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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](mailto:procurementnotice@ofcom.org.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

[www.ofcom.org.uk](http://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

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## **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 contract 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

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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

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## **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)

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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 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