



**MINISTRY OF SOCIAL  
DEVELOPMENT**  
TE MANATŪ WHAKAHIATO ORA

# **Video and Filming Production Services**

## **Syndicated Contract Buyers Guide**

**April 2019**

(April 2019 to April 2020)

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# Introduction

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This guide provides agencies with the information required to use the Syndicated Contract for Video and Filming Production Services.

Eligible Agencies that wish to participate in this agreement must be prepared to undertake supplier performance using the measures provided in Schedule 4 of the Agreement.

## Background

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The Ministry of Social Development (The Lead Agency) in conjunction with Inland Revenue (IR) and NZTA (the Transport Agency) approached the market to procure video and filming production services.

At the conclusion of the tender process we established a panel of **ten suppliers** including small, medium and large operators offering a good service in a cost effective manner.

Contracts have been concluded for a term of three years plus two twelve month right of renewal periods (at the discretion of the Lead Agency) and are now available to interested and eligible agencies.

This Agreement is for standalone work that falls out of scope, of the creative and production services under the All of Government Advertising and Design Services arrangement.

## In Scope Services

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The Services in scope for Video and Filming Production Services are shown below;

### **Pre-Production Services including:**

- Planning and preparation through understanding requirements/brief
- Strategy, concept development and ideas generation
- Content, script and storyboard development
- Location/studio hire
- Talent sourcing
- Artistic direction including location and lighting plans
- Consideration of any production guidelines and limitations

### **Production and Post-Production Services including:**

- Filming
- Reviewing and editing footage
- Provision of equipment, sound and lighting services
- Accessing and addition of graphics, animation, music, colour grading, captioning, audio, logos through to final version

### **Relationship, Project and Account Management Services**

- Arranging schedules and logistics management
- Talent hire and engagement

- Dedicated supplier liaison as part of a centralised workflow management model for performance and review meetings
- Arrangement of talent release permissions, licensing fees, copywriting, IP clearances as applicable
- Assistance with video search optimisation including tagging for social media and uploading to YouTube, or other video hosting sites
- Service level management, reporting and customer satisfaction surveys

**Provision of files:**

- Secure storage, security and confidentiality of files
- Provision of source files; file formats to include .glv, .mov, .mp4 or as specified
- Provision of high definition 1080 resolution videos in professional broadcast quality

## Benefits

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The key outcomes and ensuing benefits of this agreement are;

- A pre-assessed panel of small, medium and large suppliers in three major centres who are able to meet a range of video and filming production service needs for agencies.
- A facility for agencies through which video and filming production services can be sourced without the need to approach market in each instance
- A facility for agencies to measure supplier's performance to ensure value for money
- The provision of quantifiable benchmark data for this service type in the future through Supplier reporting
- Simple and standardised contract terms and conditions
- Encouragement of development and innovation in the video and filming production services industry.

## How do I sign up?

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Eligible Agencies who wish to access the syndicated agreement will need to do the following:

1. If you are interested in joining, complete a Non-Disclosure Agreement- attached to this Buyers guide, scan and email it to [procurement@msd.govt.nz](mailto:procurement@msd.govt.nz)
2. Upon completion of the NDA you will be supplied with a copy of the "Agreement" and the Panel Rate Card which contains pricing information for each Supplier
3. If you like what you see and wish to join, you then complete a Letter of Accession (LoA) to become a "Participating Agency". Signing the LoA will give your agency access to the services of **all ten suppliers**.
4. Once the LoA is complete you can engage panel suppliers directly as you have agreed to the terms and conditions of the "Agreement". All panel suppliers will be notified of each new joining (Participating) Agency.

5. We have provided a **Video and Filming Services Order Form (VFSO)** attached as Appendix 1. The VFSO is to be completed at the point of engagement with a supplier/s and allows for additional terms/assumptions to be agreed between a Participating Agency e.g. Payment Terms, Licensing arrangements and any additional checks.
  
6. It is important to note that we have made every effort to ensure the range of suppliers selected cover the majority of possible Video and Filming Production Service requirements of agencies. If you have “signed up” and require video and filming production services, you must use this panel except where;
  - a. service is required in a small regional centre and travel and disbursement costs would outweigh the budget allowable for the work required;
  - b. Suppliers due to lack of capacity (heavy workload) are unable to perform the Services required.

