

REFERENCE NUMBER: RFESFMWCP003

Mental Well-being Center for Families with Young People

ESF 02.147

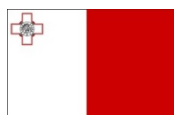
EDUCATIONAL VIDEOS PRODUCTION TENDER

CLARIFICATIONS

PUBLISHED ON 03/02/2021

Clarifications shall be uploaded and will be available to view/download from
<https://www.richmond.org.mt/projects/>

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Operational Programme II – European Structural and Investment Funds 2014-2020

'Investing in Human Capital to Create More Opportunities and Promote the Well-being of Society'

Project part-financed by the European Union European Social Fund (ESF)

Co-financing rate: 80% European Union; 20% Richmond Foundation Funds



1. CLARIFICATION:

i.) As per page 6 on the tender document, under heading 7 'Selection and Award Requirements' it states that "economic operators must provide evidence that they meet or exceed certain minimum criteria described hereunder." The criteria then listed under (A) are either 'Power of Attorney' or 'Data on Joint Venture'. We are a group of four sole-traders who use each other's respective expertise for large commercial projects such as this. Ordinarily our main Videography expert, *****, handles funds and we all invoice him respectively following a given project. In the case of this tender however, would you require us to supply you with a contractual agreement between our parties to act as a 'Joint Venture' criterion?

1. ANSWER:

Bidders can submit the tender through one of the experts. The person needs to be the expert that meets the criteria set out in the tender. The other supporting experts can be included as a Joint Venture (which can be given any name) or involved on a sub-contracting basis. If bidders opt for a joint Venture they are required to submit the [Joint Venture form](#) and the [Power of Attorney](#) (downloadable from DropBox). If bidders opt for sub-contracting bidders are to list the sub-contractors and outline who will be responsible for what in the contact implementation.

2. CLARIFICATION:

ii.) On page 21 under 'Methodology and Approach' one of the bullet points listed is 'Method for Editing'. We just wanted to clarify whether this was asking about the hardware, software and space we would use to do so, or whether it was for us to explain in more stylistic terms how we would cut the footage, pace, music to be used and so on? The reason we would like this clarified is because the latter explanation regarding editing style would fall under the presentation of our overall approach/concept all the same.

2 ANSWER

Bidders are to include details on the following editing stages:

- Logging the footage. (to sort through all of the source video material, cut out all the usable clips, group them and label)
- Assembly (taking the logged footage and arrange it into a timeline consistent with the video's storyboard)
- Rough cut (trimming first assembly down to one, neat tidy first draft)
- Fine/ final cut to make sure that every cut flow from one to the other in a seamless fashion.

3. CLARIFICATION:

iii.) Regarding the sample video as indicated on page 22, should this sample video aim at being more of the educational kind or of the awareness and outreach kind?

3 Answer (a)

It's up to the bidders to choose providing a sample on awareness or education.

And/or would a script or scenario be provided? As we appreciate that a good amount of research and development would need to go into the educational videos and they would have a different scope and purpose in mind in contrast to the short awareness videos for social media which would be more general in the treatment of mental health as a topic.

3 Answer (b)

The script or scenario will not be provided at tendering stage. However, as indicated in the tender document, at contract stage a mental health expert will provide the script and scenario for the mental health topics.

At bidding stage, it is up to the bidder to carry out basic research on a mental health topic such as anxiety or depression and to create a short sample video which addresses the topic. Bidders will be assessed on the quality of the video and the ability to understand and portray mental health issues in a manner that protects the dignity of persons suffering from mental health problems.

4 Clarification

iv.) Finally, regarding the budget/technical offer as mentioned on page 12 of the Tender details document and page 13 of the tender application template, would you prefer a bold point figure or a budgetary breakdown? As it is part and parcel of our general modus operandi for us to propose a full budget list for approval before embarking on a project.

4 ANSWER

Bidders are to provide only the total cost. No further breakdown is to be provided. The contract is to be managed within the budget of the financial offer submitted. The financial offer form is not to be modified.