

| INVITATION TO TENDER

| FILM PRODUCTION FOR  
SHROPSHIRE CHAMBER  
VR EXPERIENCE



 British  
Chambers of  
Commerce

01952 208200

in business for business

# Specification

## Film Production for the Shropshire Chamber of Commerce VR experience

**Date of Issue: 25<sup>th</sup> April 2019**

**Deadline Date for Responses: Monday 12pm on 13<sup>th</sup> of May 2019**

**Completion Date of Project: Monday 8<sup>th</sup> of July 2019**

**Prepared by Alison Gray and Ruth Ross, Shropshire Chamber of Commerce**

The purpose of this specification is to invite a list of possible suppliers to provide the Shropshire Chamber of Commerce with a proposal for the provision of the design and development of a 3D Virtual Exhibition Centre – supporting initially 20 companies who will promote careers opportunities in their sector. This will allow the Shropshire Chamber of Commerce to understand which supplier will be capable of meeting the requirements based on the information returned.

The contents of this document, together with all other information shall always be treated by the Supplier as confidential information. The Shropshire Chamber of Commerce in turn confirms that it will treat all information provided to it by the Supplier as confidential and further confirms that such information shall not be disclosed to any third parties other than its advisers, consultants and persons related to any applicable grant application.

Further information or clarification can be sought from **Alison Gray** or **Ruth Ross** on **01952 208200** or email [tender@shropshire-chamber.co.uk](mailto:tender@shropshire-chamber.co.uk).

## **Part 1 - Introduction**

### **1a) Shropshire Chamber of Commerce**

Dedicated to sharing opportunities, knowledge and expertise, Shropshire Chamber is a dynamic member-led organisation that is firmly committed to positively impacting the local economy, and supports a network of more than 817 county-based businesses, strengthening their position in the region, ensuring their voices are heard and providing useful connections and valuable access to new ideas and innovations.

These innovations include creating a virtual reality exhibition platform where local companies can present their business to a large audience online.

This contract is to create the video content for the platform which includes a 1 minute promotional video for each company, supporting initially 20 companies who will promote careers opportunities in their sector. This video will then sit on the VR platform.

## **Part 2 – The Opportunity**

### **2a) Video production services**

This specification sets out Shropshire Chamber of Commerce's situation and objectives in respect of Film Making Training and Production and seeks information from a range of suppliers as to capacity, capability, relevant experience, proposed solution and cost. Participating companies will bear their own costs, and seek appropriate advice, for the preparation of their response under the following headings:

1. **Advice** - provide advice and support as to the best way to implement video footage into a VR environment.
2. **Filming** – working with 20 Shropshire based companies to create 1 minute promotional clips of each against a greenscreen setup. This footage will then be supplied for use in a VR environment. The work will be multi-location based.
3. **Pre-Production** - a period of pre-production planning is required; shooting schedule, locations (and arrange access for them), scripting (if required) content confirmation.
4. **Post-Production** – Producing each clip from the captured footage and supplied images. There will be a requirement for some production music to overlay the film; which should be supplied royalty-free to ensure films do not infringe any music copyrights for online use.
5. **Media Delivery** - The video files will be supplied in a format that can be used in a VR environment.
6. **Intellectual Property & Copyright** - All clips captured, and the final edited clips will remain the intellectual property of the Shropshire Chamber of Commerce and can therefore be used in any way determined by the organisation.

7. **Miscellaneous costs** – this might include travel expenses (rate per mile), and options for additional production time, production music or presenter/voiceover costs etc.

### **Part 3 - Quote Submission**

#### **3a) Your response**

Your response is submitted on the basis that you consent to the Shropshire Chamber of Commerce requesting further information from you as part of the verification process or to clarify any elements of your response that are not clear.

Your response needs to be submitted by **12pm on Monday the 13<sup>th</sup> of May 2019**. To be marked for the Attention of: **Film Production for VR Experience Tender, Shropshire Chamber of Commerce, Trevithick House, Stafford Park 4, Telford, TF3 3BA**. If using postal service, please ensure it is sent by Recorded Delivery, alternatively the quote can be sent via email to: [tender@shropshire-chamber.co.uk](mailto:tender@shropshire-chamber.co.uk)