

Request for Quotations (RFQ)

RFQ Number: #UNICEF-2023-015
Issuance Date: October 23, 2023
Deadline for Offers: October 27, 2023, 17:00, Chisinau time
Description: **Video production services for Tekwill in Every School courses part of the EDUTech Labs project (3 LOTs)**
For: Moldovan Association of ICT Companies' (ATIC) project
Funded By: United Nations International Children's Emergency Fund (UNICEF) Moldova
Issued by: Moldovan Association of ICT Companies' (ATIC)
ATIC Point of Contact: ebitca@ict.md – Ernest Bitca, "Tekwill in Every School" Project Manager

SECTION 1: INTRODUCTION AND INSTRUCTIONS TO OFFERORS

1.1 Acronyms and Definitions

ATIC	National Association of ICT Companies
TIFS	Tekwill in Every School
UNICEF	United Nations International Children's Emergency Fund
Cooperating Country	Mldova
RFQ	Request for Quotations
VAT	Value Added Tax

1.2 Introduction:

THE MOLDOVAN ASSOCIATION OF ICT COMPANIES ("ATIC") is looking for an eligible and competent company(-ies) video production company to provide the services described in Annex 1 – Detailed Specifications and Requirements to this RFQ.

1.3 Offer Deadline and Protocol:

Offers must be submitted not later than **17:00, Chisinau time, on October 27, 2023** electronically and/or in hard copy to the ATIC office:

Electronic Submission only: Any email offers must be sent to the following address:
to: ebitca@ict.md - Ernest Bitca, "Tekwill in Every School" Project Manager

Offers must be submitted in two (2) separate .pdf format files:

- 1) Technical Volume (Forms A-E and other mandatory documents required by this solicitation documents).
- 2) Financial Quotation (**should be password-protected**). ATIC will request the password if the quotation is deemed technically compliant. Any submission of the financial quotation that is not password-protected will be disqualified. Also, any submission of the financial quotation together with the password will be disqualified.

Please refer the RFQ number (RFQ#UNICEF-2023-015) in any response to this RFQ.

Offers received after the specified time and date will be considered late and will NOT be reviewed by ATIC.

1.4 Questions and Requests for Clarifications:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **17:00, local Chisinau time by October 25, 2023**, by email to ebitca@ict.md Ernest Bitca, “Tekwill in Every School” Project Manager and [cc: talexeev@ict.md](mailto:talexeev@ict.md) Tatiana Alexeev, “Tekwill in Every School” Project Consultant. 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 RFQ 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 RFQ.

1.5 Technical and Cost Volume

1.5.1 Technical Volume

The Technical Volume should describe in detail the offeror’s quoted plan for providing the services and commodities described in the specifications found in Annex 1. It should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The plan should include details on equipment, personnel, and subcontractors that the offeror will make available to carry out the required activities. The plan should also provide details on the anticipated delivery schedule, including an estimated completion date.

At a minimum, the **Technical Volume must contain the following required completed documents:**

1. Technical Quotation. Mandatory documents to be submitted:

- Application form (FORM A)
- Letter of Transmittal (see FORM B)
- Certificate of Independent Price Determination (see FORM C)
- Certification Regarding Responsibility Matters (see FORM D)
- Evidence of Responsibility Statement (see FORM E)
- Copy of official registration and business license.
- Company profile with a focus on information regarding similar experience in providing similar video production services. Experience with international donor organizations will be considered an advantage.
- Proof of similar experience – At least 2 similar examples of videos produced by the company.
- 2 relevant reference letters from the last 3 years.
- Past Performance Information: list of clients and services provided for them, year (collaboration with NGOs and international organizations/Donors will be considered an advantage);
- staffing capacity to perform the quoted services, describing in particular the experience in the field, the portfolio of services offered, etc.: CVs and qualification of Team Members planned to be assigned;
- Description of quoted services/deliverables with a clear timeline.

2. Financial Quotation (FORM F)- password protected. Dully filled in quotation form (FORM F), in line with the technical specifications from Annex 1.

Subcontracting arrangements:

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

All electronic copies of documents in the Technical Volume must be in PDF, Microsoft Word or Microsoft Excel format.

The information contained in the Technical Volume should not contain any cost- or price-related information.

