

Request for Quotations (RFQ)

RFQ Number: ICTEC-StartupCityCahul-2021-029
Issuance Date: 02.07.2021
Deadline for Offers: 16.07.2021, 15:00 Chisinau time

Description: **Video Production Services for Tekwill and EU4Moldova Startup City Cahul projects**

For: Moldova ICT Excellence Center Project (ICTEC/Tekwill)
Eu4Moldova Startup City Cahul Project

Funded By: United States Agency for International Development (USAID) and Sweden
European Union (EU) through Sweden

Issued by: National Association of ICT Companies (ATIC)

ATIC Point of Contact: livadari@ict.md, Liuba Livadari Procurement Manager
cdamaschin@ict.md, Corina Damaschin, Project Manager

SECTION 1: INTRODUCTION AND INSTRUCTIONS TO OFFERORS

1.1 Acronyms and Definitions

ATIC	National Association of ICT Companies
ADS	USAID Automated Directives System
CFR	United States Code of Federal Regulations
Cooperating Country	Moldova
Donor	USAID, EU/Sweden
EU	European Union
FAR	United States Federal Acquisition Regulation
RFP	Request for Proposals
US	United States
USAID	United States Agency for International Development
USG	United States Government
Sida	Swedish International Development Cooperation Agency
VAT	Value Added Tax

1.2 Introduction:

THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is looking for an eligible and competent video production company to provide the services described in Annex 1 – Terms of Reference to this RFP.

1.3. BACKGROUND

About ATIC: THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the business Organization uniting 45 companies. Umbrella Organization gathering over 5000 employees.

Being established in 2006, ATIC is the action leading association and the voice of the Moldovan ICT industry that promotes the development of the ICT sector in Republic of Moldova through viable partnerships between companies, similar organizations, government, state institutions and international organizations. The association was founded to represent the industry on different policy and legislative issues and to facilitate the exchange of best practices between members. ATIC mission is to protect and promote the Association members' interests as well as facilitate a more favorable ICT business climate.

About Tekwill: The ICTEC Project started as a USAID program implemented by the National Association of ICT Companies (ATIC). In 2016, the Government of Sweden joined the program and expanded the operations and content programs of Tekwill. The project is implemented as a private-public partnership (through Global Development Alliances instrument (GDA)), between the Moldovan Government, private industry, academia and donors. The private partners include multinational companies, IBM and Microsoft, and also Moldovan Association of Private ICT Companies (ATIC) members that are local (operated) ICT companies. The private partners bring significant new resources, ideas, software, technologies and development activities, such as trainings, practical assignments, and mentorship. The private sector partners will have the chance to use the center to communicate with the university, SMEs, startups, professionals and contribute to the curricula improvement answering the market needs, as well as the improvement of the IT and entrepreneurship ecosystem that will lead to the economic growth of the country. The Government of Moldova supports this project at the highest level of the Prime Minister, and the partners include Ministry of ICT, Ministry of Education, and E-Government Center.

About EU4Moldova: Startup City Cahul: EU4Moldova: Startup City Cahul is a project implemented by the National Association of ICT Companies over a period of 4 years starting September 2020-September 2024, financed by the European Delegation to Moldova through Sweden. The project is in line with the Annual Action Programme 2019 in favor of the Republic of Moldova and its Action entitled 'EU4Moldova: Startup City Cahul', based on the Commission Decision ENI/2019/042-243.

2. Offer Deadline and Submission Protocol:

Offers must be submitted **not later than 15:00, Chisinau time, on July 16, 2021**. Offers received after the specified time and date will be considered late and will NOT be evaluated by ATIC.

Electronic Submission Only:

Any email offers must be sent to the following address:
to: livadari@ict.md, Liuba Livadari Procurement Manager
cc: cdamaschin@ict.md, Corina Damaschin, Project Manager

Offers must be submitted in one package in pdf format files, including the Forms A-F and other mandatory documents required by this solicitation documents – details in Section 3 - Technical Specifications. The Quotation for the requested goods shall follow the FORM F – Financial offer

All offers must be prepared in one of the 3 languages: English Romanian or Russian.

3. Questions and Requests for Clarifications:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **15:00, local Chisinau time on July 13, 2021, by email to liivadari@ict.md and cdamaschin@ict.md**. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that ATIC believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by ATIC will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of ATIC or any other entity should not be considered as an official response to any questions regarding this RFP.

4. Specifications: Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities (if applicable), must operate on 240V, 50Hz (compatible with .

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. Quotations: Quotations in response to this RFQ must be set on a fixed-price, all-inclusive basis, including delivery and all other costs required at Section 3. Pricing must be presented in MDL.

Currency of Quotation: Pricing must be presented in USD (VAT 0%, and exempt of customs taxes).

