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Tender

Request for Proposal for Reporting Design

ADVANCED RESEARCH AND INVENTION AGENCY

F02: Contract notice

Notice identifier: 2023/S 000-036572

Procurement identifier (OCID): ocds-h6vhtk-04250e

Published 12 December 2023, 4:57pm

Section I: Contracting authority

I.1) Name and addresses

ADVANCED RESEARCH AND INVENTION AGENCY

96 EUSTON ROAD,

LONDON

NW12DB

Email

tenders@aria.org.uk

Country

United Kingdom

Region code

UKI31 - Camden and City of London

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.aria.org.uk/>

I.3) Communication

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

<https://www.aria.org.uk/supply-to-us/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.aria.org.uk/supply-to-us/>

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

Request for Proposal for Reporting Design

II.1.2) Main CPV code

- 79930000 - Specialty design services

II.1.3) Type of contract

Services

II.1.4) Short description

We are looking for a design firm to support ARIA in the conception and production of our first organisational reports: the ARIA Corporate Plan and the ARIA Annual Report and Accounts.

The project is for the duration of the above scope with the option to extend.

ARIA is exempt from the Public Contract Regulations 2015 (PCR) therefore this procurement is not subject to the PCRs but is shared here for transparency.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

We are looking for a design firm to support ARIA in the conception and production of our first organisational reports: the ARIA Corporate Plan and the ARIA Annual Report and Accounts.

The project is for the duration of the above scope with the option to extend (the duration in

this notice is approximate).

ARIA is exempt from the Public Contract Regulations 2015 (PCR) therefore this procurement is not subject to the PCRs but is shared here for transparency.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

6

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

Initial scope with option to extend.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Mandatory:

All data to be stored within the UK or EEA

Disaster Recovery and Business Continuity Plans

Cyber Essentials certification, if a bidder does not currently hold Cyber Essential Certification, bidders can in their response to this RFP, propose a date by which the certification will be obtained. This must be supported by a credible plan, setting out how the certification will be achieved by the date proposed

Confirmation of adherence with the Government's supplier Code of Conduct.

Desirable:

ISO 27001, ISO 9001, ISO 22301 and Cyber Essentials Plus

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

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

Competitive procedure with negotiation

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Date

10 January 2024

Local time

4:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Not applicable, see the ARIA Act 2022

London

Country

United Kingdom