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Tender

STRATEGIC COMMUNICATIONS, ENGAGEMENT AND PUBLIC AFFAIRS SUPPORT FOR MID AND EAST ANTRIM BOROUGH COUNCIL

MID AND EAST ANTRIM BOROUGH COUNCIL

F02: Contract notice

Notice identifier: 2021/S 000-017260

Procurement identifier (OCID): ocids-h6vhtk-02cada

Published 21 July 2021, 4:14pm

Section I: Contracting authority

I.1) Name and addresses

MID AND EAST ANTRIM BOROUGH COUNCIL

The Braid Ballymena Town Hall, 1-29 Bridge Street

BALLYMENA

BT435EJ

Contact

Procurement Team MEA

Email

Procurement@midandeastantrim.gov.uk

Telephone

+44 2825633165

Country

United Kingdom

NUTS code

UKN0F - Mid and East Antrim

Internet address(es)

Main address

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

I.3) Communication

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

<https://e-sourcingni.bravosolution.co.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk>

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

STRATEGIC COMMUNICATIONS, ENGAGEMENT AND PUBLIC AFFAIRS SUPPORT
FOR MID AND EAST ANTRIM BOROUGH COUNCIL

Reference number

T359/JS

II.1.2) Main CPV code

- 79500000 - Office-support services
 - QA03 - For advertising on television
 - QA04 - For advertising on the Internet
 - QA05 - For advertising in cinemas
 - QA07 - For advertising in magazines
 - QA08 - For advertising on posters
 - QA11 - For events

II.1.3) Type of contract

Services

II.1.4) Short description

Mid and East Antrim Borough Council ('the Council') invites tenders from suitably qualified companies to provide a comprehensive range of strategic integrated communications, public relations and public affairs services and support across a range of business functions in order to help add value to the organisation.

This includes developing a strategic external and internal communication strategy, responding to media enquiries, issuing news releases, developing PR and marketing campaigns, raising the profile of Council regionally and nationally, managing and monitoring social media, delivering media training to relevant spokespeople, developing internal and external publications and providing a graphic design service. The team works closely with staff across all services and provides support and information to Council

leaders and Elected Members.

II.1.5) Estimated total value

Value excluding VAT: £140,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKN0F - Mid and East Antrim

II.2.4) Description of the procurement

includes developing a strategic external and internal communication strategy, responding to media enquiries, issuing news releases, developing PR and marketing campaigns, raising the profile of Council regionally and nationally, managing and monitoring social media, delivering media training to relevant spokespeople, developing internal and external publications and providing a graphic design service. The team works closely with staff across all services and provides support and information to Council leaders and Elected Members.

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

12

This contract is subject to renewal

Yes

Description of renewals

1 further period of 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

30 July 2021

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

30 July 2021

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

mid and east antrim borough council

ballymena

Country

United Kingdom