

## **CONFIDENTIAL**

### **TENDER DOCUMENTATION - MEDIA SERVICE**

The Council is seeking to tender for the services of an experienced contractor to provide a Media Service on behalf of Douglas Borough Council, such service to include press releases, editorial support, coverage of events, and copy for publications.

In submitting a tender all applicants must agree to the terms and conditions of engagement contained within this document and comply with the Council's Media Contact Policy.

Tenders will be judged on a number of criteria including cost, quality of work (as assessed by portfolio), experience and availability. Shortlisted applicants will be required to attend an interview as part of the evaluation process.

The framework for the service comprises:-

- Attendance at Mayoral, civic, and newsworthy events, averaging
  - 4 Mayoral events per month.
  - 8 Civic events per annum (specifically Mayor's Installation, Civic Sunday, Business Reception, Fun Day, Fireworks Display, Remembrance Sunday, Armistice Day, Christmas Lights Ceremony).
  - 10 events monthly relating to Council news/initiatives.
  - 10 internal Digital Media Group meetings per annum.
  - 12 Council meetings per annum.
  - 48 hours' notice of attendance at events to be standard.
- Preparation and issue of press releases in connection with events as above.
- Updating and reviewing specified elements of the Council's website.
- Copy for publications.
- Monitoring local media.
- Editorial support.
- Contract length – three years to commence 1<sup>st</sup> June 2018. To be terminated by three months' notice by either party.
- Major media projects will be separately procured.
- Liaison with Council officers regarding the Council's social media communications.

Further background information on the Council and the services it provides can be viewed by visiting [www.douglas.gov.im](http://www.douglas.gov.im).

**To submit a tender for the Media Service, please complete Section B at page 8 of this document, ensuring that you have enclosed your portfolio of work (digitally preferred).**

**In addition, a combined tender for both the Media Service and the Photography Service may also be submitted by completing Section C at page 8 of this document.**

The preferred method of tender return is via the Council's online procurement system to: [procurement@douglas.gov.im](mailto:procurement@douglas.gov.im).

The Council will however, accept tender documentation if delivered **by hand** (not posted or sent by facsimile) in a plain sealed envelope addressed to the Chief Executive, Chief Executive's Department, Town Hall, Douglas, IM99 1AD and bearing the words "**Tender for Media Service**". There must be no name or mark upon your quotation envelope indicating the identity of the sender.

The closing date for submission is **5.00 pm on Friday 13<sup>th</sup> April 2018.**

## **TERMS AND CONDITIONS**

### **Name and nature:**

#### **Media Service for Douglas Borough Council**

The works will comprise a Media Service on behalf of the Council. Such service to include press releases, editorial support, coverage of events, and copy for publications. To include attendance at events and functions.

### **Parties and Consultants**

#### **Employer**

The Mayor, Aldermen and  
Burgesses of the Borough of Douglas  
Douglas Borough Council  
Town Hall  
Douglas  
Isle of Man  
IM99 1AD

#### **Contract Administrator**

Kathleen Rice BA(Hons) Solicitor  
Chief Executive  
Douglas Borough Council  
Town Hall  
Douglas  
Isle of Man  
IM99 1AD

#### **Project Manager**

Sue Harrison  
Director of Housing & Property  
Housing and Property Department  
Tel: 01624 696339  
E-mail: sharrison@douglas.gov.im

## **Tendering Application – MEDIA SERVICE**

### **Applicant Information**

Trading Name: \_\_\_\_\_

Directors  
Names: \_\_\_\_\_

Trading  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Documentation**

*Please tick the boxes to confirm that the information has been included with your submission.*

☐ Copy of Public Liability Insurance certificate.

☐ Copy of Employers Liability Insurance certificate (where applicable).

☐ Health and Safety Policy Statement.

☐ Completed Bank Reference Authorisation Form.

☐ Copy of Business/Company Registration Certificate.

☐ Two Supplier References.

### Public Authority Declaration

*Please tick the box to confirm that the statement is true. If you cannot tick the box please submit additional information with your application.*

☐ I confirm that no Director, Partner or associate of the business/ Company has been an employee of Douglas Borough Council, or has a relative at senior level within the Council, or is a Councillor, or has an involvement in other firms that provide or have provided services to the Council.

### Declaration

*To be completed by all applicants.*

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/We understand that false information could result in my/our exclusion from the list of approved contractors.

I/We confirm that all appropriate returns have been made to Isle of Man Treasury by the due date, that there are no overdue debts to Douglas Borough Council or overdue statutory payments, such as Income Tax, Company Tax, National Insurance contributions or VAT, and that I/we are in no other way indebted to the Isle of Man Government or Douglas Borough Council.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

For and on

Behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Name and number for

queries: \_\_\_\_\_

**Conditions for inclusion require that all applicants:**

- > Agree to comply with the Health and Safety at Work Act 1974 and all amendments and additions to the Act.
- > Agree to maintain Public Liability Insurances to the minimum value of £1M and Employers Liability Insurances where applicable.
- > Agree to guarantee all work carried out and that all work will be of an acceptable standard.
- > Agree to maintain all insurances, permits, benefits payments, certification of tradesmen requirements for the duration of the approval and will provide evidence of same when called upon to do so from time to time, and understand that non-compliance with these conditions may result in removal from the list.
- > Should note that failure to submit all appropriate returns, or keep up to date with payments to Douglas Borough Council or payments to Isle of Man Treasury such as Income Tax, Company Tax, National Insurance contributions, VAT or any indebtedness to the Isle of Man Government may result in removal from the list.
- > Are advised that it will be necessary to comply with all Isle of Man legislation and the Council's policies and procedures.
- > Acknowledge that the confidentiality of information gathered as part of the application process is recognised. Douglas Borough Council will use data provided, together with other information that we may obtain from or about the applicant for carrying out checks in accordance with the Data Protection Act 2002 for the purposes of administration, assessment and analysis to assess the applicant's suitability for inclusion on the select list of contractors.

## Bank Reference Authorisation

*To be completed by all applicants and returned together with the select tendering application form 1.*

I/We authorise Douglas Borough Council to seek a reference from

\_\_\_\_\_  
Bank

\_\_\_\_\_  
Address

and to debit my/our account with any associated charges.

Signed: -  
\_\_\_\_\_

Position:  
\_\_\_\_\_

For and on behalf of:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

*A Director, Partner, or other Senior Manager of the Company or firm **who is a Bank signatory** should sign this authority.*

<b>Media Service</b>	<b><u>SECTION B</u></b>
<b>Douglas Borough Council</b>	
<b>Name .....</b>	
<b>Address/tel/email</b> ..... .....	
<b>I agree to abide by the terms and conditions of this tender documentation</b>	
<b>Signature .....</b>	<b>Date .....</b>
<b>Amount Tendered £ .....</b>	

**\*Section C only to be completed for combined Tender**

<b>*Combined Media Service and Photography Service</b>		<b><u>SECTION C</u></b>
<b>Douglas Borough Council</b>		
<b>Name .....</b>		
<b>Address/tel./email</b> ..... .....		
<b>I agree to abide by the terms and conditions of this tender documentation</b>		
<b>Signature .....</b>	<b>Date .....</b>	
<b>Amount Tendered .....</b>		