

UK-Middlesbrough: advertising services

2009/S 103-148838

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Teesside University, Borough Road, Contact: Finance Department, Attn: Procurement, UK-Middlesbrough TS1 3BA . Tel. +44 1642342166. E-mail: tenders@tees.ac.uk. Fax +44 1642342175.

Internet address(es):

General address of the contracting authority: www.tees.ac.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

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: As in above-mentioned contact point(s).

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

Body governed by public law.

Education.

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:

Staff Recruitment Advertising.

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

Services.

Service category: No 13.

Main place of performance: Middlesbrough.

NUTS code: UKC1.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

The principal function of the nominated agency will be the provision of an administration service. The University will take responsibility for copy content and will require the agency to process the advertisements. There will be a requirement for compositing and typesetting services, in accordance with guidelines and templates developed by the University, along with the placement of advertisements, including the booking and purchasing of media space. It is anticipated that some media research would form part of the service but there may be a requirement for more specialist services as and when required. Likewise there may be a requirement for creative input on an ad-hoc basis.

II.1.6) Common procurement vocabulary (CPV):

79341000.

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

No.

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

No.

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

No.

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

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

Estimated value excluding VAT: 600 000 GBP.

II.2.2) **Options:**

No.

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

Duration in months: 36 (from the award of the contract).

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:**

In the case of group bidders, each supplier will become jointly and severally responsible for the contract before acceptance.

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: Interested Agencies must request and complete a pre-qualification questionnaire which can be obtained from www.tenders.ac.uk. The questionnaire and any supporting documentation must be returned by 10.8.2009 (17:00).

Any supplier may be disqualified who:

a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who is in any analogous situation arising from a similar procedure under national law 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 for an arrangement with creditors or is the subject of any other similar proceedings under national laws or regulations;

c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata;

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

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 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 those of the country of the contracting authority;
g) is guilty of serious misrepresentation in supplying the information required under the provisions of the Directive on the criteria for qualitative selection.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: See PQQ.
Minimum level(s) of standards possibly required: See PQQ.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:
See PQQ.
Minimum level(s) of standards possibly required:
See PQQ.

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:

No.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Restricted.

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:

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no.

IV.2) AWARD CRITERIA

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

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:

08/62.

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:

26.8.2009 - 16:00.

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:**

Persons authorised to be present at the opening of tenders: no.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

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: This authority will incorporate a minimum 10 day calendar day standstill period at the point information on the award of the contract 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 two working days from notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days before expiry of the standstill period. Such additional information should be requested from the address in section 1.1.

If an appeal regarding the award of a contract has not been successfully resolved the (for Public Sector) Public Contracts Regulations 2006 (SI2006 No 5) provide for aggrieved parties who have been harmed or 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 promptly (generally within 3 months). Where a contract has not been entered into the court may order the settling 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:**

28.5.2009.