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Tender

COMMUNICATIONS STRATEGY AND SERVICES

Lycee Francais Charles de Gaulle

F02: Contract notice

Notice identifier: 2024/S 000-016098

Procurement identifier (OCID): ocds-h6vhtk-04697c

Published 22 May 2024, 8:39am

Section I: Contracting authority

I.1) Name and addresses

Lycee Francais Charles de Gaulle

35 Cromwell Road

London

SW7 2DG

Email

secretariat-proviseure@lyceefrancais.org.uk

Country

United Kingdom

NUTS code

UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Internet address(es)

Main address

<http://www.lyceefrancais.org.uk>

Buyer's address

https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA25527

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://www.mytenders.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.mytenders.co.uk/>

I.4) Type of the contracting authority

Other type

French school under direct management from the AEFE, Agency for French education abroad

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

COMMUNICATIONS STRATEGY AND SERVICES

Reference number

21052024

II.1.2) Main CPV code

- 79340000 - Advertising and marketing services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of the tendering is to select the best communications agency to perform the services described in the invitation to tender for a period starting on 1st of September 2024.

II.1.5) Estimated total value

Value excluding VAT: £83,333

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79340000 - Advertising and marketing services

II.2.3) Place of performance

NUTS codes

- UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Main site or place of performance

LONDON

II.2.4) Description of the procurement

The purpose of the tendering is to select the best in the tender documents for a period starting on 1 September 2024 and ending on 31 August 2025.

II.2.5) Award criteria

Quality criterion - Name: QUALITY / Weighting: 60

Price - Weighting: 40

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

In case the contract is satisfactory, the Lycee will renew the contract for maximum one to two years after the first 12-months period.

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

II.2.14) Additional information

Please refer to the Tender Documents

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.2.3) 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: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

20 June 2024

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

20 June 2024

Local time

12:00pm

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

Please refer to the Tender Documents

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=232000.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.mytenders.co.uk/sitehelp/help_guides.aspx

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Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:232000)

VI.4) Procedures for review

VI.4.1) Review body

LYCEE FRANCAIS CHARLES DE GAULLE

LONDON

SW72DG

Country

United Kingdom