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Planning

Pre-market engagement for the provision of specialist sponsorship services

Belfast City Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-028866

Procurement identifier (OCID): ocds-h6vhtk-04996b

Published 10 September 2024, 7:58am

Section I: Contracting authority

I.1) Name and addresses

Belfast City Council

9 - 21 Adelaide Street

Belfast

BT2 8DJ

Email

cps@belfastcity.gov.uk

Country

United Kingdom

Region code

UKN06 - Belfast

Internet address(es)

Main address

<https://www.belfastcity.gov.uk/>

I.3) Communication

Additional information can be obtained from the above-mentioned address

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

Pre-market engagement for the provision of specialist sponsorship services

Reference number

T2557

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

This Prior Information Notice is to inform the marketplace of Belfast City Council's intention to carry out research (via a pre-market engagement questionnaire) to help shape and inform the development of a tender for the provision of specialist sponsorship services.

The Council wishes to procure a 'sponsorship specialist' to:

- Review selected assets and sites that it owns and operates, along with selected events and festivals;
- Advise on the potential suitability of each for external advertising and/or sponsorship opportunities; and then potentially;
- Identify, approach, negotiate with and secure appropriate sponsor(s) and advertiser(s).

It is anticipated that there will be two phases to the above:

- Phase 1: The 'sponsorship specialist' will review the selected assets and sites the Council owns and operates, along with the selected events and festivals. They will then advise on the potential suitability of each asset or site or festival/event for external advertising and/or sponsorship opportunities.
- Phase 2: Depending on the outcome of Phase 1, the 'sponsorship specialist' may be

required to identify, approach, negotiate with and secure appropriate sponsor(s) and advertiser(s).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 73000000 - Research and development services and related consultancy services

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, Northern Ireland.

II.2.4) Description of the procurement

As above.

The Council will send a pre-market engagement (PME) questionnaire to Contractors who register their interest.

II.2.14) Additional information

If you are interested in receiving and completing a PME questionnaire, please email cps@belfastcity.gov.uk (FAO Rachel Crothers) by 5pm Friday 27th September 2024 - please provide your company's name and an email address. Interested Contractors will then receive a PME questionnaire w/c 30th September, and will have two weeks to complete and return to the Council.

II.3) Estimated date of publication of contract notice

2 December 2024

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

To register interest in receiving a PME questionnaire, please email cps@belfastcity.gov.uk (FAO Rachel Crothers) with your Company's name and email address by 5pm Friday 27th September 2024.