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Tender

Creative and Design Services

OFCOM

F02: Contract notice

Notice identifier: 2024/S 000-019918

Procurement identifier (OCID): ocds-h6vhtk-0478ad

Published 1 July 2024, 11:22am

Section I: Contracting authority

I.1) Name and addresses

OFCOM

Riverside House, 2a Southwark Bridge Road

London

SE1 9HA

Email

procurementnotice@ofcom.org.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.ofcom.org.uk

I.3) Communication

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

<https://ofcom.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://ofcom.bravosolution.co.uk/>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Creative and Design Services

II.1.2) Main CPV code

- 79822500 - Graphic design services

II.1.3) Type of contract

Services

II.1.4) Short description

The Office of Communications (“Ofcom”) is running a procurement process to identify a suitably qualified supplier for the provision of creative and design services. Ofcom has a requirement for Creative and Design Services to support on an ad hoc basis. Our in-house Communications Team incorporates a small creative team but, like any small team, we require assistance for bigger projects and are looking to engage two agencies to assist us with our creative production.

As a minimum, the Creative Agency must deliver the following:

- Digital Design services
- Video/animation services
- Branding design
- Print design
- Creative strategy

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79961350 - Studio photography services
- 92111250 - Information film production

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Ofcom has a requirement for Creative and Design Services to support on an ad hoc basis. Our in-house Communications Team incorporates a small creative team but, like any small team, we require assistance for bigger projects and are looking to engage two agencies to assist us with our creative production.

As a minimum, the Creative Agency must deliver the following:

- Digital Design services
- Video/animation services
- Branding design
- Print design
- Creative strategy

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: £250,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend for a further 12 months. The maximum contact term will be 48 months.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 5

Maximum number: 5

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

Restricted 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

31 July 2024

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

27 August 2024

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: 6 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The estimated contract value is the estimated spend across all contracts for the maximum possible term, including the extension option. Values are exclusive of VAT.

This tendering exercise is being undertaken using the Jaggaer electronic tendering system at <https://ofcom.bravosolution.co.uk>. Suppliers will need to register an interest on the system in order to participate and registration is free.

VI.4) Procedures for review

VI.4.1) Review body

The High Court - The Royal Courts of Justice

London

Country

United Kingdom