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Tender

Photography and Videography Services

Crown Estate Scotland

F02: Contract notice

Notice identifier: 2024/S 000-025754

Procurement identifier (OCID): ocds-h6vhtk-048abf

Published 14 August 2024, 10:56am

Section I: Contracting authority

I.1) Name and addresses

Crown Estate Scotland

Quartermile Two, 2nd Floor, 2 Lister Square

Edinburgh

EH3 9GL

Contact

Neil Howieson

Email

neil.howieson@scotland-excel.org.uk

Telephone

+44 1314607657

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://crownestatescotland.com/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA29444

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://www.publiccontractsscotland.gov.uk/default.aspx>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/default.aspx>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Estate management

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Photography and Videography Services

Reference number

774895

II.1.2) Main CPV code

- 92111250 - Information film production

II.1.3) Type of contract

Services

II.1.4) Short description

This tender process is for participation in the Contract for Photography and Videography Services.

Crown Estate Scotland requires the services of an experienced photographer, videographer and editor, to contribute to the creative development of our photography and film projects and produce finished images and films suitable for publication on our website, social media channels and documents.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79961100 - Advertising photography services
- 79961200 - Aerial photography services
- 79961300 - Specialised photography services
- 79961320 - Underwater photography services
- 79961350 - Studio photography services
- 92100000 - Motion picture and video services
- 92110000 - Motion picture and video tape production and related services
- 92111000 - Motion picture and video production services
- 92111200 - Advertising, propaganda and information film and video-tape production
- 92111220 - Advertising video-tape production
- 92111260 - Information video-tape production
- 92112000 - Services in connection with motion-picture and video-tape production

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

Main site or place of performance

Various sites across Scotland.

II.2.4) Description of the procurement

Crown Estate Scotland needs the services of an experienced photographer, videographer and editor, to:

Contribute to the creative development of our photography and film projects;

Organise shoots as necessary to get the elements required for our projects, including:

Obtaining the required consent and permissions to conduct shoots;

Travel and accommodation;

Sourcing equipment and additional support where necessary

Running shoots whilst on site.

Capture and edit:

Images for our Corporate media library;

Footage for our film projects;

Produce finished images and films suitable for publication on our website, social media channels and documents

II.2.5) Award criteria

Quality criterion - Name: Crown Estate Scotland context and understanding / Weighting: 10

Quality criterion - Name: Methodology – including transference of relevant experience and staff knowledge / Weighting: 30

Quality criterion - Name: Approach to delivery of scope and management of the project / Weighting: 30

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £100,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

Two optional extension periods of twelve months each at the discretion of Crown Estate Scotland.

II.2.10) Information about variants

Variants will be accepted: Yes

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 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

Bidders must be certified with Cyber Essentials plus or equivalent.

Evidence of relevant certification will be requested prior to the award of the contract. Bidders who fail to provide evidence that they have the relevant certification may be assessed as a FAIL and be excluded from the Procurement Process.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a yearly general turnover of a minimum of 50,000 GBP for the last two (2) years.

Minimum level(s) of standards possibly required

Tenderers unable to demonstrate the criteria detailed above may be assessed as a FAIL and be excluded from the Procurement Process.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

13 September 2024

Local time

12:00pm

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

Tender must be valid until: 13 December 2024

IV.2.7) Conditions for opening of tenders

Date

13 September 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Scotland Excel is acting on behalf of Crown Estate Scotland in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at
https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=774895.

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.publiccontractsscotland.gov.uk/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.

(SC Ref:774895)

Download the ESPD document here:
https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=774895

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom