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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

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

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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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.1.1) 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>

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

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>