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Tender

ID 4232666 - DfC - Videography Services

Department for Communities NI

F02: Contract notice

Notice identifier: 2023/S 000-034291

Procurement identifier (OCID): ocds-h6vhtk-041b55

Published 20 November 2023, 3:07pm

Section I: Contracting authority

I.1) Name and addresses

Department for Communities NI

Causeway Exchange, 1-7 Bedford Street

BELFAST

BT2 7EG

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 4232666 - DfC - Videography Services

Reference number

ID 4232666

II.1.2) Main CPV code

- 92100000 - Motion picture and video services

II.1.3) Type of contract

Services

II.1.4) Short description

The Corporate Communications Team within DfC wishes to appoint a Contractor for the provision of videography services. These videos will be required to promote Departmental messages and will vary in length and complexity. Videos will be commissioned by the Department as and when required. It is not possible to know exactly how many will be required. Full details of requirements are set out in the Specification document (ID 4232666 – Specification).

II.1.5) Estimated total value

Value excluding VAT: £120,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 92110000 - Motion picture and video tape production and related services

- 92111000 - Motion picture and video production services
- 92111100 - Training-film and video-tape production
- 92111200 - Advertising, propaganda and information film and video-tape production
- 92111250 - Information film production
- 92111260 - Information video-tape production

II.2.3) Place of performance

NUTS codes

- UKN - Northern Ireland

II.2.4) Description of the procurement

The Corporate Communications Team within DfC wishes to appoint a Contractor for the provision of videography services. These videos will be required to promote Departmental messages and will vary in length and complexity. Videos will be commissioned by the Department as and when required. It is not possible to know exactly how many will be required. Full details of requirements are set out in the Specification document (ID 4232666 – Specification).

II.2.5) Award criteria

Quality criterion - Name: AC1 - Proposed Methodology / Weighting: 30

Quality criterion - Name: AC2 - Personnel Experience / Weighting: 12

Quality criterion - Name: AC3 - Contract Management / Weighting: 7.8

Quality criterion - Name: AC4 - Social Value / Weighting: 10.2

Cost criterion - Name: AC5 - Total Scenario Cost / Weighting: 40

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

36

This contract is subject to renewal

Yes

Description of renewals

The Contract period shall commence on award (expected to be February 2024) and will run for a period of three years, with an option to extend for a further period of up to and including 12 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Option to extend for a further period of up to and including 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

List and brief description of selection criteria

As per Tender documentation

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

15 January 2024

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: 14 April 2024

IV.2.7) Conditions for opening of tenders

Date

15 January 2024

Local time

3:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

The value of this contract is estimated between £120,000 and £160,000 overall. DfC does not guarantee any level of business under this contract. The successful Contractor's performance on this Contract will be managed as per the specification and 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 construction and procurement delivery (CPD) for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, this may 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. This project will be used to progress the Government's wider social, economic and environmental objectives.

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.