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

**Website Review**

**Q&A Sheet No 1**

1. Can Bidders visit the Duxford Archive?

**We do not have the facilities to accommodate such visits which are not required to enable tenders to be submitted**

1. Can you please clarify expected difference between “method statement” (Schedule 3 Section 4.0) and “methodology statement” (Schedule 3 Section 1.0)?       Specifically, does “method statement” relate only to handling and storing videotapes, while “methodology statement” addresses overall approach and equipment?

**Please proceed based upon this interpretation**

1. Could you please confirm that, as regards Schedule 3 Section 5 (Contract Award Procedure), IWM is neutral in what location within the EU the work is carried out?

**All bids will be assessed according to the stated criteria. IWM is neutral regarding the location where the work is undertaken**

1. Could you please confirm that, as regards Schedule 3 Section 5 (Contract Award Procedure), IWM is neutral as to the duration of the Work, so long as the work is delivered within 4 years?

**The work will be undertaken based upon the funds that IWM can allocate to the work. Currently we should be able to fulfil the bulk if not all the digitisation during the four year period, but this is subject to available funds. If the work is not achieved within the four year term of the framework agreement, then IWM will re-tender for the outstanding works.**

Simon Bourne

Head of Procurement

26 July 2016