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Tender

DfE - Invest NI - Trade Advisory Services in India

Department for the Economy - Invest Northern Ireland

F02: Contract notice

Notice identifier: 2022/S 000-034211

Procurement identifier (OCID): ocids-h6vhtk-038a43

Published 2 December 2022, 2:21pm

Section I: Contracting authority

I.1) Name and addresses

Department for the Economy - Invest Northern Ireland

Bedford Square

BELFAST

BT2 7ES

Contact

SSD Admin

Email

ssdadmin.cpd@finance-ni.gov.uk

Country

United Kingdom

Region code

UKN - Northern Ireland

Internet address(es)

Main address

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

Buyer's address

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

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

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>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

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

DfE - Invest NI - Trade Advisory Services in India

II.1.2) Main CPV code

- 79300000 - Market and economic research; polling and statistics

II.1.3) Type of contract

Services

II.1.4) Short description

Invest NI wish to appoint a Contractor to provide a Trade Advisory Service for India. The TAS service is managed by Invest NI's International Trade Advisory team in Belfast and our Invest NI Regional Manager based in Mumbai, India. As required, the TAS shall respond to Invest NI customer needs for access to strategic market research as well as practical advice and guidance from an experienced trade adviser based in the market. The TAS shall also provide Invest NI access to specific market intelligence reports. The success of the TAS service will be measured by a range of performance criteria and ultimately the increase in export sales to India of Invest NI customers utilising the service. This service forms part of Invest NI's strategy to assist NI based companies to grow in export markets.

II.1.5) Estimated total value

Value excluding VAT: £155,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79400000 - Business and management consultancy and related services
- 79410000 - Business and management consultancy services
- 77000000 - Agricultural, forestry, horticultural, aquacultural and apicultural services

- 71300000 - Engineering services
- 71314000 - Energy and related services
- 72222300 - Information technology services
- 79930000 - Specialty design services
- 71500000 - Construction-related services
- 72600000 - Computer support and consultancy services
- 73200000 - Research and development consultancy services
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security
- 73400000 - Research and Development services on security and defence materials

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

Invest NI wish to appoint a Contractor to provide a Trade Advisory Service for India. The TAS service is managed by Invest NI's International Trade Advisory team in Belfast and our Invest NI Regional Manager based in Mumbai, India. As required, the TAS shall respond to Invest NI customer needs for access to strategic market research as well as practical advice and guidance from an experienced trade adviser based in the market. The TAS shall also provide Invest NI access to specific market intelligence reports. The success of the TAS service will be measured by a range of performance criteria and ultimately the increase in export sales to India of Invest NI customers utilising the service. This service forms part of Invest NI's strategy to assist NI based companies to grow in export markets.

II.2.5) Award criteria

Quality criterion - Name: Qualitative / Weighting: 70

Cost criterion - Name: Quantitative / Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £155,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

24

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The initial contract period is for 24 months, with an option to extend for a further 24 months and an option to extend for a further 12 months.

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.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

9 January 2023

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: 9 April 2023

IV.2.7) Conditions for opening of tenders

Date

9 January 2023

Local time

3:30pm

Information about authorised persons and opening procedure

Authorised Construction and Procurement Delivery personnel

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The Contracting Authority does not bind itself to accept the lowest or any tender. Economic Operators remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the Economic Operator in connection with taking part in this procurement process, regardless of whether such costs arise as a consequence, directly or indirectly, of any amendments made to the procurement documents by the Contracting Authority at any time. No legally binding contract shall arise (and an Economic Operator shall have no legitimate expectation that a contract will be entered into) until such time as entry into the Contract has been confirmed by the Contracting Authority. Economic Operators should note that all dates, time periods and figures in relation to values and volumes specified in this notice and the procurement documents are approximate only and the Contracting Authority reserves the right to change any or all of them. The figure indicated in II.1.5 represents an estimated contract value £155,000 and may increase during the life of the contract to accommodate changes. Any increases/modifications will be managed in accordance with the relevant public procurement regulations. The pricing strategy applied and the setting of cost/profit margins are a commercial decision for Economic Operators when submitting a bid for this competition. In addition, neither CPD nor the Contracting Authority can provide any guarantee as to the level of business under this contract. 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 their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a Notice of Unsatisfactory

Performance and the contract may be terminated. The issue of a Notice of Unsatisfactory Performance will result in the contractor being excluded from all procurement competitions being undertaken by Centres of Procurement Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of twelve months from the date of issue of the Notice.

VI.4) Procedures for review

VI.4.1) Review body

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. 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.

UK

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 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.