**Contract No: IWM/DCM/1491**

**Website Review**

**Q&A Sheet No 2**

1. No specific treatment of the tapes is mentioned on the Tender procedure. In case of difficulties reading some tapes or, if needed, are we allowed to perform cleaning or baking or reparation of those tapes?

**We do not anticipate that there will be many problems with unreadable tapes. Should this be an issue, then we would consider such tapes to be outside the scope of the contract**

1. Could you please confirm the container to be used for the each of the two access files (.MPG; Mov; Mxf)?

**The access files should be .mpg**

1. Generated files are to be delivered on LTO's of HDD's. Should we consider LTO6 or LTO 7? and what is the required writing format (TAR, LTFS...)

**At the point of letting the contract we will agree with the contractor on the most appropriate delivery format. At present the option is between LT06 LTFS or Hard Disk Drive**

1. Are the tapes bar-coded? If not, is it possible to use a new bar code that could be removed on demand?

**All tapes will be barcoded. IWM will provide lists in electronic form linking the barcodes to the record for each tape**

1. We understood from the tender specifications that  a manual procedure is to be used to comply with the tender specifications especially parts 4.1 and 8.3 and 8.4. However, to enable a cost-time efficient     process, we think that an automated solution for a part of the Betacam tapes (SP, Sx, digital) and for which the reproduction signal meets the EBU standard and identified during the tapes preparation, can be processed. Are we authorized to suggest such solution as an option in our proposal?

**The fundamental requirement is that transfers are managed so that each recording is set up correctly, tapes are not put at undue risk, and the transfer is monitored is such a way that errors are noted and corrected where possible. IWM is open to the use of automated systems which meet these ends.**

1. We understood that the project is to be handled within the contractor's premises (in our case in France). Does IWM have any preference by handling the project locally?

**IWM will assess all bids on the criteria set out in the specification. These criteria make no reference to the location of the operation**

1. Before each shipment, can Suppliers anticipate to receive in electronic form the following minimum information: the unique identifiers of each tape; a barcode reference for each tape

**We will supply in electronic form the barcodes linked to the unique identifiers and to other relevant data**

1. On the whole collection, based on your knowledge of the collections and the test performed last year:

What is the estimate percentage of the tapes that present program changes?

**We estimate approximately 2% of the tapes will include programme changes**

Which percentage did you have during your pilot project ?

**In the pilot, 2% included programme changes**

1. When there are program changes on a tape, how many programs can be expected per tape, and how many did you typically have during your pilot test?

**Both in the pilot and in the collection in general, the number of programmes per tape which contain programme changes ranges from one to four, the majority being one or two**

1. How do you expect each program to be separated from the next one on a tape ? How were they separated during your pilot test?

**We are unable to say with certainty how programmes are separated. In the examples we have examined so far, the programmes were separated by black followed by a countdown clock**

1. May the conclusions of any Report generated by the earlier tests of small amounts of video digitisation, which were the subject of an earlier ITT, be made available to all Suppliers, to ensure fair information among all Suppliers?

**No we will not be sharing any report from the pilot with any bidders**

Simon Bourne

Head of Procurement

28 July 2016