



Request for Standing offer (RFSO)  
Video Production Services  
Reference #: NGC113235  
Buy and Sell Reference #: PW-18-00820360  
April 3, 2018

## ADDENDA # 1

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form, specifically article G.2.

1. Whether companies from Outside Canada can apply for this? (like, from India or USA)

**NGC Response:** Companies outside of Canada may apply. All applicants must clearly demonstrate that they have a strong network of contacts across Canada, the United States and Europe to facilitate filming on location quickly. Note that the majority of filming will take place at the NGC facility in Ottawa, Canada.

2. Whether we need to come over there for meetings?

**NGC Response:** Yes. While most communication can take place by phone, email or videoconference, there will be occasions when on site meetings at the NGC facility in Ottawa are mandatory. Travel to Ottawa will be at the vendor's expense.

3. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

**NGC Response:** Sometimes. There will be occasions where filming must take place at locations outside of Canada. Most times, filming locations will be in Canada. Post-production can happen outside of Canada. Note that the vendor is expected to conform to deadlines based on an Eastern Time workday schedule.

4. Can we submit the proposals via email?

**NGC Response:** No, they must be submitted as indicated in Section B.



5. As per section D.4.2.2. Project Samples, a mandatory requirement is to provide 2 project samples produced for a museum or art gallery. “Company X” is a full-service, bilingual (English and French) production company specializing in video and animation for the non-profit, educational and public sectors. However we have yet to produce content specifically for a museum or art gallery. Does this disqualify us? We are confident in our ability to fulfill all the required deliverables.

**NGC Response:** No it does not disqualify you, however experience working with galleries or museums is an important asset. An understanding of considerations around working with visual artists and art objects, as well as a good understanding of the implications of copyright law in Canada are required.

6. According to Sections D.4.2.1 and D.4.2.2- providing experience and project samples- we wish to verify if it is acceptable to present a sample of previous work completed for the National Art Gallery.

**NGC Response:** Yes it is acceptable to submit samples of work that were previously completed for the National Gallery of Canada.