For any scenario outside the two above please consult with the Lead Agency for guidance

## **What if I have existing contracts?**

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Not a problem! If you wish to join, you can transition to this contract when those agreements expire or if your current agreements are non-exclusive you may simply be able to join this as well to add to your pool of suppliers.

It is your responsibility to manage communications with your incumbent or current suppliers including any transition necessary with the professionalism and kindness you might expect to receive yourself. In other words, put yourself in your suppliers’ shoes.

## **Engaging suppliers from the panel**

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First and foremost agencies should follow their own internal procurement policies and procedures when considering purchasing from this panel.

### **Options available for selecting and engaging suppliers under Rule 54.10;**

- Competitive quotes based on the lowest price
- Competitive quotes based on the suppliers expertise, proposed solution and best value for money
- Direct source based on best fit for purpose
- Rotation
- Equal division of the work
- Preferred supplier basis
- Location

## What should you think about?

Prior to engaging suppliers, agencies should be mindful of;

- The value of the work required, in terms of determining whether to request Estimates or Quotes from one or more suppliers
- The amount of effort and cost to suppliers to respond to any requests for quotes or response to briefs
- The information we have made available to assist you in determining which suppliers can best meet your needs
- Remaining open minded to the potential skills, experience and expertise offered by all panel suppliers including those you may not have used before.

## The Lead Agency role

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The Ministry of Social Development as Lead Agency will be responsible for;

- The participation process as well as offering a facility through which to ask and have questions answered.
- Agreement variations (including price increases or decreases when applicable)
- Assistance with dispute resolution
- The issue of an Agency satisfaction survey to Participating Agencies six monthly in order to assess satisfaction with the services received and as a means to monitor at a strategic level supplier performance.
- Meeting with suppliers annually to review performance over the past contract year and to discuss goals and objectives for the year to follow.

The Key Lead Agency contacts are

**National Communications**, Team Leader Digital Strategy – Ian Niehorster 04-916-3591

**Procurement Practice Team**, Procurement Advisor – Peter Cameron 04 916 3458

## The Participating Agency's role

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Each Agency is responsible for their own relationship with each supplier engaged, including performance measurement, payment and co-ordination of performance, during delivery of each piece of work and over the contract term.

A minimum set of Supplier Performance Measurements is provided in the Agreement that Participating Agency's must adopt.

Note: The Lead Agency based on the outcome of the RFP and quality of suppliers does not expect issues with the delivery of services, however if following best efforts to resolve any disputes collaboratively, should serious issues continue (between the Participating Agency and the Supplier) the Lead Agency will assist to work with both parties to resolve the dispute as per the process laid out in clause 16 of the Agreement.

# The Supplier Panel

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Panel Member	Size of Supplier	Location
Pixelz Ltd and Shiny Ltd	Small	Wellington
Teacup Productions	Small	Wellington
Videoworks	Small	Wellington
Borderless	Medium	Auckland
CORE	Medium	Wellington
Propeller	Medium	Wellington
Attitude	Large	Auckland
Gibson Group	Large	Wellington
Sauce	Large	Wellington
Whitebait TV	Large	Christchurch

Size classifications are based on the number of staff employed in each company and how suppliers chose to classify themselves through the RFP process.

## Supplier Profiles

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To follow is information specific to each supplier on this panel, promoting their key strengths, point of difference and contact information.

# Small Suppliers

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## Pixelz Ltd & Shiny Ltd – Wellington Based

Pixelz & Shiny Ltd bring more than 20 years of broadcast television production experience and 5000 primetime edited minutes on the highest rating shows in New Zealand including One News, Seven Sharp, Fair Go, Sunday and for the BBC & ABC.

We've worked all over the world including Olympics in Sydney & Beijing and for some of New Zealand's most well-known organisations like Meridian Energy, TVNZ, NIWA, MSD, IHC, Parliamentary Service, New Zealand Red Cross, and the New Zealand Racing Board.

We're in touch with the broadcast world, which means we're used to delivering top quality results to any deadline. So we can be super-fast when the deadline is tight but we're great at developing and crafting your project over time along with you, and not only are your videos always of the best and most up to date production quality at competitive rates, we've got access to some of the best talent for media training, voice-over work, and on-screen presentation as well.

We believe video content must be both visually and conceptually engaging, and our background means we're able to bring a sharp story focus to your project giving your audience a stake in what they're watching on any device.

