

UK-London: marketing services

2009/S 85-122816

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

Central Office of Information, Hercules House, Hercules Road, Attn: Rachel Carter, UK-London SE1 7DU . Tel. +44 2079282345. E-mail: rachel.carter@coi.gsi.gov.uk. Fax +44 2076201852.

Internet address(es):

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

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

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: URL: www.coi.bravosolution.co.uk.

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

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: yes.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

UK-London: FR/09/002 - events, exhibitions and technical services framework.

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: Various sites and addresses within the United Kingdom.

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: 200.

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:

Range: between 44 000 000 and 50 000 000 GBP.

Frequency and value of the contracts to be awarded: The COI are looking to award a number of contracts under this framework.

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

COI is a UK government department providing marketing communications and consultancy services to over 300 UK government client organisations. Our role is to work with our clients to create communications which help them to achieve their policy, business and delivery objectives. To do this, we need to have frameworks covering the full range of marketing communications and consultancy activity. COI seeks to work with its clients in as flexible a way as possible. However, because COI acts as a central purchasing body in the context of the Public Contract Regulations 2006, COI must issue all contracts awarded under this framework. COI will agree with its client whether the resulting day-to-day management of the contract will be carried out: - directly by COI on behalf of its client(s). - jointly by COI and its client(s) working together. - directly by COI's client.

COI wishes to establish a framework agreement for the provision of events, exhibitions and technical Services on behalf of UK public sector bodies (and their statutory successors and organisations created as a result of re-organisation or organisational changes). These will include: Central Government Departments & their Agencies (a list of Executive Agencies can be found at: http://www.cabinetoffice.gov.uk/ministerial_responsibilities.aspx), Non Departmental Public Bodies (NDPBs)(a list of NDPBs can be found at Annex A to the Public Bodies Directory 2007 published by the Cabinet Office which can be found at <http://www.civilservice.gov.uk/about/work/codes/public-bodies.aspx>); NHS Bodies (i.e. Acute Trusts, Ambulance Trusts, Primary Care trusts, Care Trusts, NHS Hospital Trusts, Strategic Health Authorities, Mental Health Trusts, Special Health Authorities, Community Health Councils, Local Health Boards, NHS Trusts, NHS Scotland and its organisations and Special NHS Boards in Scotland (lists of such Authorities.

And Trusts can be found at: <http://www.nhs.uk/servicedirectories/Pages/PrimaryCareTrustListing.aspx> <http://www.nhs.uk/ServiceDirectories/Pages/AmbulanceTrustListing.aspx> <http://www.nhs.uk/ServiceDirectories/Pages/CareTrustListing.aspx> <http://www.nhs.uk/ServiceDirectories/Pages/MentalHealthTrustListing.aspx> <http://www.nhs.uk/ServiceDirectories/Pages/StrategicHealthAuthorityListing.aspx> <http://www.nhs.uk/ServiceDirectories/Pages/SpecialHealthAuthorityListing.aspx> <http://www.wales.nhs.uk/catorgs.cfm> <http://www.show.scot.nhs.uk/organisations/index.html> http://www.show.scot.nhs.uk/organisations/special_hbs.html

<http://www.hscni.net>, and Local Authorities (i.e. a local authority as defined in Regulation 3(2) to (5) of the Public Contracts Regulations 2006 ('the Regulations') a list of such authorities can be found at: http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/DG_A-Z_LG), Police & Emergency Services Authorities (i.e. fire authorities, fire and rescue authorities (a list of fire authorities can be found at: <http://www.fireservice.co.uk/information/ukfrs.php>)), police authorities and the Metropolitan Police Authority as defined by Regulation 3 (1)(j) to (p) of the Regulations, Educational Establishments (i.e. schools maintained by local authorities; Academies; City Technology Colleges; the Learning and Skills Council; further education establishments, Universities and Registered Charities (a list can be found at: <http://www.charitycommission.gov.uk>).

This framework provides a comprehensive range of live event activities including all aspects of exhibitions, conferences, experiential and technical services.

The framework is looking for market leading agencies from the following sectors: live event production, stage set and audio visual production services, creative and development, exhibition, graphics, vehicle provision, structures and displays, facsimiles, system integration, audio visual equipment rental, scenic, multimedia production, interactive and writing & transcription services.

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

79342000, 39154100, 79950000, 32321200, 55120000, 39154000, 45212310.

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

Yes.

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

Yes.

Tenders should be submitted for: one or more lots.

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

Yes.