1.5.2 Cost Volume

Taking into consideration the complexity of the work, the cost quotation is used to determine which quotations represent the best value and serves as a basis of negotiation before award of a subcontract.

It should offer a clear understanding upon the amount of work, different types of activities (if applicable), but offer a fixed price for the assignment taking into account all details.

The cost quotation shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. ATIC reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's quotation cost.

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, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.

CURRENCY OF QUOTATION: Financial offers must be presented in MDL only. No other currencies accepted.

FORMAT OF FINANCIAL QUOTATION: In formulating its financial quotation, the offeror should be guided by the FORM F.

PARTIAL QUOTES: allowed per LOT.

In formulating its quotation, the offeror should be guided by the FORMS A-F (financial quotation – FORM F) and other mandatory documents required by this RFQ.

VALIDITY PERIOD OF QUOTATION: Offers must remain valid for at least 90 calendar days after the offer deadline.

1.6 Eligibility of Offerors

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. ATIC will not award a contract to any firm that is debarred, suspended, or considered to be ineligible.

A subcontractor is eligible if:

- it does not support activities that contribute to money laundering, terrorism financing, tax avoidance, tax fraud or tax evasion;
- it refrains from corruption and other irregularities and requires all its employees, consultants, suppliers and contractors involved in fulfilment or implementation of any part of the Project to refrain from any such corruption and other irregularities. Corruption and other irregularities refer to all kinds of: (1) corruption, including bribery, nepotism, illegal gratuities or other form of abuse of trust, power and position for improper gain; (2) misappropriation

of cash, inventory and all other kinds of assets; (3) financial and non-financial fraudulent statements; The Provider shall cooperate with the Beneficiary in this respect and promptly inform the Beneficiary of any indication of corruption and other irregularities and investigate the presence of corruption and other irregularities and take action, including legal actions, against persons suspected of corruption and other irregularities;

- it takes all necessary precautions to avoid any conflicts of interest in all matters related to fulfilment or implementation of any part of the Project and ensures its employees, consultants, suppliers and contractors are not placed in a situation which could give rise to conflict of interest. A conflict of interest shall be deemed to arise where the impartial and objective exercise of the functions of any person fulfilling the Agreement and/or implementing of any part of the Project is compromised.

1.7 Evaluation and Basis for Award

One or multiple awards will be made to the offeror whose quotation is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to ATIC. Best value will be decided using the tradeoff process. That means that each quotation will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in Annex 1. If technical scores of several quotation reaching or exceeding the minimum pass score are determined to be equal or nearly equal, cost will become the determining factor.

ATIC may award the contract to a higher priced offeror if a determination is made that the higher technical score of that offeror merits the additional cost/price.

The rating of each quotation will be defined based on the accumulated technical and financial scoring, considering the technical and financial scores. The priority will be given to highest technical scored offers, in the limits of the available budget.

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 refer to Annex 1 for the evaluation criteria and sub-criteria.

1.8 Terms and Conditions of Subcontract

This is a Request for Quotation only. Issuance of this RFQ does not in any way obligate ATIC or the Donor to award a subcontract, nor does it commit ATIC or Donor to pay for costs incurred in the preparation and submission of a quotation.

This solicitation is subject to the Draft Order Terms and Conditions detailed in Section 2. Any resultant award will be governed by these terms and conditions. ATIC reserves the right to make revisions to the content, order, and numbering of the provisions in the actual subcontract document prior to execution by ATIC and the selected awardee. Issuance of a subcontract award is subject to availability of sufficient funds.

SECTION 2. DELIVERABLES AND DELIVERABLE SCHEDULE. DRAFT ORDER TERMS AND CONDITIONS.

2.1 Specifications

Please refer to Annex 1 – Terms of Reference for details on the required services.

2.2 Delivery Requirements

As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery and execution timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract. The delivery estimate presented in any offers in response to this RFQ must be honest, accurate, and upheld in the performance of any resulting subcontract or order.

2.3 Draft Order Terms And Conditions

Per Section 1.8 of this RFQ, in the event of a subcontract award resulting from an offer submitted in response to this RFQ, the following terms and conditions will apply:

1. All commodities, if applicable, delivered under this subcontract must be transferable to Donor, or another entity in the Cooperating Country designated by ATIC.

