

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF SERVICE OF PRESERVING THE FILMS OF THE FILMOTECA DE CATALUNYA'S FILM COLLECTION

One. Object of the contract

The Filmoteca de Catalunya, a facility associated with the Catalan Institute for Cultural Companies ("ICEC"), has as its mission the conservation, restoration, preservation and dissemination of film heritage and culture. The Preservation and Restoration Centre ("2CR") of the Filmoteca de Catalunya is responsible for the safeguarding of this film heritage, found in the form of the Filmoteca de Catalunya's film collection. 2CR is located in the Parc Audiovisual de Catalunya, Carretera BV-1274, KM 1, 08225, Terrassa.

Film, as an art based on reproducibility, is preserved and restored by obtaining new materials, with the aim of ensuring its long-term conservation and dissemination. Those titles in the film collection only in the form of cellulose nitrate support material should be preserved as soon as possible, in accordance with the recommendations of international bodies such as UNESCO, FIAF and ACE, which recommend starting this type of work to obtain new photochemical materials to allow them to last over time, but without the physical damage and chemical degradation inherent to the original nitrate-based materials.

Part of 2CR's film collection is made up of the **Cinema dels Orígens (Early Cinema) 1895-1914 and B&W film with colour application 1895-1930 nitrate cellulose film collection**, a priority collection due to its age and exceptional nature. These films were produced before the industrial standardisation of filmmaking and their technical characteristics, particularly the perforations, require individualised treatment. What's more, as they are much older, these films have been screened more, meaning they have suffered serious physical damage and chemical degradations.

This collection is scanned and restored at 2CR, generating 4-quality digital files, which must be **FILMED to 35mm, both to ensure its long-term preservation and to OBTAIN 2 35mm COPIES**, for reference and dissemination purposes, preserving the aesthetic experience of the original photochemical projection of these materials. All the emulsions in this collection are in black and white, but some copies feature colour applications, be this manually, by means of stencilling, dyeing or toning, meaning that this block is made up of 2 different services, one associated with the digital files in black and white, and the other associated with the digital files in colour, as described in the Clause Two of this technical specification (Lots 1 and 2, respectively).

The purpose of this tender process is to contract the services for the preservation of the cellulose nitrate film stock from the 1895-1930 silent period, both in black and white and in colour, consisting of filming on photochemical support the digital restoration work carried out by the Preservation and Restoration Centre (2CR) of the Filmoteca de Catalunya, from the 4K-quality digital files that shall be provided by the Filmoteca, and obtaining two copies thereof (reference and dissemination).

Both services aim to guarantee the conservation and accessibility of the Film Collection, in compliance with the mission of the Filmoteca de Catalunya and pursuant to the 2010 Law on films and filmmaking.

All processes, interventions, incidents and relevant information with regard to the provision of this service must be collated and reported in the **annual final report**.

Two. Division into lots

Performance of these services, which shall prioritise the principle of minimum intervention and documentation of all processes, is divided into the following lots:

Lot 1: Digital files in BLACK and WHITE. Cinema dels Orígens (Early cinema) 1895-1914 cellulose nitrate film collection.

Services to be performed:

1.1. DPX filming on 35mm photochemical film to obtain a DUPLICATE NEGATIVE (black and white).

- Volume to be performed each year any: 1,500 metres, equivalent to 78,739.79 DPX.
- Total volume to be performed during contract term (5 years): 7,500 metres, equivalent to 393,698.98 DPX.

1.2 Obtaining of 2 35mm photochemical film copies. BLACK AND WHITE COPIES.

- Volume to be performed each year any: 3,000 metres
- Total volume to be performed during contract term (5 years): 15,000 metres

Lot 2: COLOUR digital files. B&W with colour application 1895-1930 cellulose nitrate film collection

Services to be performed:

2.1 DPX filming on 35mm photochemical film to obtain 35mm INTERNEGATIVE/DUPLICATE.

- Volume to be performed each year any: 600 metres, equivalent to 157,480 DPX.
- Total volume to be performed during contract term (5 years): 3,000 metres, equivalent to 94,488 DPX.

