

# Request for Quotations (RFQ)

RFQ Number: ICTEC-2021-035  
Issuance Date: 17.08.2021  
Deadline for Offers: 03.09.2021, 15:00 Chisinau time

Description: **Provision of videography services for Startup Moldova, ICTEC/Tekwill project on a long-term basis**

For: Moldova ICT Excellence Center Project (ICTEC/Tekwill)

Funded By: United States Agency for International Development (USAID)  
Issued by: National Association of ICT Companies (ATIC)

ATIC Point of Contact: [livadari@ict.md](mailto:livadari@ict.md), Liuba Livadari Procurement Manager  
[mnemciuc@ict.md](mailto:mnemciuc@ict.md), Maria Nemciuc, Project Manager

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## **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
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 eligible and competent video production company(s) to provide the services described in Annex 1 – Terms of Reference, on a long-term basis.

## **2. Offer Deadline and Submission Protocol:**

Offers must be submitted **not later than 15:00, Chisinau time, on September 3, 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](mailto:livadari@ict.md), Liuba Livadari Procurement Manager

cc: [mnemciuc@ict.md](mailto:mnemciuc@ict.md), Maria Nemciuc, 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 August 26, 2021, by email to [livadari@ict.md](mailto:livadari@ict.md) and [mnemciuc@ict.md](mailto:mnemciuc@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/terms of reference.

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.

**Currency of Quotation:** Pricing must be presented in MDL, 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

**6. 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 projects video production services
- Experience with international donor organizations will be considered an advantage
- Portfolio (with web links to produced videos) showcasing range of work (lectures, interviews, documentaries, etc.) - At least two similar examples of videos produced by the company;
- Staffing capacity: list of specialists specifying the qualification of Team Members planned to be assigned, and short profiles;
- Production capabilities: quality video production, including related hardware and editing software used;
- 2 relevant reference letters from the last 3 years
- Description of proposed services/deliverables with a clear timeline (where relevant)

**7. 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.

**8. 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.

**9. Expected delivery:** delivery of a specific type of services described in Section 3)

**10. Customs clearance:** N/A

**11. 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>.

**12. 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.

**13. 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.

**14. 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 three years of experience in videography/video editing, experience of editing using Final Cut Pro or similar software;
- Demonstrated experience of conception, production and editing of video lectures and promo materials;

Desirable:

- Experience covering social, humanitarian and development subjects will be an asset,
- Experience with USAID and /or other development partners and NGOs will be an asset;

**15. Evaluation and Award:**

The evaluation process will be conducted based on ATIC procedures. First the, offeror's will be checked for their eligibility, while the offers will be evaluated for their compliance to the mandatory requirements of this RfQ, including the completeness of the offer (submission of all the required documents). Incomplete offers will not be considered for further evaluation and will be disqualified.

Further, offers will be evaluated for their compliance to the technical criteria set in this ToR and for their price. ATIC will award the Long-Term Agreement(s) based on the best value for money principle /highest scored company (ies).

Evaluation Criteria	Evaluation Sub-criteria	Maximum points
<b>Technical Evaluation</b>		<b>70 pts</b>
1.	Overall compliance of the offer to the RFQ provisions and Terms of reference	Up to 5
2.	At least three years of experience in videography/video editing, experience of editing using Final Cut Pro or similar software	Up to 10; 3 years – 6 pts; <3 years – 0 pts >3 years – 1 pts for each additional year, up to 4 additional pts;

3.	Variety of portfolio (i.e. video lessons, mini documentaries, interviews, etc.);	Up to 20 Varied portfolio including different types of videos – up to 20 pts 2 videos – 5 pts;
4.	Company’s videography experience in covering social, humanitarian and development subjects	Up to 10 pts Availability of experience - 10 pts No experience – 0 pts
5.	Company’s videography experience with USAID and /or other development partners and NGOs will be an asset;	Up to 10 pts Availability of experience - 10 pts No experience – 0 pts
6.	Staffing capacity: list of specialists specifying the qualification of Team Members planned to be assigned, and short profiles	Up to 15 Qualified team with an average of more that 3 years of relevant experience – 15 pts; Qualified team with less that 3 years of relevant experience – 8 pts;
	<b>Overall cost proposal provided.</b> <i>minimum offer - 30 pts;</i> <i>Evaluated offer pts = (lowest offer x 30pts)/</i> <i>evaluated offer</i>	<b>Up to 30 pts</b>
<b>Total Points – Technical and Cost Approach</b>		<b>100 pts</b>

Minimum pass score – 70% of the technical score (49 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.