Quotation Validity: Offers must remain valid for no less than ninety (90) calendar days after the offer deadline. In exceptional circumstances, ATIC may request Companies to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.

Partial Quotes: Not allowed

Mandatory documents to be submitted: Offerors responding to this RFQ are requested to submit the following documents:

- Application form (FORM A)
- Letter of Transmittal (see FORM B)
- Offeror's Summary Sheet (see FORM C)
- Certification Regarding Responsibility Matters (see FORM D)
- Evidence Regarding Responsibility Matters (see FORM E)
- Dully filled in Quotation form (FORM F), in line with the technical specifications from Section 3.
- Copy of official registration and business license if applicable (+registration certificate of the subcontractor, if applicable)
- Company's / organization's profile with a focus on information regarding similar experience in providing similar legal advisory services on legal organizational forms, and advisory for development projectsvideo production services
- Experience with international donor organizations will be considered an advantage

- List of similar contracts specifying the types of services, amount, client and contact details.
- At least two similar examples of videos produced by the company
- Staffing capacity: list of specialists, CVs and qualification of Team Members planned to be assigned
- 2 relevant reference letters from the last 3 years
- Description of proposed services/deliverables with a clear timeline (where relevant)

Subcontracting arrangements:

If the execution of services to be performed by the offeror requires the hiring of subcontractors, the proposal must clearly identify the subcontractor(s), contact information of subcontractor(s), and the work they will perform. ATIC will not refuse an offer based upon the use of subcontractors; however, ATIC retains the right to approve or reject the specific subcontractors selected.

5. Delivery: Moldova. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the execution timeframe (after order receipt). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

6. Expected delivery: delivery within 12 calendar months (delivery of a specific type of services described in Section 3)

7. Customs clearance: N/A

8. Source/Nationality/Manufacture: The authorized geographic code under this specific agreement is 110. In any case, offerors may not offer or supply any goods or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.

All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

9. Warranty: The warranty coverage must be valid on all goods/services/works for a minimum of three (3) years after delivery/execution and acceptance of the services/works, unless otherwise specified in the technical specifications (Section 3). The full warranty shall include maintenance, troubleshooting and repair including provision of spare parts.

10. Taxes and VAT: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. In the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by ATIC. The Subcontractor shall immediately notify ATIC if any such taxes are assessed against the Subcontractor or its subcontractors/suppliers at any tier. The Subcontractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes

associated with revenues (profit), and other such taxes, fees, or dues for which Subcontractor is normally responsible as a result of operating its business.

11. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, bankrupt, or otherwise considered ineligible for an award.

Minimum qualification criteria:

- At least 3 years of similar experience in video production
- 2 examples of similar experience (local or international) in providing similar services (video production services),
- Availability of qualified Staff (one cameraman – minimum 3 year-experience and one interviewer minimum 1 year of experience; one video editor – min 1 year of exp.)

12. Evaluation and Award: Submitted offers will be evaluated against the evaluation criteria and subcriteria described below.

Evaluation Criteria	Evaluation Sub-criteria	Maximum points
Technical Evaluation		60 pts
1.	Relevance of the proposed services	15 pts relevant and specific description– 15 pts brief relevant description – 10 pts General description – 5 pts
2.	Company’s similar experience (local) in providing similar services (video production services): - <i>Years of experience</i> - <i>Similar video production examples</i>	20 pts <i>3 years of experience – 10 pts; less than 5 years – 5pts</i> <i>2 examples – 10 pts;</i> <i>1 example – 5 pts</i>
3.	Experience with donor organizations,	Up to 5 pts; Availability of experience - 5 pts; no experience – 0 pts
4.	Qualified personnel with experience	20 pts
	<i>4.1. Senior cameraman (min. 3-year experience)</i>	<i>Up to 7 pts;</i> <i>3 years of experience – 3 pts; 2 pts - for each additional years; up to 7 pts total</i>
	<i>4.2. Interviewer (min. 1-year experience)</i>	<i>Up to 6 pts;</i> <i>1 years of experience – 2 pts; 1 pts for each additional year. up to 6 pts total</i>
	<i>4.3. One video editor (min. 1-year experience)</i>	<i>Up to 7 pts;</i> <i>1 years of experience – 2 pts; 2 pts for each additional year. up to 7 pts total</i>
	Overall cost proposal provided. <u><i>minimum offer - 40 pts;</i></u> <u><i>Evaluated offer pts = (lowest offer x 40pts)/evaluated offer</i></u>	40 points
Total Points – Technical and Cost Approach		100 points

Minimum pass score – 70% of the technical score (42 pts). Offers that will not reach the minimum pass score will not be considered for further evaluation.

