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| # | Clarification | Answer |
| 1 | We have just come across your tender notice for Video Production & Animation on Contract Finder,  Can you advise the best way for us to be considered for the project please? | All of the details relating to the tender are published on Contracts Finder, including the Tender Specification which details all of the requirements. |
| 2 | The tender document doesn’t actually state the amount of video content you require. Do  you have an idea on how many pieces of content you’re after?  To explain, our prices work on a half day and full day rate and then per video. If you’re unsure on the amount of content, would it be best to outline our pricing like the  above? | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed. When individual requirements are identified, the task will be given to the supplier for costing, agreed by CTI as part of the 'call down' contract.  Tenderers must decide how best to outline their costs under Section 6 Tender Submission Requirements – specifically, 6.5. ‘Provide a breakdown of how the project will be managed, including an outline of the activity that will be carried out as part of this tender as well as the costs associated with each piece of activity’ |
| 3 | If the filming was attended in Cornwall where needed, would you accept remote working  for the rest of contract? | It is anticipated that following an inception meeting at CDC’s offices and occasional progress meeting, further communication can take place remotely however the tender must note that all filming will take place in Cornwall, therefore this will need to be considered in the response. |
| 4 | Is £28,000 the budget for the full 2.5 years? If so, what do you anticipate the volume of  work that is required? Also, what is the level of travel expected for this project? | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed, however all of the filming is expected to take place in Cornwall and will be completed in line with CTI’s requirements. At this stage we are also unable to specify how much travel will be required.  Please note, as detailed in the tender specification, it is expected that total costs of the contract will include:  - Initial consultation and planning meetings  - Site visits and video shoots  - Inclusion of relevant logos / Graphics / text  - All travel and subsistence (to include Cornwall wide travel) |
| 5 | I would love to find out more about your project and what you require, would you like to have a quick chat  about it? | All information regarding the tender, including how to apply, can be found on Contracts Finder. |
| 7 | I have just come across your tender on the contract finder website and wonder if I may ask for clarification on the amount of films you would like so that I can accurately quote for you. I can see from the tender requirements it says ‘a number of’ events and films – if you have an idea let me know. | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed, however all of the filming is expected to take place in Cornwall and will be completed in line with CTI’s requirements. At this stage we are also unable to specify how much travel will be required.  Please note, as detailed in the tender specification, it is expected that total costs of the contract will include:  - Initial consultation and planning meetings  - Site visits and video shoots  - Inclusion of relevant logos / Graphics / text  - All travel and subsistence (to include Cornwall wide travel) |
| 8 | How many events do you envisage CTI holding during the duration of the project? And how many of these will need capturing  on film? | CTI do not currently have an exhaustive list of activity however, as part of the ‘call down’ contract, CTI will issue a brief for each piece of work in return for a quotation from the supplier. The amount of activity completed as part of this tender will be dependent on cost v’s budget. |
| 9 | Is there a desired split between animated and film content for the videos you would like the successful tenderers to produce? | At this stage we do not have a desired split, this will be established once the successful supplier has been appointed and a contract is in place. |
| 10 | Can you specify what type of animation will be required for this project - 3D/2D, text animation, CGI. | CTI anticipate the animated content being in a 2D format however, the tenderer should read the tender requirements set out in the specification and use section 6 ‘Tender Submission Requirements’ to demonstrate their approach. |
| 11 | Please could you give examples or explain in more detail the type of content you would be  looking for that relates to the below part of the tender, it would be useful to know the  type/style as a guide :-  Produce animated video content that will help to position Cornwall as a dynamic  and viable business location | The details of this will be discussed with the successful tenderer at the inception meeting. This is an opportunity for the tenderer to showcase their skills and expertise by showcasing content that they believe to be relevant to the brief. |
| 12 | Provision Design would like to tender for the opportunity to fulfil your Video Production and  Animation requirement. | All information regarding the Tender, including how to apply, can be found on Contracts Finder. |
| 13 | We are delighted to tender for the Video and Animation Framework / Cornwall  Development Agency piece of work but I do have some questions.  I will be in Cornwall next week and wondered whether you would be happy to spend 20  minutes with me please to discuss this piece of work? | All information regarding the Tender, including how to apply, can be found on Contracts Finder. |
| 14 | Just came across the tender posted on the  services.gov website and wondered if you could give me some more info?  Would you be able to let me know what deliverables you require? The brief was quite  vague on this so just wanted to check before we submit a pitch. | All information regarding the Tender, including the overarching deliverables and how to apply, can be found on Contracts Finder. |
| 15 | I wonder whether you  can give me any more detail on the volume of work that will be required? We operate on  ‘daily rates’ for filming and ‘hourly rates’ for pre and post production. I note that there is an  overall budget of 28K, so I’m not sure if you plan to simply get as much done as possible  within that budget, or whether there are specific outputs that you need? | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed. When individual requirements are identified, the task will be given to the supplier for costing, agreed by CTI as part of the 'call down' contract.  Tenderers must decide how best to outline their costs under Section 6 Tender Submission Requirements - 6.5. ‘Provide a breakdown of how the project will be managed, including an outline of the activity that will be carried out as part of this tender as well as the costs associated with each piece of activity’. As this is a call down contract we will therefore complete as much activity as the budget allows, in line with the brief. |
