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COUNTRY:	UK
PHONE:	+44 8452930459
E-mail:	ojeu.administrative@due-north.com
NOTIFICATION TECHNICAL:	/
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Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) **Name and addresses**

Department for International Trade
Department for International Trade, 3, Whitehall Place
London
SW1A 2AW
United Kingdom
Contact person: Mr Will Medici
Telephone: +44 2072152931
E-mail: will.medici@trade.gov.uk
NUTS code: UK

Internet address(es):

Main address: <https://www.gov.uk/government/organisations/department-for-international-trade>
Address of the buyer profile: <https://www.gov.uk/government/organisations/department-for-international-trade>

I.2) **Information about joint procurement**

The contract is awarded by a central purchasing body

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://procontract.due-north.com>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://procontract.due-north.com>

I.4) **Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5) **Main activity**

Other activity: International Trade

Section II: Object

II.1) **Scope of the procurement**

II.1.1) **Title:**

Provision of Events Management Platform for the Department for International Trade
Reference number: DN345136

II.1.2) **Main CPV code**

48500000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The Department for International Trade's (DIT's) Events Team in the Marketing and Communications Directorate require an Events Management Platform to manage some of the nearly two thousand (2000) events that it produces or attends annually. DIT has a current events platform, however the contract is due to expire, and

will no longer be used. The new platform needs to be a single, cloud-based platform that makes it easier for potential attendees to organically find out about DIT's events; improves the quality and completeness of events data; and increases the efficiency of events management.

The Contract is expected to commence in August 2018, with a transition period of eight (8) weeks. The Service Commencement date of the new platform is currently estimated as 8th October 2018.

Stage 1 is expected to be published on 15th June 2018. The deadline will be 2nd July 2018

Stage 2 is expected to be published on 6th July 2018. The deadline will be 16th July 2018

II.1.5) **Estimated total value**

Value excluding VAT: 215 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

48500000

48220000

48330000

48219000

48481000

48312000

79952000

II.2.3) **Place of performance**

NUTS code: UK

II.2.4) **Description of the procurement:**

The Department for International Trade 's (DIT's) Events Team in the Marketing and Communications Directorate require an Events Management Platform to manage some of the nearly two thousand (2000) events that it produces or attends annually. DIT has a current events platform, however the contract is due to expire, and will no longer be used. The new platform needs to be a single, cloud-based platform that makes it easier for potential attendees to organically find out about DIT's events; improves the quality and completeness of events data; and increases the efficiency of events management.

The Contract is expected to commence in August 2018, with a transition period of eight (8) weeks. The Service Commencement date of the new platform is currently estimated as 8th October 2018.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Technical (Written) / Weighting: 50

Quality criterion - Name: Technical (Live Demonstration) / Weighting: 20

Price - Weighting: 30

II.2.6) **Estimated value**

Value excluding VAT: 215 000.00 GBP

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: no

II.2.9) **Information about the limits on the number of candidates to be invited**

Maximum number: 5

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

DIT will be holding clarification Q&A Sessions for each stage on the following dates and times:

For Stage 1: Tuesday 19th June 2018, 12:00 - 13:00 (GMT)

For Stage 2: Tuesday 10th July 2018, 12:15 - 13:15 (GMT)

Tenderers successfully invited to Stage 2 will also be invited to a live demonstration event. These are provisionally booked for: 24-25th July 2018, and will be held remotely or in London

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:

All Tenderers must complete the Selection Questionnaire (SQ) as part of Stage 1 of the procurement. The SQ contains standard questions around legal, economic and financial standing which are PASS/FAIL.

The SQ also then contains sections on Technical Ability and Security that will be used to shortlist Tenderers for Stage 2. This is a mix of scored and PASS/FAIL questions.

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

III.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Restricted procedure

Accelerated procedure

Justification:

This procurement is being carried out in accordance with the Accelerated Restricted Procedure as set out in Regulation 28 (10) of the Public Contracts Regulations (PCR) 2015. The justification by the Authority for implementation of Clause 10 of Regulation 28 is that due to the machinery of Government Changes, there has been significant impact on the initial long-term solution. An interim solution was originally planned, however, it

did not meet the security requirements necessary for a Government platform of this nature. As a result this has added an unforeseen urgency to the procurement of this Contract.

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

IV.2) **Administrative information**

IV.2.1) **Previous publication concerning this procedure**

Notice number in the OJ S: [2018/S 108-246047](#)

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 02/07/2018

Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 06/07/2018

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

Department for International Trade

3 Whitehall Place

London

SW1A 2AW

United Kingdom

Telephone: +44 7741186925

E-mail: will.medici@trade.gov.uk

Internet address: <https://www.gov.uk/government/organisations/department-for-international-trade>

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

VI.5) **Date of dispatch of this notice:**

12/06/2018