## Contract title: Marine slide collection scanning and indexing

**Invitation to tender: Reference C18-0288-1273**

## Questions and Answers

A few questions have been asked by a potential bidder, with regards to the above -named procurement exercise. To ensure fairness and transparency to all bidders, these questions (**in bold type)** and answers (*in italics*) are detailed below.

1. **Is S449-Gen-26 in the correct sheet?**

*Yes, this slide is in the “correct” sheet, that is, it has been indexed on our side as within this sheet, so should remain there.*

1. **Would you like us to digitise a subset of these slides, or all 29 x 35MM Slides (in the order found from top left to bottom right)?**

*If it is not unfeasible, a full demonstration of all slides would be great.*

1. **In terms of naming these files, and just reading your specification, can you confirm that this is correct (SheetName-SlidePositionWithinWallet):**

**S448-01**

**S448-02**

**S448-03**

**S448-04**

**S448-05**

**S448-06**

**S448-07**

**S448-08**

**S448-09**

**S448-10**

**S448-11**

**S449-01**

**S449-02**

**S449-03**

**S449-04**

**S449-05**

**S449-06**

**S449-07**

**S449-08**

**S449-09**

**S449-10**

**S449-11**

**S449-12**

**S449-13**

**S449-14**

**S449-15**

**S449-16**

**S449-17**

**S449-18**

*For the naming of the slides, they should be named by the basic sheet number and slide position, so as your example*

* + *Sheet6\_1*
	+ *Sheet6\_2*
	+ *Sheet6\_3 … (on to) Sheet6\_11*
	+ *Sheet7\_1*
	+ *Sheet7\_2 … (on to) Sheet7\_18*
1. **Would you like us to split the images in to folders and name the folders as per the sheet.  For example /S449/S449-01.tiff.  ?**

*If possible splitting folders by sheet would be preferable (e.g. /Sheet6/Sheet6-01.tiff), but as long as a file path is logged somewhere (e.g. a csv/excel table) alongside the “name” (above), to provide a link, this is the basic requirement.*

1. **Are you happy that we send these to you via drop box or would you prefer a usb flash drive?**

*Yes, we are happy to receive the output images and log via dropbox.*

1. **Our technicians have told me that the sample slides have been stuck to their sleeves using sticky tape (I presume to stop them falling out).   As we would need to take in to account the time to cut through each tape can you confirm whether tape has been used across all of the sleeves or whether it is just used on this selection of samples? And whether you would expect the slides to be stuck back in to the sleeves again?**

*Yes, that is correct – the tape has indeed been used across all of the sleeves, so please feel free to include this cost within the tender – if possible in an itemised fashion to make cost comparisons easier on our end.*

*If the slides can be confidently returned to JNCC without tape without risk of falling out of the sleeves, we would be happy for the returned slides to* ***NOT*** *be taped.*