



THE NATIONAL ARCHIVES

VIDEO PRODUCTION FOR MARKETING & COMMUNICATIONS DEPARTMENT

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 21 MAY 2021

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions relating to this opportunity. Those questions, and their associated responses, can be found below.

Q1: *Do you have any example briefs for the kind of content you'll be looking to produce including where the filming might take place?*

A1: Previous videos have been made in house so we do not have any example briefs we can share at present. Any future videos would be fully briefed in at the start of any project. The majority of filming would be done at our site in Kew or via online recordings. On site filming will require full risk assessments to be provided, that should take into account any COVID secure measures in order to keep everyone safe. The types of film we currently have in mind are an in conversation style interview between our CEO and board members, an information film for staff returning on site and our annual awards celebration.

Q2: *Is it possible for you to give an idea of the volume of content you would hope to produce for the set budget and also do you have any existing video examples you could share?*

A2: We expect this to be dictated a little by the rates submitted in the tenders, although we of course will be aiming to get the best value for money from our budget. The aim of the contract is to be able to work with a video production team throughout the period of the contract as video projects come up. Each time we require a video we will pull together a brief to be quoted against. We have in mind at least two or three main video projects and some smaller pieces, including strategic interview pieces with our Board members, an information film for staff returning on site and our annual awards celebration.

Q3: *If our Tender Response is a document too large to email directly, is sharing a WeTransfer link to a downloadable file an acceptable means of submission?*

A3: We are happy to accept files by WeTransfer, however please be aware of the risk that it may not download properly. If there's anything you can do to reduce the file size so that it can be sent by email, I think this would be preferable.