2.2. Obtaining of 2 35mm photochemical film copies. COLOUR COPIES

- Volume to be performed each year any: 1,200 metres
- Total volume to be performed during contract term (5 years): 6,000 metres

Three. Contract amount

For the performance of the contract object of this dossier, the following maximum tender budget, excluding VAT, for each of the unit prices per metre of film associated with to each lot, and the corresponding delivery periods, are established:

LOT 1	Maximum price (excluding VAT)
1.1. Filmed onto 35mm photochemical film. NEGATIVE DUPLICATE (black and white)	€4.90 per metre
1.2. BLACK AND WHITE copy, 35mm photochemical film (2 copies)	€1.65 per metre
LOT 2	
2.1. Filmed onto 35mm photochemical film. INTERNEGATIVE (colour)	€16.90 per metre
2.2. COLOUR copy, 35mm photochemical film:	€1.65 per metre

Delivery deadlines

The successful tenderer shall propose an annual schedule for carrying out the work, agreeing on a date of receipt of the materials and a completion date of no more than 6 months for the filming and 8 months for the duplication.

Costs included in unit prices

The Filmoteca is responsible for the outward and return shipping of the materials to be filmed. Once the work has been completed, the successful tenderer shall manage and be responsible for shipping the resulting material (internegatives, duplicates and copies) to 2CR. The resulting material shall be suitably packaged and labelled for proper reception at 2CR. Handling fees, packaging material, cans, etc., shall be borne by the successful tenderer and are included in the unit prices.

SUMMARY TABLE OF SERVICE VOLUME AND MAXIMUM AMOUNT

				Maximum amount (excluding VAT)						
		Price per metre of film	Metres of film per year	2024 (6 months)	2025	2026	2027	2028	2029 (6 months)	Total
Lot 1	Duplicate negative	4.90	1,500.00	3,675.00	7,350.00	7,350.00	7,350.00	7,350.00	3,675.00	61,500.00
	B&W copy	1.65	3,000.00	2,475.00	4,950.00	4,950.00	4,950.00	4,950.00	2,475.00	
Subtotal				6,150.00	12,300.00	12,300.00	12,300.00	12,300.00	6,150.00	12,915.00
21% VAT				1,291.50	2,583.00	2,583.00	2,583.00	2,583.00	1,291.50	
TOTAL				7,441.50	14,883.00	14,883.00	14,883.00	14,883.00	7,441.50	
Lot 2	Internegative	16.90	600.00	5,070.00	10,140.00	10,140.00	10,140.00	10,140.00	5,070.00	60,600.00
	Colour copy	1.65	1,200.00	990.00	1,980.00	1,980.00	1,980.00	1,980.00	990.00	
Subtotal				6,060.00	12,120.00	12,120.00	12,120.00	12,120.00	6,060.00	12,726.00
21% VAT				1,272.60	2,545.20	2,545.20	2,545.20	2,545.20	1,272.60	
TOTAL				7,332.60	14,665.20	14,665.20	14,665.20	14,665.20	7,332.60	
Subtotal Lots 1 and 2				12,210.00	24,420.00	24,420.00	24,420.00	24,420.00	12,210.00	122,100.00
21% VAT				2,564.10	5,128.20	5,128.20	5,128.20	5,128.20	2,564.10	25,641.00
Total Lots 1 and 2				14,774.10	29,548.20	29,548.20	29,548.20	29,548.20	14,774.10	147,741.00

Four. Place of supply of service and shipping of materials

With regard to the filming work for Lots 1 and 2, no materials and/or work assignments may be sent or referred to other laboratories.

Shipping of the resulting materials shall be the responsibility of successful tenderer, duly packaged and labelled for their correct receipt at 2CR.

A contact person shall be established by the successful tenderer to coordinate the receipt of the material, to report all information, incidents and clarifications arising during the provision of the service and to coordinate the shipment of the material to 2CR.

