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| **Contract Title:** | CS5367 Film Location Service |

The London Borough of Tower Hamlets (LBTH) is seeking expressions of interest from interested organisations for the above services and / or goods.

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| **Description:** |
| Description: The London Borough of Tower Hamlets (LBTH) is inviting submission of proposals to operate a one stop shop Film Location Service in the borough, on a concession basis. The period of the contract is for 5 years from April 2019 with a possible 2 year further extension. LBTH is looking for a suitably qualified company to manage all aspects of a film location service.  The Main objectives of a film service are:  o To be the first point of contact for the Council for filming and photography  o To promote the borough and its assets for filming purposes  o Maximise the financial return to the council whilst minimising disruption for local residents and business  o Effectively monitor all filming activity in the borough and keep clear records.  The organisation will be expected to:  • To offer a one stop shop for all locations enquires regarding filming and photography for any purposes.  • Secure all permissions and issue licences to service users as necessary.  • Provide budget management, accounting, cash security, payment of all suppliers, and receipt of all incomes.  • Arrange and attend all multi-agency planning meetings as might be relevant to manage the service.  • Ensure all service users comply with relevant health and safety legislation and have all necessary permissions and insurances compliant with filming activity.  • Adhere to the Location Filming in London Code of Practice.  The organisation must be able to demonstrate that they have suitable knowledge and experience of delivering a Film Location Service with a consistent track record. Additionally, they must indicate they have the capacity, financial ability and knowledge within the market to sustain a commercially viable service over the period of the contract. |

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| The Council is committed to improving the quality of life for both residents and businesses within Tower Hamlets. In line with The Public Services (Social Value) Act 2012 the authority will consider how this procurement might improve the economic, social and environmental well-being of the relevant area. In order to achieve this, it is our objective to work with existing and future contractors to secure an appropriate level of community benefits through the procurement process. Detailed guidance and minimum levels of the economic and community benefit applicable to this tender will be available within the tender documentation.  **The anticipated contract start date is:** Monday, 01 April 2019 |

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| **The estimated value of the contract is:** |  |
| £100000 Per Annum | |

**For a period of:** 60 months

Organisations wishing to express their interest are requested to **register** on the London Tenders Portal ([www.londontenders.org](https://www.londontenders.org/procontract/supplier.nsf/frm_home?ReadForm)) where the tender documentation will be available for download. You may be required to complete a Pre-Qualification Questionnaire (PQQ).

Organisations must ensure that access to the system is available to their representatives dealing with the contract.  The council will not be liable for the lack of delegated access within the organisation and will not send any documentation regarding the contract, which shall be exclusively available through the portal.

Tenderers are responsible for allowing sufficient time to submit their ITT/PQQ. The Council accepts no liability whatsoever for ITT/PQQs that are not submitted due to internet connectivity issues, transmission delays or errors.

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| **Deadline for expression of interest and / or return of quotation is:** |
| Friday, 07 December 2018 12:00 Noon |

LBTH is an Equal Opportunities Employer and a supporter of Ethical Governance, our protocol can be found along with the Council’s Guidance for supplier via:

[http://www.towerhamlets.gov.uk/](https://www.towerhamlets.gov.uk/lgnl/business/tenders_and_contract/tenders_and_contracts.aspx)

LBTH does not undertake to invite all applicants or bind itself to accept the lowest or any Tender. LBTH will not be liable for any costs incurred in tendering for this contract.

If you require any further information please contact:

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| Neil Ward | at: |