Whether bringing your great ideas to life or generating creative solutions, our value for money approach will have you wanting more: Creative, Scripting, Production, Post Production, Motion Graphic animation and Project management - we assemble the best team who always go the extra mile, and with our deep industry links we're able to upscale and downscale to fit your project every time, meaning you're never paying for more than you need.

We make time to get to know you and your audience, and we've been adding value to the communications work of Government agencies for more than 5 years, including projects for Careers NZ, Ministry for the Environment, as well as major projects for Parliamentary Service, and we're fluent in ICT and agency design & branding requirements.

Pixelz & Shiny Ltd bring this unique blend of strengths to your project at a great rate every time.

For more info please head to [www.pixelzp.co.nz](http://www.pixelzp.co.nz)

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### CONTACT

**Main Contact:** Pat Murray, Director

**Direct Phone:** (04) 476-8705    **Email:** [pat@pixelzp.co.nz](mailto:pat@pixelzp.co.nz)    **Mobile:** 027 246 2832

**Website:** [www.pixelzp.co.nz](http://www.pixelzp.co.nz)

### Office Locations

**Shiny Ltd:** PO Box 5157, Wellington 6140

**Pixelz Ltd:** PO Box 17085, Karori Wellington 6147



# Teacup Productions - Wellington

Teacup Productions produces highly effective, memorable videos for government and corporate clients on a wide range of topics for use on any platform, including websites and social media. We also make videos for conferences and promotional events, for staff training, as well as commercials for broadcast television and full length documentaries.

International award-winning director/producer Amanda Robertshawe brings a wealth of experience to each project. Originally a broadcast journalist, Amanda is one of the most experienced directors and interviewers in the market today. Her extensive experience combined with in-depth editorial skill informs her judgement throughout the production process, often delivering results which exceed client expectations. Respected for her creative solutions, sound judgement, ability to think on her feet and instinctive digital storytelling skills, Amanda is considered a “safe pair of hands.”

Teacup Productions places significant emphasis on understanding clients’ requirements but, just as importantly, knowing the target audience. “It’s essential to know who you are talking to in order to create highly effective communication resources which achieve the desired results.”

Teacup Productions hand picks the team and resources most appropriate for each project. We draw from the pool of professionals in the NZ film industry and post-production facilities and we select camera and sound technology to suit each project and budget. This flexibility allows us to scale up or down according the size and complexity of the project, as well as accommodating client-specific sensitivities, such as those relating to gender, ethnicity, culture or belief. While we have developed a special interest in the social and health arenas, we are also confident producing resources on a wide range of topics from economics to education, corporate protocols to technology and science.

The team at Teacup Productions prides itself on eliciting confident, credible, and polished on-camera performances from anyone, whether or not they have previous experience in front of a camera. This, woven with the extensive film-making skills of director/producer Amanda Robertshawe, creates compelling videos which impact positively on the audience. The quality of our videos means clients often use them for multiple applications, lasting many years.

Teacup Productions is committed to quality and strives to ensure every assignment is as easy and stress-free as possible for the buyer.

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## CONTACT

**Main Contact:** Amanda Robertshawe, Director/Producer

**Direct Phone:** 027-205-1420    **Mobile:** 027-205-1420    **Email:** [amandarobertshawe@gmail.com](mailto:amandarobertshawe@gmail.com)

**Website:** [www.teacup.co.nz](http://www.teacup.co.nz)

**Office Location:** BDO Level 1, 50 Customhouse Quay, Wellington

# Videoworks - Wellington

Videoworks is based in central Wellington. We work with government agencies and training providers to deliver high quality, engaging videos.

We specialise in capturing:

- public outreach videos
- internal communication videos
- acted scenarios and case studies
- online training videos
- seminars and presentations
- documentary films

We shoot beautifully composed video in HD and 4K with studio quality lighting and sound. We also offer full photographic services and professional audio recording.

Our team is nimble and fast working – we produce gorgeous video with exceptional value. Our philosophy is to be your video enablers: we keep it simple, using our expertise to deliver effective video tools that meet specific goals.

Clients value our flexibility and willingness to adapt to shifting requirements with minimal fuss. Our service is responsive and highly personalised. We'll give you timely, helpful advice and provide creative options to meet your communications needs.

Our crew is respectful of the people and the environments we work in and we always strive to put presenters at ease while making shoot day an enjoyable experience for everyone.

Ultimately, our aim is to help you produce superb looking, well executed videos on time and within budget.

When you need professional video services at short notice, please get in touch.

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## CONTACT

**Main Contact:** Josh Dahlberg, Director

**Direct Phone:** 04 499-5337      **Mobile:** 027 656 1154      **email:** [josh@videoworks.nz](mailto:josh@videoworks.nz)

**Website:** [www.videoworks.nz](http://www.videoworks.nz)

**Studio:** L7, 12 Johnston St, Wellington CBD

# Medium Suppliers

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## Borderless Productions - Auckland

At Borderless, we pride ourselves on crafting meaningful stories through video and film. Our digital agency is committed to driving thinking and actions through the power of a great story, well made, and has built a strong track record of inspiring positive change in a number of communities, organisations and networks across New Zealand.

Borderless has been operating from New Zealand for 10 years and in this time has proven:

We can scale up or down with ease – our team has delivered one-off small-scale productions (e.g. case study for MSD's, It's Not OK Campaign) as well as larger multi-location shoots (e.g. multiple digital vignettes for the annual AMP Scholarship programme).

We are nimble – we have demonstrated the ability to produce small, regular online videos in a variety of contexts (e.g. the Be. Institute's regular campaign videos stories across New Zealand and Ministry of Education Youth Hui stories – all edited in NZSL)

We are patient and persistent with stories – we have produced large-scale documentaries demonstrating our ability to be patient as a story unfolds (e.g. A Grandmother's Tribe Documentary)

We have international connections and know-how – we have produced numerous productions overseas including videos, documentaries and television commercials (e.g. World Vision's TVCs in Zambia).

We're creative and we care – we consistently deliver videos that move audiences to act whether in a commercial or social context

Our producers and directors offer years of experience in creative storytelling and our production and post-production team offer a level of professionalism that we are very proud of – leading to meaningful, creative and successful projects achieved within agreed budgets and timeframes. Our network of experienced and trusted contractors around New Zealand bring a variety of talent and skill to each project, allowing us to deliver the best results for each project wherever it may be in New Zealand.

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### CONTACT

**Main Contact:** Dean Easterbrook - Co-Founder / Managing Director

**Direct Phone:** (09) 302 3103    **Mobile:** 021 625 012    **Email:** [dean@borderless.co.nz](mailto:dean@borderless.co.nz)

**Website:** [www.borderless.co.nz](http://www.borderless.co.nz)

**Office Location** Level 2, 35 High Street, Auckland, New Zealand

# CORE - Wellington

CORE Digital is CORE Education's digital media production unit based in Wellington. Core Digital was developed specifically for the purpose of producing high quality video for Ministry websites and professional learning and development purposes. The team has grown to now be a well-equipped and highly productive producer of videos for a range of clients in New Zealand and overseas. Since our inception in 2008, the unit has produced over 3,000 videos using tested, cost-efficient and highly professional processes.

Our team consists of producer/directors, camera operators/video editors, animators, and project and production management. Two of our team (producer Te Anau and camera operator Pikihuia) are fluent in te reo Māori. CORE Education's decentralised flexibility gives the Core Digital team agility in terms of reach across NZ for connection to target groups, experts, talent and audience. Core Digital is backed by the strength and security of CORE's large, professional, organisational management team. This wider CORE team includes accounts and invoicing, human resources, administration and contract management support.

In working with a wide range of government agencies, Core Digital has developed healthy, productive relationships with key government personnel, and an understanding of their particular needs and 'ways of working'. We have developed time and cost-efficient video production processes, designed to 'fit' government agencies. We have filmed Ministers, school and business leaders, seminars and workshops, interviewed academics and researchers, liaised with MOE representatives, and filmed iwi and whānau in local communities all around New Zealand.

The Core Digital team has shown an ability to work with a diverse range of talent, including trades people, scientists, kaumatua, university and polytechnic lecturers, actors, nurses, medical specialists, industry trainers, a range of community members, parents, politicians and children of all ages.

We produce a wide range of video including news style reports, social media campaigns, documentaries, in depth interviews, inspirational clips and animations, as shown in our show reel and video gallery.

