing and Engagement support services for the Harlow & Gilston Garden Town project, one of the most exciting regeneration opportunities for sustainable development of any place in the UK and the second largest growth initiative in the South-East region.

These services will not only provide media expertise but give political counsel and insight, and community engagement and co-design best practice to the HGGT project team, which includes a dedicated Comms and Engagement Officer.

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: £322,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Either at end of initial period or extended period, subject to availability of funding

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

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

III.1.3) Technical and professional ability

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

21 April 2022

Local time

12:00pm

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: 14 July 2022

IV.2.7) Conditions for opening of tenders

Date

21 April 2022

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Estimated timing for further notices to be published: Notices will be issued prior to expiry of the initial term of this agreement, or the extension

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Braintree:-Public-relations-services./36T2K3B94T>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/36T2K3B94T>

GO Reference: GO-2022321-PRO-19832959

VI.4) Procedures for review

VI.4.1) Review body

Epping Forest District Council

Civi Offices, High Street

Epping

CM16 4BZ

Country

United Kingdom