| 16 | I had come across the two CTI Tenders and was hoping you'd be able to  clarify on both of them broadly how many anticipated shoots you would be expecting as  part of the costs for both projects? If this contract has been run in the past is there a figure  which we could use as a guide? | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed. When individual requirements are identified, the task will be given to the supplier for costing, agreed by CTI as part of the 'call down' contract.  Tenderers must decide how best to outline their costs under Section 6 Tender Submission Requirements - 6.5. ‘Provide a breakdown of how the project will be managed, including an outline of the activity that will be carried out as part of this tender as well as the costs associated with each piece of activity’ |
| 17 | With regards to the Video Production & Animation services, is there also a guide number  of total deliverables that have been produced previously or which we might be able to aim  for if we were to submit for this project? | CTI are seeking to procure an agency with the capabilities to produce video content for the project. At present we do not know all of the requirements, including the number of videos needed. When individual requirements are identified, the task will be given to the supplier for costing, agreed by CTI as part of the 'call down' contract.  Tenderers must decide how best to outline their costs under Section 6 Tender Submission Requirements - 6.5. ‘Provide a breakdown of how the project will be managed, including an outline of the activity that will be carried out as part of this tender as well as the costs associated with each piece of activity’ |
| 18 | Do you have a more detailed brief you could send me please? | All information regarding the Tender, including how to apply, can be found on Contracts Finder. |
| 19 | We’d like to express our interest in delivering this for you, we have years of experience and we deliver animations and videos in house.  Let me know what the next steps are to tender for this work. | All information regarding the Tender, including how to apply, can be found on Contracts Finder. |
| 20 | Please could you send me some further details regarding the tender request for "Video  Production & Animation" services, as listed today on Contract Finder. | The tender documents you require to provide a tender are available from Contracts Finder (Grahams response) |
| 21 | How may Brand Ambassador videos required? Can these be shot back to back ? (30 sec to 1 minute videos required as per the brief) | At this stage we do have a definitive number of brand ambassadors.  All of the video content will be arrange on an ad-hoc / business need basis so it may not be possible to arrange shooting on consecutive days / back to back. |
| 22 | How many videos to be shot that encapsulate Cornwall as a dynamic and thriving business? What will be the duration of these videos ? Can these be shot back to back ? | At this stage we do not have a complete breakdown of required activity. The tenderer should refer to the requirements set out in the tender specification and use ‘section 6’ as an opportunity outline activity that they could fulfil with the specified budget and in line with the requirements. |
| 23 | How many events that need to be covered over how many months ? | This activity is yet to be defined. |
| 24 | How many animation films required ? How long will each animation be? Will the animation be 2D or 3D ? | The length and volume of videos is not defined. As this is part of a call down contract, a brief will be written for each activity, the successful tenderer will then be expected to provide a quote. Therefore the amount of content produced will depend on the level of activity that can be completed within the budget. We anticipated that the animation will be in a 2D format. |
| 25 | What format will we be shooting on ? Any specific camera requirements ? What are the technical requirements ? | It is up to the tenderer to decide whether or not they feel their knowledge, training and expertise fits the tender specification. All requirements for the tender are set out in the specification. |
| 26 | Will we need to get the VO recording done with a pre-approved VO artists or are we at a liberty to use our own? | If by VO you are referring to ‘voice over’ this is not mentioned in the tender specification and does not form one of the specific requirements. |
| 27 | That we would need to capture and edit video content from events that CTI hold (in Cornwall). Please could you confirm how many events we would need to film and edit for the budget? Could you also confirm the locations of these events? | We are not able to confirm the number of events, or their locations. All work will be completed as part of a call down contract, a brief will be written for each activity - the successful tenderer will then be expected to provide a quote. Therefore the amount of content produced will depend on the level of activity that can be completed within the budget. |
| 28 | Can I ask if TEN452 travel area does or does not include Isles of Scilly please? | Travel to the Isles of Scilly is not included in this tenderer, should the successful tendered need to visit the Isles of Scilly as part of this contract CTI will cover the costs. |
| 29 | Other than stating ‘short animation video content’, it doesn’t outline how much animated content is desired, what that content should be and whether any of the above should be / partly be animated content. For example, could ‘Develop and produce short videos that encapsulate Cornwall as a dynamic and thriving business location’ be partly animation? Or should the animation content sit separately to the other bullet points? Any further clarification on the amount of animation content required/ desired would be very useful. | The requirements set out in the tender specification are the broad requirements of the contract, set out by CTI. Further details will be discussed with the successful tenderer during the inception meeting.  The tender should refer to section 6 of the tender specification and utilise this to demonstrate how they would approach and manage the requirements of the contract. |
| 30 | Does the client have a number of videos in mind for each category (e.g. Brand Ambassador, short videos that encapsulate Cornwall, capture and edit video content from events)? Or should the production company state how much can be produced within the budget for each? it would just be great to know if there is a specific number of events that are required to be filmed etc. | This is a call down contract, a brief will be written for each activity, the successful tenderer will then be expected to provide a quote. Therefore the amount of content produced will depend on the level of activity that can be completed within the budget. |