**1. Procurement Summary**

1.1 The National Film and Sound Archive of Australia (NFSA) is seeking Expressions of Interest (EOI) from suitably experienced and capable Suppliers to supply and install multiple motion picture film scanners at the NFSA Building in Acton (Canberra), in order to produce high resolution scans of motion picture films to digital files, in line with industry recognised preservation standards.

1.2 For more information, refer to *EOI Document 1 – EOI Purpose and Instructions*.

**2. How To Complete This Form**

2.1 Suppliers must complete *EOI Document 3 – Supplier Response Form* (this document) as part of any complete and compliant Response to this EOI process.

2.2 In summary, Suppliers are asked to complete the following sections of this document:

* Supplier Particulars (Section 3) – MUST COMPLETE
* Response to Specifications (Section 4) – MUST COMPLETE
* Supplementary Documentation (Section 5) – OPTIONAL
* Industry Feedback (Section 6) – OPTIONAL
* Supplier Declaration (Section 7) – MUST COMPLETE

2.3 Suppliers may provide additional and/or supplementary materials to the NFSA for consideration at their sole discretion, noting any such attachments and annexures should be clearly labelled and referenced in Section 5 (Supplementary Documentation) as part of any completed *EOI Document 3 – Supplier Response Form*.

2.4 Suppliers must have regard for the Evaluation Criteria set out in clause 7.4 of *EOI Document 1 – EOI Purpose and Instructions* which will form the basis for the Evaluation Process, and thereby determining the Supplier’s suitability to be shortlisted and prequalified as part of the EOI process.

2.5 Supplier Responses must be submitted to the NFSA by e-mail to tenders@nfsa.gov.au by no later than **2PM AEST, Tuesday 4 April 2023** (EOI Closing Time).

**3. Supplier Particulars – MUST COMPLETE**

|  |  |
| --- | --- |
| Name of Supplier or Individual |  |
| Supplier Ownership |  |
| Australian Business / Supplier Number  |  |
| Date and Place of Incorporation |  |
| Registered Office Address |  |
| Postal Address |  |
| Supplier Representative (If more than one, please identify *primary* and *secondary* only) |   |
| Position in Organisation |  |
| E-mail Address  |  |
| Business Hours / Mobile Telephone |  |
| Website (if applicable) |  |

**4. Response to Specifications – MUST COMPLETE**

To complete this Section, Suppliers must have regard for the NFSA Draft Requirements set out in Table 1 of *EOI Document 2 – Statement of Requirements*.

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| 1. **Physical Characteristics**

Suppliers to provide the following specifications about their proposed solution:* A statement of compliance against Features 1.1/1.2 of the NFSA Draft Requirements.
* Physical dimensions of the proposed hardware solution, including weight.
* Average power consumption.
* Any infrastructure requirements not provided by the Supplier (e.g. power supply or ventilation requirements; minimum clearances around the unit; consumables).
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| Supplier Response: |

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| 1. **Control and Interface**

Suppliers to provide the following specifications about their proposed solution:* Details of the software used (including versions) to manage the proposed solution, including a detailed list of functions for controlling the scanner.
* Details of relevant software update and patch release cycles.
* Any required or recommended external control surfaces.
* Details of any software used (including versions) to manage the digitisation and file output process, including a detailed list of capabilities for image manipulation (grading, resizing, editing, restoration, etc.), specifying any proprietary software.
* Details of software update and patch release cycles.
* All software support inclusions and/or options.
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| Supplier Response: |

| 1. **Film Handling, Monitoring and Outputs**

Suppliers to provide the following specifications about their proposed solution:* A statement of compliance against Features 2.1 – 2.11 of the NFSA Draft Requirements.
* All technical monitoring capabilities of the proposed solution, including waveform monitor, vectorscope, and audio level displays.
* The resolution and proposed models for monitors and control surfaces that attach to the scanner / computing equipment.
* Output signal types and connections for the purposes of a grading monitor.
* Any additional calibration or alignment tools.
* Any requirement for a separate scanner focus and analysis monitor.
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| Supplier Response: |

| 1. **Operating System and Hardware**

Suppliers to provide the following specifications about their proposed solution:* A statement of compliance against Feature 2.12 of the NFSA Draft Requirements.
* Details of the recommended computer requirements, including operating system, computer hardware, and any essential third-party components (if applicable).
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| Supplier Response: |

| 1. **Networking and Storage**

Suppliers to provide the following specifications about their proposed solution:* A statement of compliance against Features 2.13 - 2.15 of the NFSA Draft Requirements.
* The network protocols that the equipment supports.
* The maximum network throughput the equipment provides.
* The type of storage that the equipment supports, including speeds, volumes supported, and connectivity supported.
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| Supplier Response: |

| 1. **Ordering and Supply Chain Considerations**

Suppliers to provide the following information about ordering hardware and their supply chains:* Describe the timeframes to build, deliver and install the proposed hardware once ordered.
* Stock levels of critical hardware/parts kept in reserve and associated Service Levels for replacement of hardware/parts.
* Please identify the Suppliers of any ICT equipment, software and/or services that comprise your hardware/solution.
* Please describe any supply chain issues that are likely to affect an order in the next 12 months.
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| Supplier Response: |

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| 1. **Support and Maintenance Services**

Suppliers to provide the following information about support and maintenance arrangements:* A statement of compliance against Features 3.1 – 3.3 of the NFSA Draft Requirements.
* Details any training provided, including provided manuals, user guides, and/or additional documentation.
* Annual support and maintenance inclusions and/or options.
* Details of any domestic support solution for Australia-based clients.
* Details of regular maintenance required by the operator or a service technician.
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| Supplier Response: |

**5. Supplementary Documentation – OPTIONAL**

5.1 Suppliers should list any additional and/or supplementary documentation to be provided as part of their submission to the NFSA below:

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**6. Industry Feedback – OPTIONAL**

6.1 Suppliers are invited to provide feedback to the NFSA regarding this EOI process, the NFSA’s draft functional and technical requirements, new and emerging trends in relevant technologies, and any other relevant insights within the associated industries:

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**7. Supplier Declaration – MUST COMPLETE**

7.1 Expression of Interest

 The Supplier wishes to formally express their interest to participate in any subsequent, targeted procurement processes undertaken by the NFSA for the supply and installation of motion picture film scanners.

7.2 Confirmation of Suitability

 The Supplier confirms and attests to its experience and capability to deliver upon the NFSA’s requirements as set out in this EOI process, and has demonstrated this experience and capability against the stated Evaluation Criteria that applies to this EOI process.

7.3 Nil Errors and Omissions

 The Supplier confirms that it has fully informed itself of the NFSA’s requirements as set out in this EOI process, and confirms that the Supplier Response is free from errors or omissions, with any assumptions or tentative claims being clearly documented.

7.4 No Guarantee to Contract

 The Supplier acknowledges and agrees that the NFSA is not required to undertake any subsequent process procurement for these goods/services, nor does the NFSA guarantee any volume of work to any Supplier, whether shortlisted and prequalified, or otherwise.

7.5 Supplier Acknowledgement

 By submitting a Response to this EOI process, the Supplier confirms and acknowledges that it has read and understood the Supplier Acknowledgements set out at clause 10 of *EOI Document 1 – EOI Purpose and Instructions*.

**Signature**

SIGNED for and on behalf of

(Name of Supplier and ABN)

by its authorised representative:

Signature of Authorised Representative

Name and Position of Authorised Representative

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Date