

CONTRACT NOTICE – NATIONAL

Notice Type: SERVICES

1 Authority Details

1.1 Authority Name and Address

Official Name: Cyngor Gwynedd Council		
Postal Address: Economy and Community, Swyddfeydd y Cyngor, Shirehall Street,		
Town: Caernarfon	Postal Code: LL55 1SH	Country: UK
For the attention of: Elin Evans	Telephone: +44 1286679390	
E-Mail: elinevans@gwynedd.llyw.cymru	Fax:	
Internet Address (URL): www.gwynedd.llyw.cymru		
Electronic access to information: www.sell2wales.gov.wales		
Electronic submission of tenders and requests to participate: www.sell2wales.gov.wales		

Address from which documentation may be obtained

1.2

As in 1.1

Completed documents must be returned to:

1.3

As in 1.1

2 Contract Details

Title

2.1

RFQ: Commission to Create Editorial Content and Itineraries

Description of the goods or services required

This document is a request for a quote by Gwynedd Council's Tourism Marketing and Customer Care Service to produce high quality text for Gwynedd, Anglesey, Conwy North East Wales (Denbighshire, Wrexham and Flintshire), Ceredigion and Pembrokeshire.

2.2

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=94715.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Notice Coding and Classification

a) Commodity Codes

Code Description

22120000 Publications

39294100 Information and promotion products

79340000 Advertising and marketing services

79342000 Marketing services

79342200 Promotional services

92312211 Writing agency services

b) Delivery Location/Area

Code Location

1011 Isle of Anglesey

1012 Gwynedd

1013 Conwy and Denbighshire

1014 South West Wales (Carmarthenshire, Pembrokeshire, Ceredigion)

1023 Flintshire and Wrexham

2.3

Total quantity or scope of tender

- 2.4 Quality - 80%
Price - 20%

3 Conditions for Participation

- 3.1 **Minimum standards and qualification required**

4 Administrative Information

Type of Procedure

- 4.1 Single stage - Any candidate may submit a tender.

Reference number attributed to the notice by the contracting authority

- 4.2 N/a

Time Limits

- 4.3 Time-limit for receipt of completed tenders
28-08-2019 Time 11:00

Estimated award date
10-09-2019

Language or languages in which tenders or requests to participate can be drawn up

- 4.5 EN
Welsh

Tender Submission Postbox

- 4.6 The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx

5 Other Information

Additional Information

Gwynedd Council, in support of Welsh Government's Code of Practice on Ethical employment in supply chains, confirms that it has and/or commits to put the following processes in place :-

- An ethical employment statement to be displayed on the Council website
- Appointment of an Anti-slavery and Ethical Employment Champion at Cabinet level
- Whistle-blowing policy for staff to raise suspicions of unlawful and unethical employment practices taking place and a point of contact for the public to raise any such concerns in relation to the supply chain
- Training for those involved in buying/procurement or recruitment in modern slavery and ethical employment practices via Welsh Government's e-module
- Incorporation of the Council's Ethical employment statement within procurement documentation as well as inclusion of questions associated with the topic within tenders and conditions of contract where appropriate
- Payment of our suppliers on time (within 30 days)
- No unfair use of false self-employment, umbrella schemes or zero hours contracts which would result in avoidance of Tax/National Insurance or in any way unduly disadvantage its workers in terms of pay, rights, opportunities
- Staff to have access to a Trade Union without risk of any form of discrimination
- Any staff on outsourced contracts to retain their terms and conditions of employment
- An annual written statement outlining progress on principles within the code, including Modern Slavery, and plans for any future action to demonstrate the Council's support of the Code of Practice

5.1

Further progress on any remaining commitments will be identified within the Council's annual statement.

In order for the Code of Practice to have the utmost impact on ethical employment in supply chains, Gwynedd Council will expect that all its suppliers (and subsequent supply chains) make efforts to put in place similar processes so as to ensure that no individual is subject to any form of employment discrimination.

<http://gov.wales/topics/improvementservices/bettervfm/code-of-practice/?lang=en>

(WA Ref:94715)

Relates to the following project/programme financed by EU Community Funds: Visit Wales Regional Tourism Engagement Fund(RTEF).

The buyer considers that this contract is suitable for consortia bidding.

Additional Documentation

5.2

The following additional documents relating to this notice are available from the site:

Editorial Content and Itineraries Brief 19_20

Briff Cynnwys Golygyddol a Theithlenni 19_20

5.3

Publication date of this notice

08-08-2019

SF 51a