<https://www.coredigital.video/>

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## CONTACT

**Main Contact:** Jedd Bartlett, Manager Core Digital

**Direct Phone:** (04) 528-4074    **Email:** [jedd.bartlett@core-ed.ac.nz](mailto:jedd.bartlett@core-ed.ac.nz)    **Mobile:** 021-336-931

**Website:** <http://core-ed.org/content-design-and-development/core-digital/>

**Showreel:** <https://www.coredigital.video/>

## Office Locations

- 144 Kilmore Street, Christchurch City 8013
- 204 Thorndon Quay, Pipitea, Wellington 6011
- Unit G18, 23 Edwin Street, Mt Eden Auckland 1024

# Propeller Productions - Wellington

Propeller Productions is one of Wellington's most established video production companies. Having been around for more than 20 years, we have produced literally 1000's of videos for both corporate and government clients.

We are considered a safe pair of hands to handle everything from the most demanding multi camera, multi-location productions to simple, fast turnover, executives presenting to camera.

We have produced a range of videos for a multitude of Government agencies including ACC, HNZA, The Ministry of Education and the New Zealand Transport Agency. These videos have covered everything from sensitive documentaries on topics such as family violence, youth development and unemployment to more magazine style staff communications and training and educational videos.

We've had several very successful partnerships with NZTA - producing the award winning practice.co.nz driver training videos (now drive.govt.nz) and videos for a range of communications projects including The Visiting Drivers project and the Substance Impaired Driving Campaign.

We have produced several videos with Inland Revenue including communications from the Commissioner and Executive Leadership Team. We hold a range of footage of Inland Revenue staff and premises in our library.

Propeller is self-contained, with our own quality camera equipment, editing and motion graphic design facilities. This enables us to guarantee we can meet fast-turnaround deadlines - even if we have to work through the night. This also allows us to be very competitive when discussing budgets. We also have access to a wide range of external crew and equipment allowing us to put together the best package for your job.

Finally, the Propeller team always works hard to provide great service and most importantly, deliver on time and on budget.

Please visit [www.propeller.co.nz](http://www.propeller.co.nz) and see examples of our work.

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## CONTACT

**Main Contact:** Andrew Simpson - Company Director

**Direct Phone:** (04) 801-7889    **Email:** [andrew@propeller.co.nz](mailto:andrew@propeller.co.nz)

**Website:** [www.propeller.co.nz](http://www.propeller.co.nz)

### Office Location:

Unit 14, 37 Courtenay Place, Wellington

# Large Suppliers

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## ATTITUDE PICTURES LTD - Auckland

### About the Attitude Pictures Ltd

The Attitude series is what we are renowned for – an award-winning television show that has been on NZ screens for 15 years. Quite simply, the series tells great stories about people who happen to live with a disability.

Beyond the Attitude series the company also produces The Attitude Awards, which is a national, televised, black tie gala event that celebrates achievement in the disability sector. We also have a digital arm, producing a phenomenal amount of content that is distributed through our digital channels, of which AttitudeLive.com is the central axis.

It feels like we're blowing our own trumpet a bit now, but we've covered a lot of other ground we should talk about. Basically, we're really good story tellers. We've created high end Documentaries, like the one about James Rolleston following his head injury, and we've turned what might be boring, run of the mill corporate gigs into engaging content that does something very difficult in this digital age – we create content that 'stops the scroll'. i.e. with so many distractions online, we aim to stop the person who is our audience scrolling through their social feed to watch the content we've created.

The dry stuff to back up the rhetoric:

Attitude Pictures Ltd (as we now know it) was first established in 1992. Across 25 years we have worked with broadcasters, Government agencies and corporate clients in New Zealand and overseas to produce video content relating to education, science, sport, technology, cultural, health and disability issues. We can help agencies to communicate with their clients and customers by developing creative concepts and effective video projects.

Our creative team includes award winning directors, effective interviewers and experts in engaging digital and social media audiences. We offer a full production service with a dedicated project-manager, flexible crew and cost-effective in-house camera and editing equipment; we're renowned for delivering to brief, on budget and on time.

Our work has received international accolades in both the television and digital industries; winning awards for documentary and our digital work. Attitude's contribution to New Zealand media was honoured as part of New Zealand On air's 25th anniversary celebrations.

