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Tender

Advertising, Recruitment & Public Information Notices

North Lanarkshire Council

F02: Contract notice

Notice identifier: 2023/S 000-021518

Procurement identifier (OCID): ocds-h6vhtk-03ea25

Published 25 July 2023, 3:53pm

Section I: Contracting authority

I.1) Name and addresses

North Lanarkshire Council

Civic Centre, Windmillhill Street

Motherwell

ML1 1AB

Contact

Corporate Procurement

Email

corporateprocurement@northlan.gov.uk

Country

United Kingdom

NUTS code

UKM84 - North Lanarkshire

Internet address(es)

Main address

<http://www.northlanarkshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00010

I.3) Communication

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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

Advertising, Recruitment & Public Information Notices

Reference number

NLC-CPT-23-043

II.1.2) Main CPV code

- 79341000 - Advertising services

II.1.3) Type of contract

Services

II.1.4) Short description

North Lanarkshire Council (the "Council") intend to award a Contract to a single service provider for the provision of Advertising, Recruitment & Public Information Notices.

II.1.5) Estimated total value

Value excluding VAT: £1,039,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79341000 - Advertising services
- 79340000 - Advertising and marketing services
- 79341400 - Advertising campaign services
- 79600000 - Recruitment services

II.2.3) Place of performance

NUTS codes

- UKM84 - North Lanarkshire

II.2.4) Description of the procurement

The following information is intended to give Candidates an overview of the high level requirements.

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Requirements: The Council seek an external supplier (single supplier contract) to work with and on behalf of the Council's Corporate Communications Service to plan, buy, book and manage media space for advertising, recruitment advertising and public information notices in Scotland, UK and Ireland and overseas as required.

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The Contract must be carried out in accordance with the information provided within this Contract Notice; information and the ITT documentation in PCS-T tendering; .

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Tenders must be submitted for the full requirements; only tenders submitted on this basis will be considered.

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Tenderers must respond to a range of Selection Questions within the PCS-T Qualification Envelope.

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Tenderers must download and complete a range of Award based questions and statements located within the PCS-T Technical Envelope.

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Tenderers must download, complete and upload to PCS-Commercial envelope.

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All documentation located within PCS-Tender Supplier Attachment Area.

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II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 30

Price - Weighting: 70

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 initial period of the Contract will be 24 months with the option for the Council to extend for up to a further 24 months in 2 x 12 month extensions. The extension periods will be at the Council's sole discretion.

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 BE AWARE OF THE EXCLUSION GROUNDS.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders must respond to SPD Questions 4B.Financial Ratio, 4B.5.1b and 4B.5.2.

Minimum level(s) of standards possibly required

4B.5.1b, 4B.5.2 - It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

-Employer's (Compulsory) Liability Insurance = 10000000 GBP

-Public Liability Insurance = 5000000 GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

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Bidders will be required to have an: "Acid Test" financial ratio of 1.00. The "Acid Test" financial ratio will be calculated as follows: Liquid Assets (Cash and Cash Equivalents + Marketable Securities + Accounts Receivable) / Current Liabilities

Minimum Requirement: 1.0. Start Date: Financial year 2021; End Date: Financial 2022

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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

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.2.1) Previous publication concerning this procedure

Notice number: [2019/S 143-352197](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

25 August 2023

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

IV.2.7) Conditions for opening of tenders

Date

25 August 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tendering for future requirements will commence approximately 6 months prior to the expiry of the contract/extension period.

VI.2) Information about electronic workflows

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 24789. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Please refer to the ITT Pack in the Supplier Attachment Area within PCS-Tender for details.

(SC Ref:739475)

VI.4) Procedures for review

VI.4.1) Review body

Scottish Courts

Edinburgh

Country

United Kingdom

Internet address

<http://www.northlanarkshire.gov.uk>

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session.