2. Delivery Terms

- A. Delivery terms to be guided by the expected timeframes mention in the ToR – Annex 1. The Subcontractor shall deliver the deliverables as set forth to the delivery locations.
- B. Time is of the essence. By executing this subcontract, the Subcontractor confirms that it accepts that the delivery schedule stated herein is reasonable and will comply with the delivery schedule.
- C. Customs clearance. The Subcontractor shall clear any international shipments through customs and deliver them to the appropriate location(s) specified in Article 5. ATIC is responsible for providing the Subcontractor with the necessary documentation required by Moldovan customs officials for duty-free customs clearance (if applicable).
- D. Consignee address. For any international shipments requiring customs clearance in Moldova, the following consignee address shall be used on each shipment to facilitate duty-free and tax-free customs clearance (if applicable).

3. Payment and financial obligations

3.1 Subcontract Price

The Subcontractor shall complete all work (including furnishing all labor, material, commodities, equipment, and services) required under this subcontract for the fixed price. This price shall include all equipment, commodities, shipping costs, licenses, permits, administration costs, labor costs, materials, overhead, profit, and all other costs.

The Subcontractor will be paid the installment amounts listed under the column named "Payment Amount" only upon successful completion and acceptance by ATIC of all corresponding deliverables listed in the column named "Corresponding Deliverable Name."

3.2 Payment Terms

ATIC will pay the total price through a series of installment payments as provided in Article 1.9 above, after Subcontractor's completion of the corresponding deliverables and ATIC acceptance thereof. The Subcontractor may submit invoices for deliverables that have been accepted and approved by the authorized ATIC representative. ATIC will pay the Subcontractor's invoice within fifteen (15) days after the following conditions have been fulfilled:

- a) the Subcontractor has delivered a proper invoice,

- b) ATIC has issued an inspection certificate.

Payment will be made in MDL based on the location of the company providing services, paid 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.

3.3 Invoice Requirements

The Subcontractor shall present an invoice to ATIC only for services and/or commodities that have been accepted by ATIC. The invoice must be an original invoice, submitted to:

ATIC
Attention: Accountant Office
National Association of ICT Companies

To constitute a proper invoice, the Subcontractor's invoice must include the following information and/or attached documentation. This information will assist ATIC in making timely payments to the Subcontractor:

1. Subcontractor legal name, subcontract number, invoice date, and invoice number.
2. Deliverable(s) number, description of approved deliverable(s), and corresponding value.
3. Bank account information to which payment shall be sent.

3.4 Cooperating Country Fees, Taxes, and Duties

This subcontract is entered into by ATIC on behalf of the Project (s) mentioned above, an official program of the mentioned Donors in the Republic of Moldova.

As such, this subcontract is free and exempt from any taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Republic of Moldova. The Subcontractor shall not pay any host country taxes, VAT, tariffs, duties, levies, etc. from which this Donor programs are exempt. 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.

3.5 Set-Off Clause

ATIC reserves the right of set-off against amounts payable to Subcontractor under this subcontract or any other agreement in the amount of any claim or refunds ATIC may have against the Subcontractor.

4. GROUNDS FOR DISQUALIFICATION:

A firm may be excluded from the evaluation and the award of a contract, who:

- a) is bankrupt or is being wound up, whose affairs are being administered by court, who has entered into an arrangement with creditors, who has suspended business activities or who is subject of an injunction against running business by court;

- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings;
- c) has been convicted of an offence concerning his professional conduct by a court;
- d) has been found guilty of grave professional misconduct; or
- e) has not fulfilled obligations relating to payments of taxes or social security contributions.

5. Anti-Kickback

a) Definitions:

- *Kickback*, as used herein, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind, which is provided, directly or indirectly, to ATIC, Project or any of its employees, the Subcontractor or Subcontractor employees, or vendors in any way related to the performance or subsequent activities of this subcontract, for the purpose of improperly obtaining or rewarding favorable treatment in connection with this subcontract.
- *Person*, as used in this article, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.
- *Subcontractor employee*, as used in this article, means any officer, partner, employee, or agent of the Subcontractor.

- b) The Subcontractor and its employees, whether directly or indirectly engaged in the performance of this subcontract, agree to abide legal provisions which prohibit any person from providing or attempting to provide any kickback; soliciting, accepting, or attempting to accept any kickback; or including, directly or indirectly, the amount of any kickback in the contract price charged by the Subcontractor to ATIC.

When the Subcontractor has reasonable grounds to believe that a violation described in paragraph (b) of this provision may have occurred, the Subcontractor shall promptly report in writing the possible violation. Such reports shall be made to ATIC, who shall forward the report to the Donor, as required.

The Subcontractor agrees to cooperate fully with any relevant Moldovan investigating a possible violation described in paragraph (b) of this article.

ATIC may offset the amount of the kickback against any monies owed by ATIC under this fixed price subcontract or order the monies withheld from future payments due the Subcontractor.

The Subcontractor agrees to include the substance of this article in any contract it may issue under this subcontract.

8. Terrorist Financing Prohibition

The Subcontractor (including its employees, consultants, and agents) by entering into this subcontract certifies that it does not engage, support or finance individuals and/or organizations associated with terrorism.

9. Compliance with Applicable Laws and Standards

The Subcontractor shall perform all work, and comply in all respects, with applicable laws, ordinances, codes, regulations, and other authoritative rules of European Union and Moldova and its political subdivisions and with the standards of relevant licensing boards and professional associations. The Subcontractor shall also comply with the applicable EU and Moldova regulations governing this subcontract, which are incorporated by reference into this subcontract, Clauses Incorporated by Reference.

10. Indemnity and Subcontractor Waiver of Benefits

- A. The Subcontractor waives any additional benefits and agrees to indemnify and save harmless ATIC, Donor, their officers, directors, agents, and employees from and against any and all claims and liability, loss, expenses, suits, damages, judgments, demands, and costs (including reasonable legal and professional fees and expenses) arising out of:
- (1) the acts or omissions of Subcontractor, its employees, officers, directors, agents or its subcontractors;
 - (2) injury or death to persons, including officers, directors, employees, agents and subcontractors of Subcontractor, or loss of or damage to property, or fines and penalties which may result, in whole or in part, by reason of the buying, selling, distribution, or use of any of the goods or services purchased or provided under this Subcontract except to the extent that such damage is due to the negligence of ATIC;
 - (3) the infringement or violation of any patent, copyright, trademark, service mark, trade secret, or other proprietary interest of any third party resulting from ATIC use, distribution, sale, sublicensing, or possession of the goods (including software and all forms of written materials) or services purchased or provided, as authorized hereunder, or from the use or possession of said goods or services by ATIC, Donor, as authorized hereunder; or false claims submitted by Subcontractor or its subcontractors under this Subcontract or as a result of a Subcontractor misrepresentation of fact or fraud by Subcontractor.
- B. Subcontractor shall defend and settle at its sole expense all suits or proceedings arising out of the foregoing, provided that Subcontractor has notice or is given prompt written notice of such claim or suit and, further, that Subcontractor shall be given necessary information, reasonable assistance and the authority to defend such claim or suit. Subcontractor shall not settle, compromise or discharge any pending or threatened suit, claim or litigation, arising out of, based upon, or in any way related to the subject matter of this subcontract and to which ATIC is or may reasonably be expected to be a party, unless and until Subcontractor has obtained a written agreement, approved by ATIC (which shall not be unreasonably withheld) and executed by each party to such quotation settlement, compromise or discharge, releasing ATIC from any and all liability.
- C. If any of the goods or services provided by Subcontractor hereunder, including without limitation software and all forms of written materials, become the subject of a claim of infringement or violation of a third party's intellectual property, privacy and/or proprietary rights, Subcontractor shall, at its own expense, use its best efforts—
- (1) to procure for ATIC the right to continue use and, if authorized under this Subcontract, distribution of the infringing goods or services or,
 - (2) to modify the goods or services to make them non-infringing, or to replace them with equivalent, non-infringing counterparts.

If none of the above-mentioned can be successfully implemented, then Subcontractor shall refund to ATIC all monies paid to the Subcontractor for the infringing goods and services.

11. Intellectual Property Rights

The ownership of all copyright and other intellectual property rights in respect of any data compilations, research, spreadsheets, graphs, reports, diagrams, designs, work products, software, or any other documents, developed in connection with this subcontract will exclusively vest in or remain with ATIC, which shall have all proprietary rights therein, notwithstanding that the Subcontractor or its employees may be the author of the intellectual property. All documents relating to the intellectual property or otherwise connected with this fixed price subcontract, the services, or duties must be returned or delivered to ATIC at the time of the expiration or termination of the subcontract. The Subcontractor agrees not to

publish or make use of any of the intellectual property, or documents relating thereto, without the prior written approval of ATIC and proper attribution.

12. Modifications

Modifications to the terms and conditions of this subcontract, including any modification to the scope of work, may only be made by written agreement between authorized personnel of both Parties. Each Party shall give due notice and consideration to any quotation for modification made by the other Party.

13. Changes

According to ATIC procurement procedures, ATIC may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this subcontract in the services to be performed.

If any such change(s) causes an increase or a decrease in the cost, or the time required for the performance, or any part of the work under the subcontract, an equitable adjustment shall be made in the subcontract price or delivery schedule, or both, and the subcontract shall be modified in writing accordingly. Any claim by the Subcontractor for adjustment under this subcontract must be asserted within 30 (thirty) days from the date of receipt by the Subcontractor of the modification or change.

14. Assignment and Delegation

This subcontract may not be assigned or delegated, in whole or in part, by the Subcontractor without the written consent of ATIC. Absent such written consent, any assignment is void.

15. Termination

ATIC reserves the unilateral right to terminate this fixed price subcontract at any time, paying for all deliverables completed at the time of termination and a pro-rata share of any deliverable in progress.

In the event that the Subcontractor fails to make progress so as to endanger performance of this fixed price subcontract, or is unable to fulfill the terms of this fixed price subcontract by the completion date, the Subcontractor shall notify ATIC forthwith and ATIC shall have the right to summary termination of this fixed price subcontract upon written notice to the Subcontractor.

ANNEX 1. DETAILED SPECIFICATIONS AND REQUIREMENTS

A. BACKGROUND:

About ATIC

THE MOLDOVAN ASSOCIATION OF ICT COMPANIES (“ATIC”) is the organization uniting over 94 companies, gathering over 9,000 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 industry on different policy.

ATIC has extensive experience in implementing a variety of educational and entrepreneurial projects for children, youth and adults. One of the priorities includes supporting women in TECH, women empowerment, and equal access to work opportunities.

About the UNICEF Humanitarian Programme for Ukrainian and Moldovan children through EDU Tech Labs

As of early April, nearly 4.3 million refugees have crossed from Ukraine into Europe. About which 399,039 reached Moldova. Over 2 million refugees are estimated to be children, many separated or unaccompanied, about of which over 91,000 children, many with disabilities, were in institutional care in Ukraine. All are vulnerable and at risk of violence, trafficking, sexual and labour exploitation, and abuse. Preventing family separation, ensuring immediate identification, and supporting reunification registration and safe spaces embedded in national child protection systems are urgent priorities. Besides the key needs which include access to basic supplies, protection, and care arrangements for unaccompanied and separated children (UASC), support to children with disabilities, health care services, including mental health and psychosocial support (MHPSS), and social protection, continued education is crucial. The Digital Labs are envisaged as digital hubs where Ukrainian children connect to online learning platforms of the Ukrainian Ministry of Education or facilitate their inclusion into the Moldovan national education system. These labs will be also used as safe learning spaces for bridging Romanian language classes, catch-up classes, and joint STEM skills as well as digital learning sessions. These safe learning spaces will be open to both Moldovan and Ukrainian children and youth for interactive and informal education activities to support their social and emotional wellbeing and eventually aiming to strengthen and promote social cohesion.

About “Tekwill in Every School” courses

“Tekwill in every school” program’s mission is to help grow Moldova’s new generation of young professionals that are equipped with the necessary IT and creative skills required by the jobs of the future; a generation that is empowered to create products and solutions, here at home, that are able of meeting both local and international demands.

“Tekwill in Every School” courses offer high-quality digital resources with market-driven content, tailored in local languages and designed to be age-appropriate for students.

The program is supported by the Ministry of Education and Research through the Memorandum of Understanding signed on 22 July 2020. The signing of the MOU allowed the expansion of the curricular program and inclusion of elective subjects related to future skills development such as "Web Design and Development", "Graphic Design", "Algorithmic

Programming in C/C++", "Artificial Intelligence", "Mobile Apps Design & Development", "Entrepreneurship", "Video Storytelling", and "Emotional Intelligence in Public Speaking".

These courses can be studied by students in middle school and high school over the course of one or two academic years, under the guidance of a teacher who has completed the continuous training program.

Each course comes with a set of customized digital resources (video lessons, interactive exercises, quizzes etc.), which facilitate the learning process for students. The content has been created by a group of authors who are experts in education in both Romanian and Russian languages. All digital resources can be accessed on our eLearning platform (<https://tekwill.online/>).

About the scope of the RFQ

The scope of this RFQ is to select a video production company(ies) that will develop video lessons for 3 existing Tekwill courses such as Mobile Apps Design & Development, Entrepreneurship and Emotional Intelligence in Public Speaking – in Russian language.

The selected company(-ies) will allocate a team of professionals to develop each video lesson, aiming to create engaging and interactive educational video products according to the specifications outlined in this document and maintaining a high standard of quality consistent with similar videos, within the estimated timeframe.

The duration of each video lesson should be between a minimum of 1 minute and maximum 10 minutes, it should be engaging and interactive (no plain text or random geometrical objects as animations), preferably animated style to be used for all the courses. The target audience of these video lessons are pupils from grades 10-12 (15-19 years old). Two courses imply the production of 25 video lessons (Entrepreneurship & Mobile Apps Design & Development) and the third course implies the production of 20 video lessons (Emotional Intelligence in Public Speaking). The end objective is to have a total of 70 video lessons developed for all 3 courses.

B. Specifications and Deliverables

ATIC is looking for a video production company to develop 70 video lessons for 3 Tekwill courses, part of the EDU Tech Labs project according to the following tasks:

1. *Provide the visual concept of video production for each course.*

The concept must fit the content of each course, it also must include a brief and short justification about the quotation video style and technique of video production: animation, screencasts, hybrid (animation plus live videos).

2. *Provide voice over (in Russian) for all video lessons.*

The selected voice must inspire trust, must sound cheerful, must be age-friendly (target audience: 15-19 years old). The tone of voice must be warm and welcoming. The voice over must be in sync with the visual component of the video lesson. The recorded audio content should not have any noises in the background, no echo, the voice should be clearly heard, not too loud, neither too low. All correct pronunciation of technical terminology or English words will be agreed upon, prior to production.

3. *Provide the scripts (storyboards, In Russian) for all video lessons.*

Based on the given content by the ATIC/Tekwill team for each course/lesson, you must create the script (storyboard), which should reflect the message/main idea behind the process described in the lesson.

4. *Execute video production according to the agreed timeline.*

The duration of each video lesson should be of a minimum of 1 minute up to 10 minutes maximum. Within the production process of video lessons, it is encouraged to avoid usage of slides of plain text/written definitions or plain geometrical objects that don't reflect the meaning of the lesson, process/subject explained in the lesson.

One can choose to bid for the video production of 1 course, 2 courses or all of the 3 courses. Two courses imply the production of 25 video lessons (Entrepreneurship & Mobile Apps Design & Development) and the third course implies the production of 20 video lessons (Emotional Intelligence in Public Speaking). The end objective is to have a total of 70 video lessons developed for all 3 courses.

Specific deliverables:

LOT#/ Course	Deliverables	Quantity	Units	Timeframe
LOT 1:	Entrepreneurship			
1.1.	Voiceover (identifying, casting, testing, final selection of the person contracted for the voiceover and ultimately conducting the voiceover recordings)	20	lessons	By November 1 st , 2023
1.2.	Customization and adaptation of animated illustrations for each video lesson (from Romanian to Russian)	20	lessons	By November 1 st , 2023
1.3.	Video production and submission for review of the raw video lessons (first iteration).	20	lessons	By November 7 th , 2023
1.4.	Integration of received feedback and input for the final version of video production for all lessons.	20	lessons	By November 27 th , 2023
1.5.	Presenter/Actor (identifying, casting, testing, final selection of the person contracted for the video shooting, conduct the video shooting)	5	lessons	By November 7 th , 2023
1.6.	Provide the scripts (storyboards) for the new lessons for feedback and review. Including the animated illustrations for each lesson.	5	lessons	By November 10 th , 2023
1.7.	Video production and submission for review of the raw video lessons (first iteration).	5	lessons	By November 17 th , 2023
1.8.	Integration of received feedback and input for the final version of video production for all lessons.	5	lessons	By November 27 th , 2023
LOT 2:	Mobile Apps Design & Development			
2.1.	Voiceover (identifying, casting, testing, final selection of the person contracted for the voiceover and ultimately conducting the voiceover recordings)	25	lessons	By November 1 st , 2023
2.2.	Customization and adaptation of animated illustrations for each video lesson (from Romanian to Russian)	25	lessons	By November 1 st , 2023