### Testimonials

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*We had a strong sense that they understood the aims and complexities of our project and were willing to meet with people from the mental health sector ... and shape the overall treatment. The team took the stress out of the project by helping to find video participants, screening interested people and organising all logistical aspects of the shoot. The training videos, role-play and accompanying online resources were delivered on schedule and to an extremely high standard. They really were a one-stop-shop ensuring a cohesive and slick outcome.*

Mental Health Foundation: Interview-based and training videos, logo and collateral design for *Open Minds* Campaign

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*Our experience of Attitude Pictures is that they have professional, high quality production standards, are very sound researchers, and are talented visual storytellers. The Attitude team was responsive to all our requests, understood the bigger picture of what we were trying to achieve and found creative ways meet our needs. The crew were respectful of those they were filming and built relationships and trust with them before filming. The Education for All DVD they produced for us more than met the brief and engaged both hearts and minds*

Ministry of Education, *Education for All* DVD

More Testimonials available on request!

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**Main Contact:**

Dan Buckingham, General Manager

**Mobile:** 021 468 491    **Email:** [dan@attitudepictures.com](mailto:dan@attitudepictures.com)

**Website** <https://attitudelive.com/our-services/>

**Office Location**

32 Monmouth Street, Grey Lynn, Auckland

# The GIBSON GROUP - Wellington

## The Gibson Group - Creative Experiences for Screens and Spaces.

The Gibson Group is an iconic Wellington company – a multi-faceted screen and visitor experience production house with a reputation for consistent, creative media.

Our corporate and government production is led by creative producers Gary Scott and Jane Robertson, who both have two decades' experience in delivering compelling real-life stories and dramatised documentaries covering diverse subjects. From disadvantage to privilege, from joy to trauma, we draw knowledge and inspiration from a wide range of resources.

We enjoy a challenge. From bullying to back paddocks, police to prisons, the Hokianga to Hokonui we specialise in finding compelling stories, great personalities and inspiring connections. Our interstitials series, or 'facts in five minutes', include 120 episodes of *Tales From Te Papa*, and the *Innovation Stories* which showcased scientific ingenuity in business.

Other government sector productions range from youth gang and family initiatives, to exciting large-screen films for tourism, trade shows and international conferences. Excellent practice in schools around the motu is highlighted in our long running series of inspiring case-studies for the Prime Minister's Education Excellence Awards.

We are a company of excellent creative minds working across a diverse range of media, platforms and genres. Our interactive technology teams build unique visitor experiences including semi-permanent large-screen interactives for museums in Aotearoa, Denmark and the United States. The company also has an unrivalled track record in high-end television, children's and primetime drama, comedy and arts programming, for domestic and international broadcasters.

The company was founded in 1977 and has a dozen staff. We draw upon strengths in storytelling, production, effective project management and creative problem solving to deliver new and exciting projects for clients, on time and on budget.

Online, or on a big screen, The Gibson Group creates great content for screens and spaces.

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### CONTACT:

**Main Contact:** Gary Scott – Senior Producer/Director

**Direct Phone:** 04 801 2483      **Mobile:** 027 2425 254      **Email:** gary@gibson.co.nz

**Website:** [www.gibson.co.nz](http://www.gibson.co.nz)

**Office Location:** Level 2, The Dominion Building, 78 Victoria St, PO Box 6185, Wellington 6011



# SAUCE – Wellington

Sauce -the video communication experts

At sauce we've revolutionised what it means to be part of the video production industry.

Yes we'll shoot great shots, create a dynamic edit, add some cool visual design, blend it all together with a powerful sound track and then deliver it to your audience whether that's on TV, the internet or social media...but surely all that's a given!

At sauce our true expertise and real point of difference is to understand the DNA of the business we work with, feel their heartbeat, their culture, their brand and connect with their people...their audience...so when we create powerful video communication it engages, educates and entertains - and always on time and on budget!

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## CONTACT

**Main Contact:** Darryn Smith, Producer

**Direct Phone:** (04) 472-2654    **Mobile:** 027 443 7171    **Email:** [darryn@sauce.co.nz](mailto:darryn@sauce.co.nz)

**Website:** [www.sauce.co.nz](http://www.sauce.co.nz)

**Office Location:** 11 Kensington Street, Te Aro, Wellington 6011

# Whitebait - Christchurch

WhitebaitMedia is one of New Zealand's leading independent production companies based in Christchurch. Telling stories is what we do best. We make network television programmes for key broadcasters and as well as working with private companies, brands and creative agencies to tell a thousand words in pictures. Our commercial work covers both television and radio commercials, corporate and promotional videos, web videos and instructional or training material. We pride ourselves on building great relationships with our clients and making them captivating content.