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** is 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** 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.

**16. 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 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) 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.
- i) Penalty may be applied by ATIC to the Contractor(s) for delays in contract execution.

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.

## **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:**

### **TERMS OF REFERENCE**

#### **Provision of Video Production Services for Startup Moldova within ICTEC/Tekwill project on a long-term basis**

#### **Background information and rationale, project description**

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.

#### **Brief context: General overview of entrepreneurship in Moldova**

In order to reduce the gap and encourage the development of startups based on information technologies, the Republic of Moldova aligns with international trends and implements programs dedicated to growing and supporting startup businesses.

One of them is the Startup Moldova National Program – an initiative that gives the young people with innovative ideas access to educational programs, infrastructure, consulting, mentoring, opportunities to connect to international events and competitions, as well as attracting funding sources.

#### **Startup Academy**

Startup Academy is a program which educates first-time entrepreneurs about the product validation process and the startup mindset. During this program these entrepreneurs will learn how to validate their ideas and prototypes.

Within the current country programme Startup Academy initiated several initiatives to document the projects it supports through video content. Compelling video materials will be used across platforms to educate participants about startup mindset.

ATIC is interested in contracting one or several companies with relevant skills and experience to provide professional video production services, as described in this Terms of Reference (ToR). The orders under the signed Long-Term Agreement (LTA) will be placed by ATIC for StartupMoldova's needs or on behalf of another ATIC program or project, and payments will be processed according to ATIC internal rules.

The concerned LTA will be signed for a defined period, with no legal obligation to order any minimum or maximum quantity.

## **2. Duration of the Assignment:**

The initial period on the assignment is September 2021-June 2022, with possibility of extension for 1 (one) additional year, upon positive performance evaluation and duration of the Project. During the Contract validity, ATIC may place repetitive orders for varying ranges and quantities.

## **3. Purpose of the LTA**

The Objective of the LTA is to facilitate and speed up the process of purchasing professional video production services needed by Startup Moldova and/or other ATIC projects programs.

### **Purpose of the assignment:**

ATIC is seeking a professional videography company to supply video production services as described in this Terms of Reference (ToR), by June 2022 (with possibility of extension). The selected materials will be used for Startup Academy educative purposes on the startup mindset, in support of increasing the number of startups or other ATIC Project needs.

### **Details of how the work should be delivered:**

The Contractors will be expected to deliver any of the following as required during the whole duration of the contract:

- Production of video (script writing, videography, editing, audio balancing, sub-titling, format exporting, archiving raw and edited work etc.) according to project standards. All videos produced must be of the highest quality to adequately represent the organization. The optimal standards are: 1080 25p/1080 29.97p or 30p. All material should be shot in 16:9, HD 1080;
- The contractors shall use their own HD quality video camera and professional editing software;
- Edit the footage in line with the script agreed and approved by Startup Academy focal person and produce a professional quality package / report / video lectures of broadcast quality;
- Record and edit graphs / sounds over where needed in according with guidance from relevant Startup Academy focal person;
- Embed subtitles in the video as per need;
- Audio balance the final product and convert it in formats for use on youtube, web; Example of the video format: <https://www.youtube.com/watch?v=98Z3pgoXdf8>
- Clearly identify location, and cast interviewees, quotes and any relevant details;



- Include appropriate Startup Academy branding and crediting of Startup Academy ownership for the produced videos.
- Archive the edited output in DV and DVD format along with professional log.

## 5. Expected deliverables

The Contractor(s) is expected to work towards the following work plan, and timelines to provide the stated deliverables and services.

	Type video product/ service	Details	Estimated quantity	Terms of implementation
1	Video of 30 - 120 sec	The production will involve, but will not be limited to: <ul style="list-style-type: none"> <li>- Development of the general concept of the videos;</li> <li>- Development of the detailed scenarios of the videos;</li> <li>- Coordination and approval of the scenarios with Startup Academy;</li> <li>- Video production (types of content: video lectures with graphs) Romanian/ Russian/ English voice titration with subtitles, video credits;</li> <li>- Post-production (assembly, sound, processing, etc.);</li> <li>- Delivery of the final video in different formats (for youtube, LMS platforms).</li> <li>- Transport costs within Chisinau included.</li> </ul>	About 20 videos (ATIC may decide to increase the number of videos at the moment of award)	Up to 30 days for all video materials, from placement of the order date
2	Video of 2 -3 min			
3	Video of 5-10 min			
4	Video of 15-30 min			
<b>ADDITIONAL VIDEO PRODUCTION SERVICES</b>				
	<b>Service:</b> full video subtitles	<b>Language:</b> Romanian		
		<b>Language:</b> Russian		
		<b>Language:</b> English		
	<b>Voiceover:</b>	<b>Language:</b> Romanian		
		<b>Language:</b> Russian		
		<b>Language:</b> English		
	<b>Background music:</b> with the copyrights on online platforms	Unit price to be provided		
	<b>Additional</b> filming hours	1 hour of filming 0.5 days of filming 1 day of filming (unit prices to be provided)		
	<b>Trip outside Chisinau:</b> 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)		
	<b>Trip outside Chisinau:</b> traveling within Moldova for filming purposes	Other routes through Moldova (price per km/hour/trip)		

