

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018534-2023>

Tender

## **RBK Filming Services**

The Royal Borough of Kingston upon Thames

F02: Contract notice

Notice identifier: 2023/S 000-018534

Procurement identifier (OCID): ocds-h6vhtk-03dd84

Published 29 June 2023, 1:26pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

The Royal Borough of Kingston upon Thames

Guildhall 2

Kingston upon Thames

KT1 1EU

#### **Contact**

Ms Sara Walton

#### **Email**

[commissioning@kingston.gov.uk](mailto:commissioning@kingston.gov.uk)

#### **Telephone**

+44 2085475000

#### **Country**

United Kingdom

**Region code**

UKI63 - Merton, Kingston upon Thames and Sutton

**Internet address(es)**

Main address

<http://www.kingston.gov.uk>

Buyer's address

<http://www.kingston.gov.uk>

**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/Advert/Index?advertId=ec0b10be-2814-ee11-8123-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=ec0b10be-2814-ee11-8123-005056b64545>

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

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

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

#### **II.1.1) Title**

RBK Filming Services

Reference number

DN671424

#### **II.1.2) Main CPV code**

- 92100000 - Motion picture and video services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Royal Borough of Kingston upon Thames (the Council) are looking for a Concessionaire who can offer a full-service package, dealing with the entire process from application, site visits, liaising with relevant council departments, managing the shoot and invoicing / collection of monies.

The proposed duration of the concession contract will be an initial term of 3 (three) years with the option to extend the contract for up to a maximum of 2 years (1 year plus 1 year).

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

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

The Royal Borough of Kingston upon Thames (the Council) are looking for a Concessionaire who can offer a full-service package, dealing with the entire process from

application, site visits, liaising with relevant council departments, managing the shoot and invoicing / collection of monies.

The proposed duration of the concession contract will be an initial term of 3 (three) years with the option to extend the contract for up to a maximum of 2 years (1 year plus 1 year).

The Concessionaire will be required to provide a portion of their income from the supply of these services to the Council.

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com>

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 50

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 optional extensions available of 12 month each

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

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

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

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

Date

31 July 2023

Local time

12:00pm

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

English

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

Date

31 July 2023

Local time

12:10pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

The Royal Borough of Kingston upon Thames

Guildhall 2

Kingston upon Thames

KT1 1EU

Email

[commissioning@kingston.gov.uk](mailto:commissioning@kingston.gov.uk)

Telephone

+44 2085475000

Country

United Kingdom

Internet address

<https://www.kingston.gov.uk/>

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

Royal Courts of Justice

Strand

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with the Concession Contracts Regulations 2026 (CCR 2016) the Council will incorporate a minimum 10 calendar day standstill period at the point information on which the contract

award decision is communicated to tenderers.