Priority will be given to the offers representing best value for ATIC and having a balanced technical and financial score. Based on the tradeoff approach, ATIC may select the offer which is not the lowest, but its technical score and other factors demonstrate its best value for money.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ATIC reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, ATIC reserves the right to conduct any of the following:

- ATIC may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, **ATIC may issue a partial award or split the award** among various suppliers, if in the best interest of the Project.
- ATIC may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that **USAID** or **EU-Sweden** are not party to this solicitation and the offeror agrees that any protest hereunder must be presented - in writing with full explanations - to the ICTEC Project for consideration, as **USAID or EU/Sweden** will not consider protests regarding procurements carried out by implementing partners. ATIC, at its sole discretion, will make a final decision on the protest for this procurement.

6. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate ATIC or the ICTEC Project to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to ATIC’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note that Payment will be made in MDL, via wire transfer to the account specified in the Subcontractor’s invoice. Payment of unpaid balances will be made upon completion and final acceptance of all works and deliverables by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Subcontractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.

- a) Payment will be made in MDL, via wire transfer to the account specified in the Contractor’s invoice. Payment of unpaid balances will be made upon completion and final acceptance of all works and deliverables by ATIC. Any invoices for services rendered and deliverables submitted - but not accepted by ATIC - will not be paid until the Contractor makes sufficient revisions to the deliverables such that ATIC may approve the deliverables and thus the invoice.
- b) Payment will be made based on deliverables, acceptance certificates signed by both parts and accurate payment documents submitted to ATIC. IF deliverables refer to different projects, The contract will invoice and ATIC will pay these services by separate payments.**
- c) Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- d) Any award resulting from this RFQ will be firm fixed price, in the form of a contract
- e) *No goods or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.*
- f) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.- flag carriers/vessels.

- g) United States and EU laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- h) Economic resources provided by the EU under this Project shall not be made available to, or for the benefit of, third parties - whether entities, individuals or groups of individuals - designated by the EU as subject to restrictive measures in the lists provided at www.sanctionsmap.eu ("EU Restrictive Measures").
The Cooperation Partner shall cooperate with Sida and/or the Contracting Authority in assessing if the third parties - whether entities, individuals or groups of individuals - identified by the Cooperation Partner as recipients of funds in connection with the implementation of the respective Contribution Agreement fall under the scope of EU Restrictive Measures. In the event that such recipients would fall under the scope of EU Restrictive Measures, the Cooperation Partner shall promptly inform Sida and/or the Contracting Authority.
- i) The title to any goods supplied under any award resulting from this RFQ shall pass to ATIC following delivery and acceptance of the goods by ATIC. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to ATIC.

At any time during the validity of the quotation, ATIC shall not accept any changes in unit prices, due to escalation, inflation, exchange rates fluctuation, or other market factors, after the receipt of the quotation.

At the time of award of the Contract, ATIC reserves the **right to increase or decrease the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer**, without changes in the unit price or other terms and conditions.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ: the list of documents as per Section 1, p.5 Mandatory documents to be submitted:

Section 3: Technical Specifications and Requirements

ATIC/Tekwill is searching for offerors that will will take care of:

- Production of video materials, according to the ATIC requirements, including the elaboration and coordination with the client's of the script.
- In terms of technical specification, the company will provide high quality, high definition images;
- Soundtrack development (background music, special effects)
- Video editing (video integration, graphics, sound, special effects)

Each task will be submitted by ATIC (including projects) 2 weeks before the production of the series of videos, this will include the required number of video files, the purpose, the description of the concept and their scenarios.

Specific deliverables:

Type video material/ service	Description	Estimated quantity USAID/EU	Terms of implementation (can be adjusted in the process)
Standard video reportage	Duration: up to 5 min Scenario: provided by ATIC Interviews: included in the price (up to 8 people)	20 ICTEC + 25 Startup City Cahul TOTAL=45	The reportage will be filmed within 10 days of placing the

