

QUESTIONS/ANSWERS TO THE TENDER FILE N° 8696/2021/24

Purchase of services on production of educational video explainers and graphic elements, provision of methodological support for the online training course on election observation for domestic observers within the framework of the Council of Europe project "Supporting transparency, inclusiveness and integrity of electoral practice in Ukraine" Phase II.

All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions - video_graphics_methodological support.

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|--|------------------------|
| Type of contract ▶ | Framework contract |
| Duration ▶ | Until 31 December 2021 |
| Deadline for submission of tenders/offers ▶ | 29 October 2021 |
| Email for submission of tenders/offers ▶ | REPU@coe.int |
| Email for questions ▶ | REPU@coe.int |
| Expected starting date of execution ▶ | 01 November 2021 |

- 1) What is the budget range for production of video/graphic content for 12 modules? (received on 19 October 2021)**

Please, refer to the tender file, particularly, to the following provisions:

"In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.

For information purposes only, the total budget of the project amounts to 600,000 Euros and the total amount of the object of present tender shall not exceed 55,000 Euros tax exclusive for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe".

- 2) Can you please explain more widely, what does it mean "Methodological support for the online training course on election observation for domestic observers shall include revision of the developed content for the online training course from methodological perspective."? (received on 19 October 2021)**

Methodological support is supposed to imply revision of the developed content (scripts and storyboards for videos, respective subtitles, text blocks, description of graphic elements) for better structuring, formatting, and presenting textual information, videos and other materials in the modules for educational purposes, in close consultations with the CoE Secretariat and the experts' group, so that the information can be easily perceived by the course user during the interactive educational process.

- 3) The style and visualization of the videos should be similar to this reference: <https://www.youtube.com/playlist?list=PLdROUrIAIcQzacfcCK2pUBUQ9toTJIZUm> ?**

Should it be formed from ready-made illustrations and photos, or it should be produced as original elements, painted by artists and animated? *(received on 21 October 2021)*

As specified in the tender file, the video explainers to be produced should be of similar kind to those provided as reference in the tender file. The elements for the video explainers mainly represent animated illustrations and photos, nevertheless, the use of original elements painted by artists and animated is not excluded.

4) Will the script and storyboard be provided by the customer, or should we create them? In what form will be provided textual and illustrative materials for the videos? *(received on 21 October 2021)*

Please, refer to the tender file provisions, particularly those on page 2:

“Thus, with the expert and methodological support of the Council of Europe, content for 12 modules of the online training course on election observation, including scripts and storyboards for videos, respective subtitles, and description of graphic elements, has been developed by the Council of Europe national experts’ working group, and is ready to be used by a Service Provider for methodological processing of the developed content, as well as further production of educational video explainers and designing/layouting educational graphic elements”.

5) What is the duration of one video? We need to know this to in order to set the price of the product. *(received on 21 October 2021)*

Please, refer to the tender file provisions, particularly those on page 3:

“Total tentative duration of educational video explainers to be produced for 1 module is 10 minutes. Tentative number of graphic elements to be designed for 1 module is 50 designed items. The tentative number of pages for the revision from methodological perspective: 30 standard pages per 1 module (1800 symbols with spaces)”.