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Energy Efficiency Compliant Product 2018 - EEPLIANT3

GA N° 832558

Relaunched Call for Offers for the purchase of video production services

WP1 - Management, Communication and Administration

Date of publication of the relaunched Call: 01 February 2023.

Summary of questions received and answers provided (to date - 15.02.2023):

Ref.	Submission Date	Question	Answer
1	07.02.2023	Can you give us some information on the location where the interviews will be held? This is to see if the location is suitable as is or if we need to provide additional equipment e.g a backdrop in order to make it work.	The location or locations for the interviews will be defined together with the preferred bidder at the pre-production stage. For the purpose of this tender, a typical meeting room/office room should be considered - no backdrop arrangements are foreseen.
2	07.02.2023	Following up on the first question, is it imperative to have the interviews shot on location or would it be possible to invite the interviewees to our own studio (in Brussels)	As explained above, the exact location or locations for the interviews will be defined together with the preferred bidder at the pre-production stage. Tenderers are free to propose alternative solutions to the default scenario (i.e., filming interviews at an office environment) as long as they include all charges/expenses required for the delivery of the requested service (except for reimbursable costs) according to Section 8 of the tender specifications. More specifically, filming at a studio is possible, taking into account the 70/30 quality/price weighting and the best value for money principle to be applied for the tender evaluation.
3	07.02.2023	How many "talking heads" do you envision and will they be interviewed based on questions that we prepare or do you want their text fully scripted up front?	Again, the final production requirements will be discussed and decided together with the preferred bidder in the pre-production phase of the project. However, for the purpose of this tender, bidders should consider up to 5 talking heads/interviewees. Interviews will be scripted - as part of the video script.



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4	07.02.2023	<p>Do you have visual guidelines that we have to follow or we can base ourselves on for the motion design? If you have a particular style in mind this would be helpful to base ourselves on in terms of budget.</p>	<p>There are no predefined visual guidelines or animation styles. It is up to the tenderers to suggest a suitable visual language/motion design, as part of their video concept proposal, that fits the objectives and description of the requested service, as described in the terms of reference.</p>
5	07.02.2023	<p>Since this is a recast it would be interesting to have an idea about the previous tender and in particular the budget. We understood that the recast is due to the fact the previous submissions were too high in terms of budget. Thus an allocated budget or at least a ceiling would help us to provide you with a proposition where the costs and workload are aligned with the envisioned budget.</p>	<p>Similar to the first tendering procedure, we cannot disclose any information on the budget. It is correct that the previous procurement round did not lead to contract award because all tenders received exceeded the available budget. The tender specifications and scope of this relaunched Call for Offers have been, thus, revised/updated with a view to reducing the envisaged workload and costs required for the delivery of the requested service. The initial Call for Offers and tender specifications can be found on the PROSAFE and EEPLIANT3 websites, as listed in the Call.</p>
6	15.02.2023	<p>Following up on question 3 regarding the numbers of interviewees (up to 5) plus laboratory location filming we envision that one day might not be adequate even with the interviewees being scripted. Can the interviewees be grouped in one location for easier coordination? Can we suggest filming the interviewees at the selected test laboratory facility?</p>	<p>The details of the interviews, including the exact number of interviewees, will be determined together with the preferred bidder with a view to creating the most cost-effective solution for the project. One-day filming should be considered as the baseline assumption for the purpose of this tender procedures and as part of the hypothetical scenario. Grouping interviewees in one location is possible and reflects our primary intentions. In this respect, filming all interviews at the selected test laboratory can be considered.</p>
7	15.02.2023	<p>Can you please clarify if 'one travel for only one full day' refers to the filming crew or only one person can be reimbursed for travelling?</p>	<p>All details over the travel arrangements for filming purposes will be specified before the signature of the contract with the selected bidder. Travel and accommodation costs will be reimbursed for the number of crew members that is absolutely necessary for the field production of this project. Tenderers are reminded that submitted eligible offers will be evaluated according to the best value for money principle.</p>



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8	15.02.2023	The request is for a 3-minute video whereas in the hypothetical scenario is for 2,5 minutes. Since for example the time requested for editing will be different in each case, can you please advise on the duration we should base our quote on? Or is this something we can cover under contingency?	Tenderers should consider a video duration of 2.5 minutes.
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DISCLAIMER

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