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**United Kingdom-Didcot: Recruitment services
2016/S 135-243470**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Diamond Light Source Ltd
Diamond House, Harwell Science and Innovation Campus
Contact point(s): DLS Procurement (NUTS: UKJ14 Oxfordshire)
For the attention of: Sue Blake/Alison Roblin
OX11 0DE Didcot
United Kingdom
Telephone: +44 1235778167
E-mail: procurement@diamond.ac.uk
Fax: +44 1235778212

Internet address(es):

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

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

Body governed by public law

I.3) Main activity

Other: scientific research facility

I.4) Contract award on behalf of other contracting authorities

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:

Recruitment Advertising Services (DLSITT0391).

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

Services
Service category No 13: Advertising services
NUTS code UKJ14

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

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 proposed service should facilitate for the recruitment of the following:

- New Staff;
- Specialist Posts;
- Student Placements;
- Graduates;
- Apprentices.

II.1.6) Common procurement vocabulary (CPV)

79600000, 79341000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: yes

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Deliver a cost effective and efficient service to enable Diamond to attract the best candidates using the right mix of media to reach both active and passive candidates. The elements we are seeking from a provider are:

- Media buying;
- Production;
- Creative, design and print work;
- Copy-writing;
- Specialist artwork;
- Advice provision on media and recruitment topics;
- Advice on methods to future improve effectiveness and value for money;
- The use of web/cloud based services to advertise.

Equality and diversity must be an integral part of our advertising.

II.2.2) Information about options

Options: yes

Description of these options: DLS will have the option to extend for up to a further 12 months upon the completion of the contract duration.

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

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 governing 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**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

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

III.2.2) **Economic and financial ability**

III.2.3) **Technical capacity**

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons 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**

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**

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 below

1. Price. Weighting 40
2. Acceptance of specification and terms and conditions. Weighting 20
3. Technical quality. Weighting 20
4. Account management. Weighting 20

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

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

DLSITT0391

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

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 16.8.2016 - 00:00

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

16.8.2016 - 00:00

- 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**
Duration in months: 3 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening of tenders**
Date: 17.8.2016 - 0:00
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: Members of the DLS Procurement Team.

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**
The contract is related to a project and/or programme financed by European Union funds: no
- VI.3) **Additional information**
If you are interested in this tender opportunity please create an account via the website link below:
<https://tenders.diamond.ac.uk/Home.aspx>
You will then be issued with a password to enable you to download the tender documents.
In order to be considered, your response should arrive no later than midnight on Tuesday 16.8.2016. This can be emailed to diamondtenders@diamond.ac.uk before the tender deadline. An original plus 2 certified copies of your tender should also be sent to: Sue Blake at the address in I.1)
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
Diamond Light Source Ltd
- VI.4.2) **Lodging of appeals**
Precise information on deadline(s) for lodging appeals: Diamond Light Source will incorporate a standstill period at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. The standstill period, which will be for a minimum of 10 calendar days, provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 (SI 2015 No 102) 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).
- VI.4.3) **Service from which information about the lodging of appeals may be obtained**
- VI.5) **Date of dispatch of this notice:**
12.7.2016