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Tender

## Commission of Newport City Highlight Video

Newport City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-038241

Procurement identifier (OCID): ocds-h6vhtk-055b23

Published 8 July 2025, 1:45pm

## Scope

## Reference

NCC202500119

## Description

Newport City Council wishes to commission a visualisation of developments across the city, in one or more final products, highlighting the following:

- Completed projects
- Projects underway
- Future plans/ambitions
- Major companies and external investment
- Key attractions.

This will primarily be delivered in video format, for use on various platforms including web and social media. Static versions/stills will also be required for use in promotional collateral such as brochures and bid documents.

## Total value (estimated)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 26 August 2025 to 30 September 2025
- 1 month, 6 days

### **Options**

The right to additional purchases while the contract is valid.

Completed video to be updated when new developments occur in the city of Newport

### **Main procurement category**

Services

### **CPV classifications**

- 92100000 - Motion picture and video services

### **Contract locations**

- UKL21 - Monmouthshire and Newport

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## **Participation**

## Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## Submission

### Enquiry deadline

25 July 2025, 4:00pm

### Tender submission deadline

1 August 2025, 12:00pm

## Submission address and any special instructions

<https://etenderwales.bravosolution.co.uk> If you are not already registered as a supplier on the above, please register as follows: 1. Register your company on the etenderwales portal (this is only required once)- Browse to the eSourcing Portal: [www.etenderwales.bravosolution.co.uk](http://www.etenderwales.bravosolution.co.uk)- Click the "Suppliers register here" link- Agree to the terms and conditions and click "continue"- Enter your correct business and user details- Note the username you chose and click "Save" when complete- You will shortly receive an email with your unique password (please keep this secure)2. Express an Interest in the Project- Login to the portal with the username/password- Click the "ITT Open to All Suppliers" link. - Click on the relevant ITT (ITT\_118520) to access the content.- Click the "Express Interest" button in the "Actions" box on the page.- This will move the ITT into your "My ITT" page. (This is a secure area reserved for your projects only)- Click on the ITT code to access the content3. Responding to the tender- You can now choose to "Create Response" or "Decline to Respond" (please give a reason if declining)- You can now use the 'Messages' function to communicate with the buyer and seek any clarification- Note the deadline for completion, then follow the onscreen instructions to complete the ITT- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)If you require any further assistance use

the online help Home , or the eTendering help desk is available Mon - Fri (8am - 6pm) on:-  
Phone: 0800 069 8634

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Project Methodology & Delivery	Various Questions relating to	Quality	60.00%
Price for Delivery of Newport Highlights Video	Costs attributed to project methodology and its delivery, staff costs, technology costs to deliver the brief	Price	40.00%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Contracting authority**

**Newport City Council**

- Public Procurement Organisation Number: PWLP-4583-NQGG

Civic Centre

Newport

NP20 4UR

United Kingdom

Contact name: Joanne James

Telephone: +441633987782

Email: [procure@newport.gov.uk](mailto:procure@newport.gov.uk)

Website: <http://www.newport.gov.uk>

Region: UKL21 - Monmouthshire and Newport

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales