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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](mailto: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

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## **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.

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## **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

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## **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

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## **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