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CONTRACT NOTICE

SECTION I: CONTRACTING AUTHORITY

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

Official name: One NorthEast		
Postal address: Stella House		
Town: Newcastle Upon Tyne	Postal code: NE15 8NY	Country: GB
Contact point(s): For the attention of: The Procurement Team		Telephone: 0191 2296200
Email: e-tendering@onenortheast.co.uk	Fax: 0191 2296201	

Internet address(es) (if applicable) General address of the contracting authority (URL): Address of the buyer profile (URL):

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

Authority

- Regional or local agency/office

Other (please specify)

Activity

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education

Other (please specify)

Regional Development Agency for the North East of England

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

The IGNITE Regional Design Review and Enabling Service: Design Review Management service.

II.1.2) Type of contract and location of works, place of delivery or of performance (Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))

- (c) Services

Type

Type

Service category: No (For service categories 1-27, please see Annex II of Directive 2004/18/EC)

- 12: Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services

Main site or location of works

NUTS code
UKC

II.1.3) The notice involves
■ A public contract

II.1.4) Information on framework agreement (if applicable)

Number

OR, if applicable, maximum number of participants to the framework agreement envisaged

Duration of the framework agreement:

Duration in year(s):

or month(s):

Justification for a framework agreement, the duration of which exceeds four years:

Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only)

Estimated value excluding VAT:

OR Range: between

and

Currency:

Frequency and value of the contracts to be awarded: (if known)

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

One NorthEast is committed to raising standards of practice within the community of interest for sustainable communities to support the governments approach as set out in the Urban White Paper 2000, the Sustainable Communities Plan and the Egan Skills Review 2004. To this end, One NorthEast is committed to raising the standard of development and sees good practice and sustainable placemaking at the heart of this. One NorthEast has established IGNITE as the Region's Centre of Excellence for Sustainable Communities with a wide remit including to lead on ensuring that the region implements best practice and sustainable development principles in regeneration and construction projects .

IGNITE will establish a Regional Design Review Service as an independent resource for the region offering design review, particularly at the early stages of project development. The remit of the IGNITE Regional Design Review Service is to champion sustainable design and placemaking excellence throughout the region.

The IGNITE Regional Design Review Service will encourage clients to submit projects in the early stages of formulation for a peer review. A Panel will be commissioned by IGNITE and will consist of a number of appointed members, selected for their

knowledge and experience of design related issues and drawn from different professional disciplines. Projects will be submitted to the panel on a voluntary basis for consideration and forms no part of the Agency’s statutory planning function..

One NorthEast, through IGNITE is now seeking an organisation / consultancy with the necessary knowledge, skills and capacity to manage and develop the Service for a two year period, with an option to extend the contract for a further 12 to 24 months subject to funding, satisfactory performance review and at IGNITE’s discretion.

The IGNITE Regional Design Review Service will engage with a wide range of projects within the North East of England to offer expert advice at the earliest stage in a project’s development. The contracting body will need to put together a coherent programme that makes the best use of the skills of Panel members, addresses regional priorities and seeks to balance formal design panel review meetings with other programmes of design support, advice and ‘enabling’ delivered by the Design review Service staff and Panel members.

The specific tasks that will be required from the contracting body are:

- Operationalise and manage the IGNITE Panel members to review and advise on the design quality of a variety of development documents including site briefs; masterplans; area frameworks; design guidelines; planning applications; public space and provide feedback to those submitting proposals.
- Establish, staff and manage a Panel secretariat to provide organisational support for the panel (including booking venues and meeting rooms, notification of panel members, collation and circulation of materials, minutes of panel meetings, presentations, managing panel member allowances).
- Market and publicise the services of the IGNITE panel and pro-actively promote the work of the IGNITE Panel.
- Develop and implement a formal evaluation framework from which to evaluate the short, medium and longer-term impact of the Panel’s work.
- Put together a coherent programme that makes the best use of the skills of the Panel members and panel staff, but IGNITE would expect a minimum of 40 schemes per year to be considered by the Regional Design Panel (this should assume a minimum of 9 meetings of the Panel per year) and a further minimum of 12 schemes where written advice is provided by Panel staff in consultation with the chair.
- Provide monitoring information and prepare and present progress reports to IGNITE a minimum of quarterly and provide an annual published report on the work of the panel plus any reports that may be needed to feed into end of year reviews.

II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
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Main object	74141520	
Additional object(s)	74251000	
	74222000	

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

yes

II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots)

no

II.1.9) Variants will be accepted

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope (including all lots and options, if applicable)

If applicable, estimated value excluding VAT (give figures only)

OR Range: between

and

Currency:

II.2.2) Options (if applicable)

If yes, description of these options:

If known, provisional timetable for recourse to these options:

in months:

or days:

Number of possible renewals (if any)

or

Range: between

and

If known, in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months:

or days:

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

Duration in months:

24

or days:

OR Starting

Completion

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required (if applicable)

The Contracting Authority reserves the right to demand any deposits, guarantees, bonds and insurance cover it deems appropriate.

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

Details will be in the Pre-Qualification Questionnaire (PQQ)

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded (if applicable)

The Contracting Authority reserves the right to require groupings of contractors to take particular legal form or to require that each party undertakes joint and several liability.

Where a consortium or sub-contracting approach is proposed, you will be required to provide all information in respect of the relationships and roles between the parties and identify the proportion of the work to be delivered by the parties named.

III.1.4) Other particular conditions to which the performance of the contract is subject If yes, (if applicable)

yes

If yes, description of particular conditions

The Contract will be awarded on the Agency's General Conditions of Contract for Services which will be supplied as part of the Tender Documents.