2.3.	Video production and submission for review of the raw video lessons (first iteration).	25	lessons	By November 7 th , 2023
2.4.	Integration of received feedback and input for the final version of video production for all lessons.	25	lessons	By November 27 th , 2023
LOT 3:	Emotional Intelligence in Public Speaking			
3.1.	Presenter/Actor (identifying, casting, testing, final selection of the person contracted for the video shooting, conduct the video shooting)	20	lessons	By November 7 th , 2023
3.2.	Provide the scripts (storyboards) for the new lessons for feedback and review. Including the animated illustrations for each lesson.	20	lessons	By November 10 th , 2023
3.3.	Video production and submission for review of the raw video lessons (up to 3 iterations maximum).	20	lessons	By November 17 th , 2023
3.4.	Integration of received feedback and input for the final version of video production for all lessons.	20	lessons	By November 27 th , 2023

The quotation will include a clear breakdown per deliverable including any additional services that may be provided and have not been taken into consideration initially, as well as a breakdown per personnel fees and types of costs related to each of the above deliverables.

C. Minimum Qualification Criteria for Applicant Companies:

- At least 3 years of similar experience in video production;
- Proof of similar experience (local) in providing similar services (video production of lessons, preferably covering K12 education - at least one similar contract performed in the last 3 (three) years, including one document proving the completion of similar services.
- Availability of qualified Staff (animators, designers – minimum 2 years' experience and one project manager minimum 3 years of experience)

Evaluation Method

Submitted quotation will be evaluated against the evaluation criteria and subcriteria described below.

Evaluation Criteria	Evaluation Sub-criteria	Maximum points
I.	Technical Evaluation	60 pts
1.	Company's experience	Up to 20 pts.
1.2.	<i>Company's similar experience (local) in providing similar services (production of video lessons, preferably covering K12 education)</i>	<i>8 pts – 5 years of experience; 1 pts – for each additional year, up to 2 pts; 4 pts – less than 5 years of experience; 0 pts – less than 3 years of experience;</i>

1.3.	<i>Similar contracts with international organizations/donors, NGOs</i>	<i>8 pts – 1 similar contract; 1 pts – for each additional contract, up to 2 pts; 0 pts – no contract provided;</i>
2.	Quotation timeframe of execution	Up to 20 pts. <i>20 pts – In a better timeframe than the suggested one; 10 pts – Within the suggested timeframe; 5 pts – below suggested timeframe and less;</i>
3.	Qualified personnel with experience in relevant video production:	Up to 20 pts
3.1	<i>Animators, Designers</i> <i>(minimum 2 years' experience)</i>	<i>Up to 12 pts;</i> 10 pts – average 2 years of experience per team of designers and animators; 1 pts – for each additional average year the team has, up to 2 pts total;
3.2	<i>Project Manager</i> <i>(minimum 3 years' experience)</i>	<i>Up to 8 pts;</i> 6 pts – 3 years of experience; 1 pts – for each additional year, up to 2 pts total.
II. Financial Evaluation		40 points
1.	Overall cost quotation provided. <i>minimum offer - 40 pts;</i> <i><u>Evaluated offer pts = (lowest offer \$ x 40pts) / evaluated offer</u></i>	Up to 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 the financial evaluation (financial offers will not be opened).

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, is the technical score and other factors demonstrate its best value for money.

D. Award

ATIC will award the contract to the selected company or can choose to split the award into 2 or even three companies, after a careful evaluation of offers, following the evaluation method described. Only the offers compliant to the requirements described under this TOR and RFQ will be considered.

E. Contract

The Contract will be signed in MDL, for a fixed amount, based on the results of this RFQ.