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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](mailto: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](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 AEFÉ, Agency for French education abroad

## **I.5) Main activity**

Education

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## **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

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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

#### **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

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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: 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

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## **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](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](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

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