	Filming hours: up to 2 hours Location: 1, within the Chisinau municipality Team: reporter + cameraman Language: 1 (ro, ru or eng) Included in the price: <ul style="list-style-type: none"> ● video editing ● 3 free links to check ● final video for download in FullHD quality 		order, and the report will be edited within 15 days of placing the order.
Speech videos	Duration: up to 2 min Interviews: included in the price (1 person) Filming hours: up to 1 hour Location: 1, within the Chisinau municipality Team: reporter + cameraman Language: 1 (ro, ru or eng) Included in the price: <ul style="list-style-type: none"> ● video editing ● 3 free links to check ● final video for download in FullHD quality ● Subtitles into Romanian ● Prompter 	5 ICTEC + 15 Startup City Cahul TOTAL=20	Recording of international partners' speeches. Preferably to bring a prompter for an easier reading of speeches by VIP speakers. Videos will be filmed 1-3 weeks prior to the event itself, where the video will be displayed.
Video presentation	Duration: up to 5-7 minutes Scenario: included in the price Music background: royalty free. With the right to use on online platforms. Basic license. Present during filming: 2-3 hours Location: 1-2 (chisinau) Language: 1 (ro or ru) Team: <ul style="list-style-type: none"> ● director (1) ● cameraman (1) ● assistant (1) ● Interviews: up to 5 people ● Post Production: included in the price ● Free check links: 5 Does not include: payment of actors	20 ICTEC	Video will be filmed in up to 10 days after placing the order, video will be edited up to 20 days after placing the order
Video Tutorial	Explanatory video product. Duration: up to 3 min Interviews: 1 speaker per tutorial Filming hours: up to 1.5 hours Location: 1, within the city. Chisinau Team: director + cameraman Included in the price: <ul style="list-style-type: none"> ▪ video editing ▪ 3 free links to check ▪ final video for download in FullHD quality ▪ royalty free music with the right to use on online platforms 	20 ICTEC	The tutorial will be filmed in up to 10 days after placing the order, up to 15 days after placing the order the tutorial will be edited.
Reportage + graphic borders	Duration: up to 3-5 min Filming hours: up to 2 hours Location: 1, within the city. Chisinau Team: reporter + cameraman Included in the price: <ul style="list-style-type: none"> ▪ video editing, ▪ 3 free links for verification; ▪ final video for download in FullHD quality 	35 ICTEC + 2 Startup City Cahul TOTAL = 37	The reportage will be filmed within 10 days of placing the order, and will be edited within 15 days of placing the order.

	<ul style="list-style-type: none"> ▪ typography elements (text borders) 5-7 video inserts. ▪ royalty free music with the right to use on online platforms 		
Reportage in 2 days of filming	<p>Duration: 3-5 minutes</p> <p>Music: royalty free with the right to use on online platforms</p> <p>Graphic elements: offered / created by the client</p> <p>Filming details:</p> <ul style="list-style-type: none"> ▪ 2 trips (Chisinau) total up to 3 hours ▪ 4-8 interviews <p>Included in the price:</p> <ul style="list-style-type: none"> ▪ video editing ▪ 3 free links to check ▪ final video for download in FullHD quality ▪ typography elements (text borders) 5-7 video inserts ▪ royalty free music with the right to use on online platforms 	4 ICTEC	The reportage will be filmed in up to 15 days after the order is placed, and will be edited in up to 25 days after the order is placed.
Video PR 30 secunde (from archive)	<p>Video product based on music + images from the archive of the video production team.</p> <p>Included in the price:</p> <ul style="list-style-type: none"> ▪ editing ▪ royalty free music ▪ typography elements (text borders) 3-5 insertions per video ▪ 3 free links to check ▪ final video for download in FullHD quality 	3 ICTEC + 7 Startup City Cahul TOTAL = 10	Video will be delivered within 10 days after placing the order
30 second PR video (from archive)	<p>Duration: 1.5 min</p> <p>Filming hours: up to 2 hours</p> <p>Location: 1, within the city. Chisinau</p> <p>Team: director + cameraman</p> <p>Included in the price:</p> <ul style="list-style-type: none"> ▪ editing ▪ royalty free music ▪ typography elements (text borders) 5-7 video inserts ▪ 3 free links to check ▪ final video for download in FullHD quality 	40 ICTEC + 10 Startup City Cahul TOTAL=50	Video will be filmed in up to 10 days after placing the order, and will be edited in up to 20 days after placing the order.
Filming head-to-tail event (1 camera-man / 1 hour)	<p>The product includes:</p> <p>Hourly filming + final video editing (sound and image cleaning)</p>	4 ICTEC	Video will be filmed in up to 15 days after the order is placed and will be edited in up to 20 days after the order is placed.
TOTAL		210	
ADDITIONAL VIDEO PRODUCTION SERVICES			
Service: full video subtitles	Language: Romanian		
Service: full video subtitles	Language: Russian		

Service: full video subtitles	Language: English		
Background music: with the copyrights on online platforms	Unit price to be provided		
Additional filming hours	1 hour of filming 0.5 days of filming 1 day of filming (unit prices to be provided)		
Trip outside Chisinau: traveling within Moldova for filming purposes	Chisinau-Cahul-Chisinau (price per km/hour/trip) Chisinau-Comrat-Chisinau (price per km/hour/trip) Chisinau-Balti-Chisinau (price per km/hour/trip)		
Trip outside Chisinau: traveling within Moldova for filming purposes	Other routes through Moldova (price per km/hour/trip)		

The proposal will include a clear breakdown per deliverable including any additional services that may be provided and have not been taken into consideration initially.

D. Expected Duration of the Assignment

The assignment is expected to begin in July 2021. The services will be contracted for a period of 12 consecutive calendar months.