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:

Assessment will be made against the information provided as required in the Tender

Specification and PQQ Documents. The completed Tenders must be returned to the Contracting Authority by no later than 12:00 noon on [].

Or

1. Registering Your Company On The E-Tendering Portal

- Browse to the e-Tendering Portal at <http://www.onenortheast.bravosolution.com>
- Click the hyperlink located under the 'Login' tab (found within the right hand menu).
- 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. Expressing an Interest in an Opportunity

- Login to the portal with the username/password.
- Click the "PQQs Open to All Suppliers" link
- Click on the relevant PQQ Title (not code) to access the content.
- Click the "Express Interest" button within the "Actions" box on the left-hand side of the page.
- This will move the PQQ into your "My PQQs" page. (This is a secure area reserved for your projects only)
- By clicking on the PQQ Title (not code), you can now access any attachments by clicking the "Settings and Buyer Attachments" in the "Actions" box.

3. Responding to a Tender

- Click on the PQQ Code, 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 PQQ.
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available).

Should you have any technical queries relating to creating a login or accessing your account, please contact help@bravosolution.co.uk or 0800 011 2470.

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:

Details will be in the Pre-Qualification Questionnaire (PQQ)

Minimum level(s) of standards possibly required (if applicable)

Details will be in the Pre-Qualification Questionnaire (PQQ)

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

Details will be in the Pre-Qualification Questionnaire (PQQ)

Minimum level(s) of standards possibly required (if applicable)

Details will be in the Pre-Qualification Questionnaire (PQQ)

III.2.4) Reserved contracts (if applicable)

no

The contract is restricted to sheltered workshops

The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

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

no

If yes, reference to the relevant law, regulation or administrative provision:

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

- Restricted

Justification for the choice of accelerated procedure:

Candidates have already been selected

If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional information

Justification for the choice of accelerated procedure:

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators

OR Envisaged minimum number

and , if applicable, maximum number

Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue [(negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box(es))

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

	Criteria	Weighting

IV.2.2) An electronic auction will be used

no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION

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

OJEU08/09-017

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

no

If yes,

Notice number in OJ:

of

Other previous publications (if applicable)

Notice number in OJ:

of

Notice number in OJ:

of

IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date:

Time:

Payable documents

If yes, price (give figures only)

Currency:

Terms and method of payment:

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

Date:

Time:

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in the case of restricted and negotiated procedures, and competitive dialogue)

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

- CS
- DA
- DE
- EL
- EN
- ES
- ET
- FI
- FR
- HU
- IT
- LV
- LT
- MT
- NL
- PL
- PT
- SK
- SL
- SV

Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until:

OR Duration in month(s):

or days: (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date:

Time:

Place (if applicable)

PQQ bids received will be opened through the Contracting Authority's eTendering System after the deadline has passed. Tenders received at the next stage will also be opened through the Agency's eTendering system.

Persons authorised to be present at the opening of tenders (if applicable)

yes

List of person

One NorthEast Procurement Team

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)

no

If yes, estimated timing for further notices to be published:

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

no

If yes, reference to project(s) and/or programme(s):

VI.3) ADDITIONAL INFORMATION (if applicable)

Variant bids will be accepted at the discretion of the Contracting Authority and in accordance with the Instructions to Tenderers Document.

Tenderers should be aware that although the Contracting Authority for the purposes of this procurement is One NorthEast, One NorthEast may allow one or more of the other Regional Development Agencies and/or public bodies and/or subsidiary companies, and/or recipients of Public monies may choose to access the concluded Contract/Framework, without creating any obligation of any of them to do so. In that event, the contractual relationship would be between the approved individual accessing the contract and the contractor.

The Contracting Authority does not bind itself to accept any tender and withholds the right to appoint outside any contract should it be considered to be in the best interest of the Contracting Authority.

The Contracting Authority is not liable for any costs incurred by those expressing an interest or tendering for this opportunity.

Compliance with all legislation is required, both in the contract award procedure and during the term of the contract.

The Contracting Authority reserves the right to extend the contract for a period of not more than 12 months

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures

Official name:		
Postal address:		
Town:	Postal code:	Country:
Email:	Telephone:	
Internet address (URL):	Fax:	

Body responsible for mediation procedures (if applicable)

Official name:		
Postal address:		
Town:	Postal code:	Country:
Email:	Telephone:	
Internet address (URL):	Fax:	

VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

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

Official name:		
Postal address:		
Town:	Postal code:	Country:
Email:	Telephone:	
Internet address (URL):	Fax:	

VI.5) DATE OF DISPATCH OF THIS NOTICE:

(NOTE: The dispatch date will be automatically updated when the notice is submitted for publication).

ANNEX A

ADDITIONAL ADDRESSES AND CONTACT POINTS

I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

Official name: All requests for information must be sent through the messaging facility on the One NorthEast eTendering system.		
Postal address:		
Town:	Postal code:	Country: GB
Contact point(s): For the attention of:	Telephone:	
Email:	Fax:	
Internet address (URL): www.onenortheast.bravosolution.com		

II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED

Official name: All requests for information must be sent through the messaging facility on the One NorthEast eTendering system.		
Postal address:		
Town:	Postal code:	Country: GB
Contact point(s): For the attention of:	Telephone:	
Email:	Fax:	
Internet address (URL): www.onenortheast.bravosolution.com		

III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Official name: All requests for information must be sent through the messaging facility on the One NorthEast eTendering system.
Postal address:

Town:	Postal code:	Country: GB
Contact point(s): For the attention of:	Telephone:	
Email:	Fax:	
Internet address (URL): www.onenortheast.bravosolution.com		