

FRAMEWORK CONTRACT CALL – Q&A FROM SUPPLIERS

1. Since we are a full service marketing agency and a graphic design studio what kind of quality assurance evidence of our work should we deliver?

Any kind of work you have carried out successfully in the past, exemplifying the services you are applying for. I.e., if you are applying for the graphic design lot, you should include in your application any kind of graphic design work you have done in the past.

2. Do we express unit prices for the materials with included VAT?

The prices should be expressed excluding VAT.

3. What kind of resources for general background information on the company do you need?

The general information concerning the company (about, field of activity, staff presentation, portfolio, etc.) and any resources where this information can be found (e.g. website, documents).

4. Do you deliver all the necessary text or illustrations for materials?

Depending on the case, we might deliver text and illustration. Text is almost always delivered but we might ask you to provide the illustrations for some requests.

5. In the excel table price per service you need price for example different formats of leaflets. Since we are graphic design studio the format (A4 OR A5) doesn't affect our price, so the price is the same! But if we, for example, design a A4 leaflet, and you need adaptation on a different format we charge the adaptation less, a certain percentage of the original design. So my question is do we express the price for adaptation or?

Yes, please do express the price per adaptation and make a note of this specific situation in the document, stating that it is not the full price per design, but per adaptation.

6. Do we need to make an official offer for the materials in the price list in Excel, or is it enough to state the prices in the Excel table?

It is enough to state the prices in the Excel table.

7. In the pricing schedule for Lot 4 Videos and Pictures, are travel costs excluded from the line item "Pedagogical videos: (Filming on location costs) + facilitating a 1 day workshop to prepare teachers"?

Yes. Permissible travel costs vary from country to country and depending on project; travel costs are a separate line item, agreed in advance between the contractor and EUN.

8. In the section regarding Lot 4: you reference 'Educational workshops' : can you please offer more insight into what these would entail and what the workshops would likely be covering? Any previous examples would be greatly appreciated.

'Educational workshops' – in most instances, this will be when a group of teachers travel to Brussels (though sometimes elsewhere) to take part in some form of training. The camera op would need to get some cutaways of the activity itself, but most of the narrative would be driven by interviews with the teachers taking part/ the coordinator of the workshop.

9. You reference 'Coverage of events' - What kind of events would these be? Are these likely to be located all over Europe?

'Coverage of events' – recording interviews/some footage of speakers/ lots of cutways setting the 'mood' of the event. These take place all over Europe. It would be good to include photo coverage as an option in a quote for this.

<https://www.youtube.com/watch?v=cHK7YoH2OD0>

<https://www.youtube.com/watch?v=PsEObG2H-ZI>

10. In the price list document, in Lot 4 you mention an 'Animated intro/outro' - Are you able to be more specific about what this would involve? Would it be your logo/the title sequence for the content?

Animated intro/ outro – see the first and last few seconds of this video as an example - <https://www.youtube.com/watch?v=PsEObG2H-ZI>

11. Please can you define the difference between 'pedagogical filming' and 'filming on location'?

'Filming on location' can be taken as generic term to cover any of the above-mentioned examples; 'pedagogical filming' is to record an entire classroom activity that will be used as an educational video (rather than a promotional video), so the bits of footage that would need to be captured of the teacher would need to be more precise. It would normally require discussions between the teacher, someone from EUN, and a producer in advance of the filming, so a little bit more pre-production than would typically be required.

Pedagogical video example -

https://www.youtube.com/watch?time_continue=41&v=x4WmvmUcOKI

12. Are we able to put time ranges for the delivery time section? Or does this have to be precise?

Time range is fine.

13. Is it still the case that British agencies will be unable to achieve supplier confirmation until Brexit negotiations are concluded and agreed?

Yes it is.

14. Afin de pouvoir répondre à votre demande de marché pour vos impressions, lot 1 PRINT, pourriez-vous me donner un exemple d'impression à réaliser ?

En général, nous imprimons nos publications au format A4 ou A5.

Pour vous donner une idée, nous avons par exemple imprimé [ce livre](#) au format A5, ou [celui-ci](#) au format A4.