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Tender

ID 4423666 - DfE - Consumer Council - Financial Services advertising

Consumer Council for Northern Ireland

F02: Contract notice

Notice identifier: 2022/S 000-032551

Procurement identifier (OCID): ocds-h6vhtk-038506

Published 16 November 2022, 4:26pm

Section I: Contracting authority

I.1) Name and addresses

Consumer Council for Northern Ireland

Seatem House, 28-32 Alfred Street

BELFAST

BT2 8EN

Email

ssdadmin.cpd@finance-ni.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://etendersni.gov.uk/epps>

Buyer's address

<https://etendersni.gov.uk/epps>

I.3) Communication

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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

ID 4423666 - DfE - Consumer Council - Financial Services advertising

Reference number

ID 4423666

II.1.2) Main CPV code

- 79341000 - Advertising services

II.1.3) Type of contract

Services

II.1.4) Short description

The Consumer Council is seeking to appoint a Contractor who can provide advertising and communications services to the organisation, including campaign management, implementation, creative direction and evaluation. There is no guarantee on the volume of work that will be required. The core requirements of this contract are to: 1. Promote the services and information offered by the Consumer Council to drive action, be that website traffic, engagement, or phone calls; 2. Provide end-to-end campaign management, including but not limited to audience research, creative direction, campaign planning, campaign implementation, media buying, and evaluation; 3. Reach the targeted audiences across Northern Ireland in a cost-effective manner to achieve the campaign goals; 4. Allow the Consumer Council to utilise industry best practice in advertising and communication in order to reach its objectives, particularly in consumer empowerment; 5. Deliver an awareness and advertising campaign in the winter of 2022-2023 on educating consumers about illegal money lending. A budget of £50,000 has been approved and must be spent before 31 March 2023. No guarantee can be given to the level and value of work to be placed throughout the lifetime of the contract. All aspects are subject to the continuing availability of funds and to the continuing assessment of advertising need. Full details of requirements are set out in the Specification document (ID 4423666 – Specification).

II.1.5) Estimated total value

Value excluding VAT: £150,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description**II.2.2) Additional CPV code(s)**

- 79340000 - Advertising and marketing services
- 79341400 - Advertising campaign services

- 79341200 - Advertising management services

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Consumer Council is seeking to appoint a Contractor who can provide advertising and communications services to the organisation, including campaign management, implementation, creative direction and evaluation. There is no guarantee on the volume of work that will be required. The core requirements of this contract are to: 1. Promote the services and information offered by the Consumer Council to drive action, be that website traffic, engagement, or phone calls; 2. Provide end-to-end campaign management, including but not limited to audience research, creative direction, campaign planning, campaign implementation, media buying, and evaluation; 3. Reach the targeted audiences across Northern Ireland in a cost-effective manner to achieve the campaign goals; 4. Allow the Consumer Council to utilise industry best practice in advertising and communication in order to reach its objectives, particularly in consumer empowerment; 5. Deliver an awareness and advertising campaign in the winter of 2022-2023 on educating consumers about illegal money lending. A budget of £50,000 has been approved and must be spent before 31 March 2023. No guarantee can be given to the level and value of work to be placed throughout the lifetime of the contract. All aspects are subject to the continuing availability of funds and to the continuing assessment of advertising need. Full details of requirements are set out in the Specification document (ID 4423666 – Specification).

II.2.5) Award criteria

Quality criterion - Name: AC1 - Strategic Solution / Weighting: 25.2

Quality criterion - Name: AC2 - Media Strategy, Rationale and Media Plan / Weighting: 25.2

Quality criterion - Name: AC3 - Key Personnel Experience / Weighting: 4.9

Quality criterion - Name: AC4 - Business Continuity / Weighting: 4.2

Quality criterion - Name: AC5 - Social Value / Weighting: 10.5

Cost criterion - Name: AC6 - Total Campaign Delivery Cost / Weighting: 20

Cost criterion - Name: AC7 - Average Hourly Rate / Weighting: 10

II.2.6) Estimated value

Value excluding VAT: £150,000

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

Options to extend for a further two periods of up to 12 months each.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Options to extend for a further two periods of up to 12 months each.

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

The estimated total contract value in ii.2.6 is a maximum estimated figure for the entire period of the contract. There is no guarantee of work or spend given. Options will align with budgets which are subject to confirmation and approval by the Consumer Council and are not guaranteed.

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

Date

19 December 2022

Local time

3:00pm

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

Tender must be valid until: 19 March 2023

IV.2.7) Conditions for opening of tenders

Date

19 December 2022

Local time

3:30pm

Information about authorised persons and opening procedure

Only CPD Procurement Staff with access to the project on eTendersNI.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Contract Monitoring. The successful contractor's performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and your performance does not improve to satisfactory levels within the specified period, this can be considered grounds for termination of the contract at your expense as provided for in the Conditions of Contract. In lieu of termination, CPD may issue a Notice of Written Warning or a Notice of Unsatisfactory Performance. A supplier in receipt of multiple Notices of Written Warning or a Notice of Unsatisfactory Performance may, in accordance with The Public Contracts Regulations 2015 (as amended) be excluded from future public procurement competitions for a period of up to three years. The Authority expressly reserves the rights: (I) not to award any contract as a result of the procurement process commenced by publication of this notice; (II) to make whatever changes it may see fit to the content and structure of the tendering Competition; (III) to award (a) contract(s) in respect of any part(s) of the services covered by this notice; and (IV) to award contract(s) in stages. In no circumstances will the Authority be liable for any costs incurred by candidates.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any such bodies with responsibility for appeal/mediation procedures. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued regarding alleged breaches of the PCR 2015 as amended.

Belfast

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 (as amended) and, where appropriate, will incorporate a standstill period (i.e. a minimum of 10 calendar days) at the point information on the award of contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for the unsuccessful tenderers to challenge the award decision before the contract is entered into.