

UK-London: advertising services

2008/S 24-031835

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Central Office of Information, Hercules House, Hercules Road, Contact: Bob Ager, UK-London SE1 7DU . Tel. 020 72 61 88 10. E-mail: bob.ager@coi.gsi.gov.uk. Fax 020 72 61 85 55.

Internet address(es):

General address of the contracting authority: www.coi.gov.uk.

Address of the buyer profile: <http://coi.g2b.info>.

Further information can be obtained at: URL: www.coi.bravosolution.com.

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: URL: www.coi.bravosolution.com.

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Ministry or any other national or federal authority, including their regional or local sub-divisions.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

UK-London: fr/08/001 radio advertising copy layout.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Maximum number of participants to the framework agreement envisaged: 3.

Duration of the framework agreement: Duration in year(s): 4

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 600 000 GBP.

II.1.5) Short description of the contract or purchase(s):

The Contracting Authority is seeking to offer framework agreements to companies that can:

- Offer prompt distribution of radio commercials to all, or almost all, commercial radio stations in the UK,
- Provide quality control throughout the process, ensuring no loss of quality of the audio when it reaches the stations,

- Provides verification of distribution and download by the radio station,
 - Provide a reliable system with robust contingency plans.
- Full details can be obtained by logging into the COI e-tendering portal - www.coi.bravosolution.com.

II.1.6) **Common procurement vocabulary (CPV):**

74410000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

We are unable to provide exact figures but we anticipate the spend on radio playout to be in the region of GBP 150,000 per annum.

II.2.2) **Options:**

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: (a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;

(d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;

(e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

(f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;

- (g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information;
- (h) has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA;
- (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively;
- (j) has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities;
- (k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering.

III.2.2) **Economic and financial capacity:**

III.2.3) **Technical capacity:**

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**

Open.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated below:

NO. Price. Weighting:

NO. Distribution Process. Weighting:

NO. Reliability/quality of systems. Weighting:

NO. Experience - Company. Weighting:

NO. Experience - staff. Weighting:

NO. Resilience of the system. Weighting:

NO. Accreditations and policies. Weighting:

NO. Financial soundness. Weighting:

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

FR/08/001.

- IV.3.2) **Previous publication(s) concerning the same contract:**
No.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
Payable documents: no.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
19.3.2008 - 17:00.
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**
English.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**
- IV.3.8) **Conditions for opening tenders:**

SECTION VI: COMPLEMENTARY INFORMATION

- VI.1) **THIS IS A RECURRENT PROCUREMENT:**
- VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**
- VI.3) **ADDITIONAL INFORMATION:**
Suppliers Instructions - How to Express Interest in this Tender.
GO reference: GO 08020108/01
1. Register your company on the COI portal (this is only required once)
— Browse to the eSourcing Portal: www.coi.bravosolution.com,
— Click the "Click here to register" link,
— Accept the terms and conditions and click "continue",
— Enter your correct business and user details,
— Note the username you chose and click "Save" when complete,
— You will shortly receive an email with your unique password (please keep this secure).
2. Express an Interest in the tender:
— Login to the portal with the username/password,
— Click the "Open Access ITTs" link.
— Click on the relevant ITT to access the content,
— Click the "Express Interest" button in the "Actions" box on the left-hand side of the page,
— This will move the ITT into your "My ITTs" page. (This is a secure area reserved for your projects only),
— Click on the ITT code, you can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box.
3. Responding to the tender:
— You can now choose to "Reply" or "Reject" (please give a reason if rejecting),
— You can now use the 'Messages' function to communicate with the buyer and seek any clarification,
— Note the deadline for completion, then follow the onscreen instructions to complete the ITT,
— There may be a mixture of online & offline actions for you to perform (there is detailed online help available).
If you require any further assistance use the online help, or the BravoSolution help desk is available Mon - Fri (8am - 6pm) on: eMail: help@bravosolution.co.uk,
— Phone: 080 00 11 24 70 / Fax: 020 70 80 04 80.
- VI.4) **PROCEDURES FOR APPEAL**
- VI.4.1) **Body responsible for appeal procedures:**
- VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: The Central Office of Information will incorporate a minimum 10-calendar day standstill period at the point which information on the award of the framework is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before the expiry of the standstill period. Such additional information should be required from the Head of Procurement at the address given in Section I.1.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI 2006 No.5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought within 3 months. Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages.

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
1.2.2008.