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Tender

## **Media Monitoring**

Corporate Officer of the House of Commons

F02: Contract notice

Notice identifier: 2024/S 000-028396

Procurement identifier (OCID): ocds-h6vhtk-049845

Published 5 September 2024, 11:40am

## **Section I: Contracting authority**

### **I.1) Name and addresses**

Corporate Officer of the House of Commons

Parliament Square

LONDON

SW1A 0AA

#### **Contact**

Parliamentary Commercial Directorate

#### **Email**

[pcd@parliament.uk](mailto:pcd@parliament.uk)

#### **Telephone**

+44 2072198592

#### **Country**

United Kingdom

**Region code**

UKI32 - Westminster

**National registration number**

210715608

**Internet address(es)**

Main address

<https://www.parliament.uk/>

Buyer's address

<https://www.parliament.uk/>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://atamis-ukparliament.my.site.com/s/Welcome>

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**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

### **II.1.1) Title**

Media Monitoring

Reference number

GSV0729

### **II.1.2) Main CPV code**

- 72314000 - Data collection and collation services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

The Select Committee Media Team works to build and sustain the profile of designated House of Commons Select Committees across print, broadcast and digital media. A team of Media and Communications Officers provide strategic media advice, handling and support for Select Committee Chairs (Members of Parliament) and for committee teams (House of Commons officials).

There are 18 members of the team; media officers within the team provide support to around 25 Select Committees.

The requirement is for the provision of media monitoring and associated services, primarily press, online, and broadcast monitoring on designated Select Committees.

### **II.1.5) Estimated total value**

Value excluding VAT: £120,000

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

## **II.2) Description**

### **II.2.1) Title**

Lot 1

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 72314000 - Data collection and collation services

### **II.2.3) Place of performance**

NUTS codes

- UKI32 - Westminster

Main site or place of performance

Palace of Westminster

### **II.2.4) Description of the procurement**

The Select Committee Media Team works to build and sustain the profile of designated House of Commons Select Committees across print, broadcast and digital media. A team of Media and Communications Officers provide strategic media advice, handling and support for Select Committee Chairs (Members of Parliament) and for committee teams (House of Commons officials).

There are 18 members of the team; media officers within the team provide support to around 25 Select Committees.

The requirement is for the provision of media monitoring and associated services, primarily press, online, and broadcast monitoring on designated Select Committees.

### **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: £120,000

### **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

Extension +1 +1

#### **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) Description**

#### **II.2.1) Title**

Lot 2

Lot No

2

#### **II.2.2) Additional CPV code(s)**

- 72314000 - Data collection and collation services

#### **II.2.3) Place of performance**

NUTS codes

- UKI32 - Westminster

Main site or place of performance

Palace of Westminster

#### **II.2.4) Description of the procurement**

The Select Committee Media Team works to build and sustain the profile of designated

House of Commons Select Committees across print, broadcast and digital media. A team of Media and Communications Officers provide strategic media advice, handling and support for Select Committee Chairs (Members of Parliament) and for committee teams (House of Commons officials).

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Description of renewals

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#### **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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

<https://atamis-ukparliament.my.site.com/s/Welcome>

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## **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: No

### **IV.2) Administrative information**

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

Date

7 October 2024

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

#### **IV.2.7) Conditions for opening of tenders**

Date

7 October 2024

Local time

12:00pm

Place

Palace of Westminster



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## **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**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://judiciary.uk/highcourt>

#### **VI.4.2) Body responsible for mediation procedures**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://judiciary.uk/highcourt>

**VI.4.4) Service from which information about the review procedure may be obtained**

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://judiciary.uk/highcourt>