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

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

II.2.2) **Options:**

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

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: UK-London: fr/09/002 - events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 1: Live Event Production - To apply for this lot, suppliers should be able to demonstrate ability in and experience of low, mid or high production value events. The goods and services included in this lot are; event website, online registration, delegate management, venue management, provision of AV, set and stage provision, speaker liaison, client management, ability to manage paying events, multiple venue management, webcasting, provision of audience response systems, speaker sourcing and management, awards delivery, exhibition area management, client management, content development, event evaluation. This lot includes the delivery of strategic event planning, as well as delivery of overseas events. This lot also requires the appropriate level of risk assessment to be undertaken and the production of health & safety documentation.

Lot 1 has 3 Labels.

Label 1: Low production value events.

Label 2: Mid production value events.

Label 3: High production value events.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

55120000, 79950000.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

Description about each label can be found in the Invitation To Tender. During the Invitation To Tender stage, applicants will be asked to provide evidence to support capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 2

TITLE: UK-London: fr/09/002 - events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 2: Experiential - The Experiential lot requires suppliers to demonstrate the ability to design, manage and deliver complex live event production in support of their experiential event activity. Suppliers need to demonstrate their capability and first hand experience in: designing and delivering experiential marketing as an

engaging, entertaining and interactive brand experience that has created the opportunity for 2-way dialogue with consumers.

Suppliers will need to create and managing integrated experiential marketing activity, where the live event experience has been the lead channel for the overall brand communication.

Suppliers will need to have a clear strategic understanding of how experience can be amplified through the most appropriate channels and to be able to develop a holistic approach to the use of experiential marketing to deliver fully immersive events and experiences for major brands and communication projects.

Lot 2 has no labels.

Suppliers whose expertise is sampling or field marketing with only no events and experiential expertise should not apply to lot 2.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

55120000, 79950000.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

During the Invitation To Tender stage, applicants will be asked to provide evidence to support capability under the lot. Once an applicant has been accepted onto a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the lot to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a lot has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 3

TITLE: UK-London: events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 3: Creative Design, Development & Management of Events, Exhibitions & Road-shows (excluding conference and conference related activity).

To apply for lot 3, suppliers should be able to demonstrate capability in and experience of the creative design, development and management of events, exhibition and road-shows, which excludes conference and conference related activity. The range of goods and services included in this lot are the management and delivery of large scale public events. The management of small to medium and large scale exhibitions, events and road-shows, which includes marketing creative development, design, production and delivery. The management and delivery of multi-media events, exhibitions and road-shows. The provision of 2D/3D design services and associated production services of exhibitions stands and displays. The supply and construction of purpose built exhibitions. The supply and construction of modular displays. The production and supply of graphics and display systems. The provision of signage design and production. As well as the management of event/exhibition assets.

Exhibition equipment. Exhibition stands. Construction work for buildings relating to exhibitions. Exhibition, fair and congress organisation services.

Lot 3 has 9 labels:

Label 1. Management and Delivery of Large Scale Public Events.

Label 2. Large Scale Exhibition, Event and Road-Show Management (including marketing creative development, design, production and delivery).

Label 3. Medium to Small Scale Exhibition, Event and Road-Show Management (including creative development, design, production and delivery).

Label 4. Exhibition Stands, Graphic Design and Build Services.

Label 5. Purpose Built Exhibition Supply and Construction.

Label 6. Modular Display Supply and Construction.

Label 7. Graphics and Display Systems Production and Supply.

Label 8. Signage Design and Production.

Label 9. Event/Exhibition Asset Management.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

39154000, 79950000, 39154100, 45212310.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 4

TITLE: UK-London: events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 4: Facsimiles. To apply for lot 4 suppliers should be able to demonstrate capability in and experience of the following goods and services. The specialist provision of creative mobile facsimile concepts; Production of full size as well as scale interactive, mobile facsimile exhibits; Integration of exhibit and mobile and or transportable platforms; Designing and integrating state of the art interactive technology into mobile facsimile exhibits.

The provision of specialist full size and scale facsimile creative conceptualisation. The provision of specialist consultancy including full technical specifications, visuals and working drawings, compliance to all legal, health & safety for public usage and transportation regulations. The provision of full in-house fabrication, coach building and facsimile interactive integration. The provision of full in-house manufacture of full size and scale facsimiles including, testing and finishing to all relevant transportation, health and safety and public exhibiting regulations. The provision of full and comprehensive risk assessments, training, usage and maintenance manuals. Lot 4 has no Labels.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

79342000.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

During the Invitation To Tender stage, applicants will be asked to provide evidence to support capability under the lot. Once an applicant has been accepted onto a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the lot to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a lot has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 5

TITLE: UK-London: events, exhibitions and technical services framework

- 1) **SHORT DESCRIPTION:**
Lot 5: Event Multi Media Production Services. To apply for lot 5 suppliers should be able to demonstrate delivery of and experience in event multi-media production services. The services included in this lot are presentation graphics and webcasting.
Lot 5 has 2 labels:
Label 1. Presentation Graphics.
Label 2. Webcasting.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
32321200.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 6

