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Tender

## **Norfolk Film Office 2 Year Pilot Project**

Norfolk County Council

F02: Contract notice

Notice identifier: 2023/S 000-031183

Procurement identifier (OCID): ocds-h6vhtk-040e23

Published 23 October 2023, 12:21pm

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH15 - Norwich and East Norfolk

#### **Internet address(es)**

Main address

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/norfolkcc/asp/Home>

### **I.3) Communication**

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

<https://in-tendorganiser.co.uk/norfolkcc>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Regional or local authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Norfolk Film Office 2 Year Pilot Project

Reference number

NCCT42772

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

- 75100000 - Administration services

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

Services

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

Norfolk County Council works in partnership with Norfolk's local authorities and the New Anglia LEP to drive business growth and increase productivity and business profitability within Norfolk. The County Council has a shared ambition with stakeholders in this sector, for Norfolk to capitalise on the growth of the UK TV and Film sector. Our partnership commissioned research into the film, television, commercial and associated sectors within Norfolk, to obtain an objective and statistical evidence base on the current state of the screen sector in Norfolk. Norfolk County Council are keen to progress the insights gained from that initial research and its recommendations and we are now in a position to fund a two-year Norfolk Film Office pilot project. The Council is seeking the creation of an integrated front door for film enquiries, in addition to proactive promotion of Norfolk and its assets as film locations.

#### **II.1.5) Estimated total value**

Value excluding VAT: £90,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 75100000 - Administration services

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

NUTS codes

- UKH17 - Breckland and South Norfolk
- UKH16 - North and West Norfolk
- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norfolk

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

Norfolk County Council works in partnership with Norfolk's local authorities and the New Anglia LEP to drive business growth and increase productivity and business profitability within Norfolk. The County Council has a shared ambition with stakeholders in this sector, for Norfolk to capitalise on the growth of the UK TV and Film sector. Our partnership commissioned research into the film, television, commercial and associated sectors within Norfolk, to obtain an objective and statistical evidence base on the current state of the screen sector in Norfolk, conducted by Olsberg.SPI, and their report was delivered in February 2022. Norfolk County Council are keen to progress the insights gained from that initial research and its recommendations and we are now in a position to fund a two-year Norfolk Film Office pilot project. We believe the creation of an integrated front door for film enquiries, in addition to proactive promotion of Norfolk and its assets as film locations, development of databases of under or un-utilised locations, crew and facilities will all support an increase in filming days within Norfolk. Such an integrated film office will enable Norfolk to compete with other areas of the UK who have set up local authority funded film offices and are benefiting from additional income into the area. The two-year pilot project will enable Norfolk County Council and partners to understand what can be achieved from a small but dedicated investment of finance and local authority support into an integrated film office designed to work closely with all Norfolk's public sector agencies, with the private screen sector and associated bodies. The pilot programme will provide an evidence base as to a Film Office's ability to deliver growth in location filming activity in Norfolk; an understanding of any income benefits to Norfolk's local authorities and to the wider SME population; and evidence for the long-term viability of a stand-alone Film Office. We anticipate the Film Office will support the creation of a dynamic and growing screen sector cluster within Norfolk.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: £90,000

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

Duration in months

24

This contract is subject to renewal

No

**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

**II.2.14) Additional information**

The value included is exclusive of VAT

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **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

23 November 2023

Local time

10:50am

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

English

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

Date

23 November 2023

Local time

11:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

This procurement will be managed electronically via the Council's e-procurement system. To participate in this procurement, applicants must first be registered on the system at <https://in-tendhost.co.uk/norfolkcc>. Full instructions for registration and use of the system can be found at <https://in-tendhost.co.uk/norfolkcc/asp/BuyerProfiles>. Once registered you will be able to see the procurement project under the `tenders` section and `express an interest` to view the documentation. If you encounter any difficulties whilst using the system you can contact the In-tend support team by phoning +44 8442728810 or e-mailing [support@in-tend.co.uk](mailto:support@in-tend.co.uk).

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

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

Norfolk County Council

County Hall Martineau Lane

Norwich

NR1 2DH

Email

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

Country

United Kingdom

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

Norfolk County Council

County Hall Martineau Lane

Norwich

NR1 2DH

Email

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Public Contracts Regulations 2015 (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Proceedings must be brought within 30 days from the date of knowledge (the date on which the economic operator first knew or ought to have known that grounds for starting the proceedings had arisen) unless the Court considers that there is good reason for extending the period within which proceedings may be brought, in which case the Court may extend that period up to a maximum of 3 months from the date of knowledge.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Norfolk County Council

County Hall Martineau Lane

Norwich

NR1 2DH

Email

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

Country

United Kingdom