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Tender

QUB/2510/24 Framework Agreement for the Provision of Professional Photography Services

Queen's University Belfast

F02: Contract notice

Notice identifier: 2024/S 000-018783

Procurement identifier (OCID): ocds-h6vhtk-0470da

Published 18 June 2024, 3:34pm

Section I: Contracting authority

I.1) Name and addresses

Queen's University Belfast

Procurement Office, University Road

Belfast

BT7 1NN

Email

f.toh@qub.ac.uk

Country

United Kingdom

NUTS code

UKN06 - Belfast

Internet address(es)

Main address

<https://in-tendhost.co.uk/queensuniversitybelfast.aspx/Home>

Buyer's address

<https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/procurement/>

I.3) Communication

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

<https://in-tendhost.co.uk/queensuniversitybelfast.aspx/Home>

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

QUB/2510/24 Framework Agreement for the Provision of Professional Photography Services

Reference number

QUB/2510/24

II.1.2) Main CPV code

- 79961000 - Photographic services

II.1.3) Type of contract

Services

II.1.4) Short description

The Communications Office within Queen's wishes to appoint a panel of three photography service providers to a framework agreement for the Provision of Professional Photography Services, ensuring continuity of service and resulting in the delivery of key University messaging. Photography services required are as follows and will be available to Queen's Schools and Directorates on an ad hoc basis:• Public Relations Photography• Corporate Photography• Creative photographyThe Economic Operator(s) will be required to deliver the service at multiple locations within Queen's campus and at other venues as required.Call-off from this Framework Agreement is by means of Method 1 - Direct Award (Ranked), Method 2 - Desktop Evaluation, or Method 3 – Further Competition.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79961000 - Photographic services

- 79961100 - Advertising photography services
- 79961350 - Studio photography services
- 79961300 - Specialised photography services
- 22315000 - Photographs

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

II.2.4) Description of the procurement

The Communications Office within Queen's wishes to appoint a panel of three photography service providers to a framework agreement for the Provision of Professional Photography Services, ensuring continuity of service and resulting in the delivery of key University messaging. Photography services required are as follows and will be available to Queen's Schools and Directorates on an ad hoc basis:

- Public Relations Photography
- Corporate Photography
- Creative photography

The Economic Operator(s) will be required to deliver the service at multiple locations within Queen's campus and at other venues as required. Call-off from this Framework Agreement is by means of Method 1 - Direct Award (Ranked), Method 2 - Desktop Evaluation, or Method 3 – Further Competition. For call-off by means of Method 1 and 2, the requestor will be required to contract directly with the first ranked Framework Provider, identified via the Call-off method chosen, unless:

- No response within four hours of initial request for non-urgent requirement.
- No response within one hour of initial request for urgent requirement (required the same day/next day).
- They confirm they do not have the capacity to provide the service.
- They cannot provide the service within the required timescales.

If any of these apply, then the second ranked Framework Provider will be contacted, and so on. For call-off by means of Method 3, all the Framework Providers appointed will be included in the exercise and contacted for specific pricing. Exclusion from further competition will be on the basis of either:

- No response within 5 working days of request for quote.
- They confirm they do not have the capacity to provide the service.
- They cannot provide the service within the required timescales.

The first ranked provider identified from the further competition will be then contracted directly by the requestor. Queen's cannot however offer any guarantee as to the value or volume of business which will be awarded to any one Economic Operator. As this tender is for a framework arrangement, it is Queen's intention to award this tender on the basis of receiving more than one satisfactory compliant tender submission. Should only one satisfactory compliant tender be received, the University reserves the right to terminate the procurement exercise and, if required, to re-advertise.

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

48

This contract is subject to renewal

Yes

Description of renewals

The Agreement will initially be for a period of 12 months, subject to satisfactory annual review, with the option to extend the agreement by up to a further 36 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Agreement will initially be for a period of 12 months, subject to satisfactory annual review, with the option to extend the agreement by up to a further 36 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 documentation.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Please refer to tender documentation.

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

29 July 2024

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

29 July 2024

Local time

4:00pm

Place

United Kingdom

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Queen's University Belfast

Belfast

Country

United Kingdom