TITLE: UK-London: events, exhibitions and technical services framework

- 1) **SHORT DESCRIPTION:**
Lot 6: Events Interactive Technology.
To apply for lot 6 suppliers should be able to demonstrate capability in and experience of events interactive technology. The goods and services included in this lot are voting handsets, bespoke audience response systems and interactive displays.
Lot 6 has 3 labels:
Label 1. Voting Handsets.
Label 2. Bespoke Audience Response Systems.
Label 3. Interactive Displays.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
32321200.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 7

TITLE: UK-London: events, exhibitions and technical services framework

- 1) **SHORT DESCRIPTION:**
Lot 7: Audio Visual (AV) Services.
To apply for lot 7 suppliers should be able to demonstrate capability in and experience of audio visual production services. The services and goods included in this lot are lighting, sounds and visual equipment. Interpreters, interpretation and microphone discussion equipment. As well as video conferencing equipment.
Lot 7 has 5 labels.
Label 1. AV Services: Minimal Equipment Provision.
Label 2. AV Services: Medium Production.
Label 3. AV Services: High Production.
Label 4. Interpreters, Interpretation and Microphone Discussion Equipment.
Label 5. Video Conferencing.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
32321200.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 8

TITLE: UK-London: events, exhibitions and technical services framework

- 1) **SHORT DESCRIPTION:**
Lot 8: Writing and Transcription services.
To apply for lot 8, suppliers should be able to demonstrate capability in and experience of writing and transcription services. The services and goods included in this lot are general event transcription and legal verbatim transcription.
Lot 8 has 2 Labels.
Label 1. General Event Transcription.
Label 2. Legal Verbatim.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
79342000.
- 3) **QUANTITY OR SCOPE:**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**
During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable

supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 9

TITLE: UK-London: events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 9: Scenic.

To apply for lot 9, suppliers should be able to demonstrate capability in and experience of scenic services. The services and goods included in this lot are bespoke and modular backdrops and staging for live events. As well as drape systems and rigging services for live events.

Lot 9 has 2 labels.

Label 1. Set and Staging.

Label 2. Drapes and Rigging.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

32321200.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

During the Invitation To Tender stage, applicants will be asked to provide evidence to support their capability for each of the labels that the supplier is applying for a place on. Once an applicant has been accepted onto a label under a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the labels to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a label has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

LOT NO 10

TITLE: UK-London: events, exhibitions and technical services framework

1) **SHORT DESCRIPTION:**

Lot 10: Audio Visual System Design and Integration. To apply for lot 10, suppliers should be able to demonstrate capability in and experience of audio visual system design and integration. The services and goods included in this lot are the provision of consultancy, design, project management, installation and support of permanently installed audio visual systems.

Lot 10 has no labels.

2) **COMMON PROCUREMENT VOCABULARY (CPV):**

32321200.

3) **QUANTITY OR SCOPE:**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

During the Invitation To Tender stage, applicants will be asked to provide evidence to support capability under the lot: Once an applicant has been accepted onto a particular lot, this will indicate which of the areas of capability have been accepted by COI. COI will use the lot to invite participants to mini-competition under the framework. If there is only 1 suitable capable supplier they will be chosen without a mini-competition. If a lot has a large number of capable suppliers, then a pre-selection questionnaire will be used to establish a shortlist for mini-competition.

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 26.5.1972 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 10.6.1991 on prevention of the use of the financial system for the purpose of money laundering.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: (c) a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last 3 financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met: Information required will be detailed in the Invitation To Tender.

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 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:**

IV.3.2) **Previous publication(s) concerning the same contract:**

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:**

12.6.2009 - 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 wishing to express an interest and complete a Invitation To Tender must browse to the COI eSourcing portal www.coi.bravosolution.co.uk and follow the registration procedure.

1. Register your company on the COI portal (this is only required once)

— Browse to the eSourcing Portal: www.coi.bravosolution.co.uk,

— 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. (These are Invitation To Tender open to any registered supplier),
 - 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 (8:00 - 18:00) on: - eMail: help@bravosolution.co.uk - Phone: +44 8000112470 / Fax: +44 2070800480.
GO reference: GO 09050125/01.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

For information regarding the Body responsible for appeals procedure please refer to section VI.4.2.

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 framework 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 requested from the individual named in the letter/e-mail providing the information about the framework award. The purpose of the standstill period is to allow parties to apply to the Courts to set aside the award decision before the framework is entered into. If a legal challenge regarding the award of a framework 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 promptly (generally within 3 months.). Where a framework 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 framework 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:**

1.5.2009.