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Tender

DoF - International Fund for Ireland - Public Relations Services and Website Services

Department of Finance - International Fund for Ireland

F02: Contract notice

Notice identifier: 2023/S 000-034822

Procurement identifier (OCID): ocds-h6vhtk-041cb2

Published 24 November 2023, 1:47pm

Section I: Contracting authority

I.1) Name and addresses

Department of Finance - International Fund for Ireland

Seatem House, 28-32 Alfred street

BELFAST

BT2 8EN

Contact

ssdadmin.cpdfinance-ni.gov.uk

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.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained 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

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

DoF - International Fund for Ireland - Public Relations Services and Website Services

II.1.2) Main CPV code

- 79416000 - Public relations services

II.1.3) Type of contract

Services

II.1.4) Short description

The International Fund for Ireland requires a Supplier to provide a comprehensive public relations service to its Board of the Fund. The Fund's latest Annual Report can be accessed on the Fund's website www.internationalfundforireland.com. The service to be provided must cover strategic communication as well as operational communication. In addition, the Supplier will be required to host, maintain and support the Fund's website which also has a secure members area. It should be borne in mind that, while the Fund is a single, integrated, international organisation which focuses most of its activity on the twelve northern counties of the island of Ireland, it has an office in Belfast which covers activities in Northern Ireland and an office in Dublin which covers activities in the six Southern border counties. The Supplier will be required to provide services to the Fund in both jurisdictions and this contract is, therefore, in respect of the Fund's PR requirements North and South. The Supplier must deliver the following throughout the lifetime of the contract: Website Hosting, Content Management, Support and Maintenance contract and any website redesign.

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79416100 - Public relations management services
- 79416200 - Public relations consultancy services
- 79430000 - Crisis management services
- 72413000 - World wide web (www) site design services
- 72415000 - World wide web (www) site operation host services

II.2.3) Place of performance

NUTS codes

- UKN0 - Northern Ireland
- IE0 - Ireland

II.2.4) Description of the procurement

The International Fund for Ireland requires a Supplier to provide a comprehensive public relations service to its Board of the Fund. The Fund's latest Annual Report can be accessed on the Fund's website www.internationalfundforireland.com. The service to be provided must cover strategic communication as well as operational communication. In addition, the Supplier will be required to host, maintain and support the Fund's website which also has a secure members area. It should be borne in mind that, while the Fund is a single, integrated, international organisation which focuses most of its activity on the twelve northern counties of the island of Ireland, it has an office in Belfast which covers activities in Northern Ireland and an office in Dublin which covers activities in the six Southern border counties. The Supplier will be required to provide services to the Fund in both jurisdictions and this contract is, therefore, in respect of the Fund's PR requirements North and South. The Supplier must deliver the following throughout the lifetime of the contract: Website Hosting, Content Management, Support and Maintenance contract and any website redesign.

II.2.5) Award criteria

Quality criterion - Name: Qualitative Criteria / Weighting: 75

Cost criterion - Name: Quantitative Criteria / Weighting: 25

II.2.6) Estimated value

Value excluding VAT: £900,000

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

Two options to extend of up to 12 months each.

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

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

2 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: 1 April 2024

IV.2.7) Conditions for opening of tenders

Date

2 January 2024

Local time

3:30pm

Information about authorised persons and opening procedure

Construction and Procurement Delivery authorised representatives

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 figure indicated in Section II 1.5 represents an estimated contract value. This value reflects the potential scale of the contract, however, neither CPD nor the Authority can provide any guarantee as to the level of business under this contract. 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 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 as amended

United Kingdom

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Contracting Authority will comply with the requirements of the Public Contracts Regulations 2015 (as amended) and, where applicable, will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to all Economic Operators. 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..