We can provide any or all of the stages of production from creative, casting, scripting, location scouting, studio booking, filming, editing, audio post production, graphics, grading and delivery.

Our experienced production team ensures all the planning and necessary steps are met including film permissions, talent and engagement contracts, release forms and proper planning. Operating from a purpose built post production facility in Christchurch we can offer fully equipped television studios, four Avid edit suites running Media Composer, two audio post production suites running Pro Tools HD and the latest Adobe creative suite for our visual designers. We even have a state of the art cinema for private client screening of first and final cuts.

WhitebaitMedia has a successful legacy of working with many well-known public sector bodies and government agencies on smart, creative solutions for their messaging. Whatever your budget, we'll provide you with professional, attentive and creative service, using our best craft work to bring engaging content and audience experience to the fore.

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## CONTACT

**Main Contact:** Tony Palmer

**Mobile:** 027 434-4617 **email:** [Tony.Palmer@whitebaitmedia.com](mailto:Tony.Palmer@whitebaitmedia.com)

**Website:** <http://www.whitebaitmedia.com/commercial>

**Office Location:** 41 Princess Street, Middleton, Christchurch, 8041, New Zealand



**MINISTRY OF SOCIAL  
DEVELOPMENT**  
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## Non-Disclosure Agreement

Ministry of Social Development  
Private Bag 3050  
Rotorua 3010

[Insert Date]

Dear Video and Filming Procurement,

### **Syndicated Contract for Video and Filming Production Services: Non-disclosure agreement**

[Insert Eligible Agency Name] (“the Organisation”) is an eligible agency entitled to consider participating in the Syndicated Contract for Video and Filming Production Services, established by the Ministry of Social Development as Lead Agency (MSD). Prior to fulfilling this request for access to the Contract documentation for MSD consideration, the Organisation is required to complete this non-disclosure agreement.

The material being requested includes commercially sensitive information which could harm the supplier if disclosed. It is very important that this information be kept confidential and is only disclosed in accordance with the following:

The Organisation will:

- (a) treat as confidential all information communicated under or in connection with this letter to support the Organisation's review of the Contract (**Confidential Information**);
- (b) only disclose Confidential Information to its employees, agents, and contractors (**Personnel**) on a need-to-know basis, and take reasonable steps to ensure that electronic and hard copies of that Confidential Information are not available for viewing by Personnel who do not have a genuine need-to know; and
- (c) not disclose, and shall make sure that the Organisation's Personnel do not disclose, Confidential Information to any other person except:
  - (i) to any accounting, legal or technical professional for the purposes of rendering professional services to The Organisation in relation to the benefits of purchasing from the Syndicated Contract, including reviewing any competing or related Syndicated Contract and then only if the recipient has given a written undertaking to the discloser on terms substantially similar to the terms in this letter; or
  - (ii) that is required to be disclosed by Law or Parliamentary practice (including Parliamentary question) or a Select Committee, or to a Minister of the Crown.

This letter seeks to gain commitment from the Organisation to keep all pricing and other commercially sensitive information confidential. Signing this NDA does not bind the Organisation to sign up to the Syndicated Contract; it only serves as a Non-Disclosure Agreement.

In the event that the Organisation provides access to the information to members of its staff or others engaged by them who require access to undertake their duties, the Organisation accepts full responsibility for ensuring the Lead Agency is informed at the earliest opportunity in the event that any such persons no longer require access. When informed that an individual no longer requires access, MSD will take action to remove permissions as soon as practical.

The documentation will be forwarded to you following receipt of this duly completed NDA by MSD. If the Organisation then decides to participate in the Contract, the Letter of Accession (LoA), which will be provided as part of the contract documentation, is to be completed and returned to MSD at which time the Organisation will be able to participate in the Contract once the LoA is signed by the Organisation and MSD.

Yours sincerely,

[Insert Name]

[Insert Title]

[Insert Agency Name]

**Instructions for use**

Please complete the highlighted fields, once complete delete this textbox and email the signed NDA to **procurement@msd.govt.nz**