Innovate UK KTN – Design Tender

FAQs

1. **Could you provide an indication of how many documents/assets, what types and pagination extents and/or scope (Copyediting / Design / Pre-press & Print / Installation).** It is not possible at this time to provide an accurate indication of the number of documents/assets we will need to produce. Copyediting, design, pre-press and print is included. Installation is usually done by an on-site exhibition team. As a rough estimate, KTN usually attends 5 external exhibitions a year, and hosts 2-3 large exhibitions. We have a team of 11 Marketing Managers who all work on specific sectors or programmes, and usually need to produce 1-2 assets externally a month depending on the requirements of their campaigns.

2. **Are suppliers welcome to submit proposals for both the Innovate UK KTN – Design and Brand & Identity tender opportunities?** Yes.

3. **For PART 2: FORM F: Project Specific Questions Technical Capability – do our responses need to be in the boxes provided, and if so, is there a word limit, or can we attach a supporting document to answer questions 6.1-6.4?** You can attach supporting documents.

4. **Are you expecting all services and deliverables to be produced for the budgets of £80k respectively?** £80,000 + VAT is the maximum we will spend on these services, but the actual budget committed will depend on the scope and deliverables of specific projects. The full budget is not committed to the supplier if the contract is secured.

5. **Regarding 6.5. in the Invitation to Tender and Statement of Works - Can I just check if you are happy for evidence of previous work to be submitted in support of this tender at this stage, or is the supporting documentation purely to outline that we recognise and work in line with KTN's values?** Yes we are happy for evidence of previous work to be submitted in support of this tender.

6. **I see that you'd like to see a schedule of costs and timeline of estimated costs. Given that the deliverables for each lot are tbc, would a rate card be appropriate, or do you require more detail?** A rate card is appropriate for estimated costs.

7. **Do you have a minimum turnover threshold?** No.