



RYDE TOWN COUNCIL

Town Map and Poster Tender – CONTRACTOR QUERIES

1. You have stated that "a digital version of the basic map and layout will be provided to the successful contractor".

Could you clarify what format it is in?

Uncompressed TIFF format and PDF will be made available.

2. Is it possible to use our own map base?

No.

3. We note on your document that when unfolded the size is A2. From the copies that we have seen of your previous maps the size when unfolded is in fact A3. Could you please confirm the size required and is it your intention to increase the size on what has previously been done.

The correct size is A3, there was a misprint in the original paperwork. An addendum has been sent out to all bidders. The unfolded size should be A3.

4. Regarding the design, is it your intention to use the map and drawings as before and update, or to completely redesign the map in a different style altogether?

We intend to use the same design of the basic map as before and update but the overlay for the map and design of the rest of the leaflet and poster are to be redesigned every year.

5. The Quotation Documentation, Town Map, states that '...a digital version of the basic map and layout will be provided to the successful contractor...'

Is this the version in question?

<http://www.rydetowncouncil.org.uk/wp-content/uploads/2014/08/Ryde-Town-Map-2017-WEB-VERSION-002.pdf>

The link provided in the question is a link to a digital copy of the current Town Map which shows the basic map picture (to be provided) and the most recent design of the map leaflet.

The file relating to the basic drawn map will be provided in TIFF format without the overlay.

6. In what format will the existing map be available?

The existing map will be available in Uncompressed TIFF and PDF formats.

7. Having just read the terms wondered if I need to request a specific envelope from you in which to send the documents?
Or is it ok if I send in my own envelope?

*In accordance with the terms stated on the advert all potential bidders should request a tender pack from the Town Council. The tender packs contain the return envelope. However, if due to time constraints with postage we will accept tenders in envelopes that clearly identify them as **Town Map Tenders** on the outside of the envelopes.*

**Please note we have a number of procurement processes running concurrently if the envelope is not identifiable as relating to the Town Map and Poster Tender it will be disregarded.*

8. Do you have an example of a previous events poster that has been created?
We are unable to give an example at this time. Posters are usually based around a list of upcoming events in the town of Ryde and a design brief will be supplied to the successful contractor before Easter every year.

9. Could you confirm the £25k fee is to cover design, print production and roll out of the deliverables across the 4 years and does not include VAT?

There is no £25000 fee as this is a tendering opportunity, bidders must submit their bids (prices) for the costs of the works stipulated and as set out in the bill of quantities. (The figure of £25000 was an estimated value given for the purposes of registering the opportunity on Contract Finder). All quotes submitted should be exclusive of VAT.

10. Would the design require bespoke illustration as part of the brief or is artwork, photography and content be provided?

Some content will be provided for both the Town Map and the posters such as the digital files of the map (example below) and the content of the written text for both the Town Map and posters. All other artwork, photography, overlays, style and design will be supplied by the successful contractor, based on a brief provided by the Town Council, and will be subject to approval by the Town Council.