2CR shall appoint an interlocutor to coordinate the sending and receipt of material and to respond to and forward any questions or doubts that may arise on the part of the successful tenderer.

The digital files shall be sent to the successful tenderer. The latter shall guarantee its security, in order to avoid any use other than that strictly established in this contract, and shall ensure the deletion of all digital copies made during the filming process.

Five. Performance conditions

The successful tenderer must comply with the obligations contemplated in these specifications, pursuant to the following specifications:

5.1. Documentation of the entire process: Report to be issued

The successful tenderer must document the entire process of working to produce the resulting material in a final report to be issued to the person responsible for the contract.

The purpose of this report is to document the work performed. Therefore, the aim is to make the document as schematic and comprehensible as possible, gathering the most important data and information in a generic way. It should include (but not be limited to) the following sections:

- **Filming and duplication:** Documentation and photographs of hardware, systems, methods, settings, film material, etc., used in the FILMING and DUPLICATION.
- **Colour correction:** Documentation and photographs of hardware, systems, settings, presets, methods, etc., used during the exposure correction process. Additionally, if deemed relevant, it may include any other information on staff, infrastructure or other external resources involved in performing this work.
- **Obtaining of copies:** Documentation and photographs of the hardware, systems, settings, presets, method, etc., used during the OBTAINING OF COPIES. Additionally, if deemed relevant, it may include any other information on staff, infrastructure or other external resources involved in performing this work.

The report may not exceed 5 pages in length and must be submitted digitally signed. The graphic and photographic documentation of the work process, as well as any other information selected as relevant and essential for the documentation of the project, must be delivered digitally and each document must be duly identified and listed in the report.

5.2. Handover, custody and treatment of materials

At the beginning of the assignment:

The successful tenderer must propose an annual schedule for carrying out the work and must agree on a date for receipt of materials and a completion date.

A contact person shall be established by the successful tenderer to coordinate receipt of the material, report all information, incidents and clarifications arising during the provision of the service, coordinate the shipping of the material to 2CR and be responsible for the issuing of the report.

2CR shall appoint an interlocutor to coordinate the sending and receipt of material and to respond to and forward the answers to any questions or doubts that may arise on the part of the successful tenderer.

The digital files shall be sent to the successful tenderer, which must guarantee their security, to prevent any other use than that strictly contemplated herein.

All the resulting materials must be validated by the person responsible for the procurement contract. In the specific case of copies, this validation must be carried out in a 35mm screening room provided by the successful tenderer.

5.3. Monitoring of performance

Performance of the work, the final outcome and the report must be approved by the person responsible for the contract. For this reason, the person responsible for the contract shall visit the successful tenderer's facilities in order to monitor, oversee and finally validate them. Without this approval by the person responsible for the contract, the service contracted may not be deemed completed.

5.4. Return of the original materials and delivery of the resulting materials by the successful tenderer

Upon completion of the assignment, and once the resulting work has been validated by the 2CR curator, the successful tenderer must ship the resulting materials arising from the assignment, duly packaged and labelled for their correct receipt at 2CR. The shipping costs shall be borne by the successful tenderer laboratory.

Together with the resulting materials, it will be necessary to submit the annual report, which must include technical information on the work performed, as well as significant and relevant graphical and photographic documentation to document the work carried out.

Six. Resources to be assigned by the successful tenderer for the performance of the contract

The successful tenderer shall perform this work under the established terms and conditions and shall provide the human and material resources as well as the equipment and technical facilities necessary for its performance, in accordance with the bid made regarding the allocation of resources.

The successful tenderer undertakes to assign a person responsible for the performance of the contract, who shall act as interlocutor between the successful tenderer and the person responsible for the contract at the Filmoteca.

Seven. Guarantee of confidentiality

The successful tenderer must keep any data and material arising from this project confidential with regard to third parties or entities, an obligation that must be complied with even after the company has completed the services object of this contract. No information may be disclosed, reproduced or distributed, in whole or in part, in any medium whatsoever, without the express authorisation of the Filmoteca de Catalunya.