## 6. Terms of order execution and order placement:

For written translations, the regular term of order execution should be 48 hours (2 days). For larger orders, the delivery term should be agreed with the ATIC order placer, based on the complexity of the task and any relevant order execution aspects. Upon completion of the assignment, the Company shall provide the translated document in the agreed time and format to ATIC.

For oral translation, the order should be placed not later than 24h before the services are needed. No fees for late cancelation of order to be charged.

The provided translations shall be:

- clear and accurate clearly reproducing the exact or as much as possible the meaning of the source text/speech)
- natural – using natural vocabulary appropriate to nature of the translated text
- communicative reproducing all the important details and meaning of the original text/speaker, understandable to the audience.

## 7. Performance indicators for evaluation of services

The evaluation of the Contractors' performance will be based on:

- Completion of tasks specified in ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of services;
- Demonstration of high standards of work with Startup Academy and with counterparts.

## Support provided by Startup Academy:

Startup Academy will regularly communicate with the contractor(s) and provide feedback and guidance and necessary support to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of services.

Startup Academy will provide the contractors with:

- Basic information on the projects (curricula, brief, speakers, plans);
- Branding and other partners guidelines on videos;
- Suggestions on the most suitable project sites, stories and relevant contacts.

## Copyrights & utilization rights:

The copyright of all video materials produced (raw and edited) taken during the assignment will belong to Startup Academy Moldova. The videographers will obtain the relevant written consent for video usage from interviewers.

## 8. The mechanism of LTA services provision

Proposed quotations per times of video and service and included in the LTA contract will remain valid for the entire period of the contract.

The ATIC relevant staff will place the order via e-mail making reference to the signed Contract. The Contractor will confirm the receipt of each order.

The company will estimate the volume of services and estimate the time necessary to complete the task. Any potential issues that may delay the delivery of services shall be communicated to ATIC staff, still best efforts shall be invested, and solutions shall be identified by the Contractor to minimize the risk of delay. In case of the necessity to travel outside Chisinau, ATIC shall place the order providing all the necessary information to the contractor about the date, time, venue, duration of the event for which videography is needed, the topic to be discussed, and any other relevant details. No fees for cancellation of the order will be applied by the Contractor.

Upon completion and acceptance of services by ATIC, the Contractor will issue and submit the payment documents (invoice/fiscal note, document proving the delivery of services) indicating sufficient details regarding the provided services (the name of the project if provided for an ATIC project). Prior coordination with the ATIC order placer is recommended to avoid any errors in documents.

Regular payments will be made within the ATIC standard period of 15 net days.

All activities and deliverables undertaken by the contractors shall be discussed and planned in consultation with Startup Academy.

## **9. Contract Relationship Management**

The contract signed based on this RFQ will be managed by the Startup Academy Moldova Manager.

The contractor(s) will report to the Communication Company, who will regularly communicate with the contractor(s) and provide feedback and guidance on their performance and all other necessary support to achieve objectives of the assignment, as well as remain aware of any upcoming issues related to contractors' performance and quality of work.

The Contractor will delegate a responsible person to manage the relationship with ATIC for order placing, or any contract related issues.

Also, the Contractor will promptly present any information on the provided services upon ATIC's request.

## **10. Financial proposal**

The quotation shall specify all-inclusive fees per video product, which should include filming charges, transportation expenses, post production, as well as crediting, subtitling and voiceover.

If not included in the Terms of Reference, Startup Academy will not reimburse costs not directly related to the assignment. This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

## **11.: Duty Station: Moldova.**

The assignment will also involve travel within Moldova. The Contractors are expected to cover costs, arrange and schedule such visits, including transportation.