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Date: **June 11, 2018**

Ref.: **RFQ-18-043**

Subject: Request for Quotations for Video and Audio Production Services

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following video and audio production services for the IFES office in Kyiv, Ukraine. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, empowering the underrepresented to participate in the political process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF VIDEO AND AUDIO PRODUCTION SERVICES

The International Foundation for Electoral Systems ("IFES") is working with the Central Election Commission ("CEC") of Ukraine to develop a training program for members of Precinct Election Commissions ("PECs") in national presidential and parliamentary elections to be held on March 31, 2019 and on October 27, 2019, respectively. As part of this training, the CEC plans to use a training video, animated and role-playing public service announcements (PSAs), as well as audio PSAs for each electoral circle.

In order to be responsive to meeting requests on short notice, IFES in Ukraine hopes to contract one or more companies in Kyiv to provide professional services on production and duplication of the following training materials:

I. Requested Products / Services:

For Presidential Elections

1. Video tutorial up to 60 minutes length (role playing, 25 actors, including up to 5 professional actors; an approximate producing timeline – up to 3 weeks)
2. 5 (five) animated PSAs with the approximately 30 seconds length to be broadcasted on TV channels and posted on Internet (an approximate producing timeline – up to 3 weeks)
3. 5 (five) role playing PSAs with the approximately 30 seconds length to be broadcasted on TV channels and posted on Internet (an approximate producing timeline – up to 3 weeks)
4. 5 (five) audio PSAs with the approximately 30 seconds length to be broadcasted on radio (an approximate producing timeline – up to 3 weeks)
5. Recording DVDs (30 000 copies with labels and envelopes; an approximate producing timeline – up to 2 weeks) OR recording USB sticks (30 000 copies with labels; an approximate producing timeline – up to 2 weeks)

For Parliamentary Elections

1. Video tutorial up to 60 minutes length (role playing, 25 actors, including up to 5 professional actors; an approximate producing timeline – up to 3 weeks)
2. 5 (five) animated PSAs with the approximately 30 seconds length to be broadcasted on TV channels and posted on Internet (an approximate producing timeline – up to 3 weeks)
3. 5 (five) role playing PSAs with the approximately 30 seconds length to be broadcasted on TV channels and posted on Internet (an approximate producing timeline – up to 3 weeks)
4. 5 (five) audio PSAs with the approximately 30 seconds length to be broadcasted on radio (an approximate producing timeline – up to 3 weeks)
5. Recording DVDs (30 000 copies with labels and envelopes; an approximate producing timeline – up to 2 weeks) OR recording USB sticks (30 000 copies with labels; an approximate producing timeline – up to 2 weeks) The target audiences of the training video materials:
 - PEC members, so they can better understand their responsibilities and proper election procedures for Election Day.
 - Territorial Election Commission (TEC) trainers and management staff who can use the video to help train their respective PECs.
 - Observers, so they know what to expect at the polling station and the standards of procedure and behavior for PEC members.
 - General voting public of Ukraine.

II. Technical Specifications:

1. **VIDEO TUTORIAL (two films - one for Presidential and another one for the Parliamentary elections):** The video will, in a clear and user-friendly style, explain the responsibilities of PECs and the relevant election procedures. This video will serve as both a reference and instructional tool for training PECs. It will also be provided to election observers. The service provider will work with IFES to develop a storyboard and script for the video.

- The video should include a menu that allows viewers to watch each chapter and section separately. The script will be designed in such a way that the material can be watched independently, without the presence of a trainer.
 - The video should have approximately 26 characters. The service provider will be expected to use male and female actors and include some persons with disabilities.
 - The video will be in Ukrainian language with subtitles in English and Ukrainian.
 - The video length will be approximately 50-55 minutes.
 - The video will include dialogue involving the speakers (both male and female) and the use of simple standard sound effects (music, etc.).
 - The video should be produced with professional equipment and software that ensure the high quality of the produced material.
 - Some chapters as indicated above should be done like cartoons (animation) using special graphics.
 - Titles and text that appear in the video to be animated with the use of 3D graphics.
 - The exact number and format of the scenes and characters, etc. will be determined by IFES and the service provider after the drafting and final approval of the script.
 - Once the video is approved by IFES, produce 30,000 copies of the video on DVD able to run on DVD players and computers, with an image burned on the top of each DVD OR produce 30,000 copies of the video on USB memory sticks with respective labeling.
 - Deliver all the copies on DVD or USB memory sticks, packaged according the IFES requirements, to the venue in Kyiv to be determined by IFES.
2. **TEN ANIMATED PSAs (10 PSAs – 5 for Presidential and other 5 for the Parliamentary elections):** Public Service Announcements (PSAs) (social advertisements for broadcast on television) to educate voters about certain elements of the electoral legislation to participate in the both electoral cycles in 2019. These videos will be produced and broadcast on television during the month before national presidential elections to be held on March 31, 2019, and national parliamentary elections to be held on October 27, 2019. **The service provider will work with IFES to develop a storyboard and script for the video.**
- Production of PSAs in Ukrainian language with subtitles prepared in Ukrainian, Russian, and English, according to the specifications below.
 - Animated video (shaded 2D).
 - 30 seconds in length.
 - Equipment requirements: The video should be produced with professional equipment and software to ensure the high quality of the produced material.
 - Audio dubbing: The video will include a single voiceover and the use of simple standard sound effects (music, etc.).
3. **TEN SHOOTING/LIVE ACTION VIDEO PSAs (10 PSAs – 5 for Presidential and other 5 for the Parliamentary elections):** Public Service Announcements (PSAs) (social advertisements for broadcast on television) to educate voters about certain elements of the electoral legislation to participate in the both electoral cycles in 2019. These videos will be produced and broadcast on television during the month before national presidential elections to be held on March 31, 2019, and national parliamentary elections to be held on October 27, 2019. **The service provider will work with IFES to develop a storyboard and script for the video.**

- Production of PSAs in Ukrainian language with subtitles prepared in Ukrainian, Russian, and English, according to the specifications below.
 - Shooting: video camera HD, ultra-prime lens set.
 - Approximately 10 male and female actors.
 - 30 seconds in length.
 - Standard audio dubbing (voiceover, music).
4. **TEN AUDIO PSAS (10 PSAs – 5 for Presidential and other 5 for the Parliamentary elections):** Public Service Announcements (PSAs) (social advertisements for broadcast on radio) to educate voters about certain elements of the electoral legislation to participate in the both electoral cycles in 2019. These audios will be produced and broadcast on radio during the month before national presidential elections to be held on March 31, 2019, and national parliamentary elections to be held on October 27, 2019. The service provider will work with IFES to develop a storyboard for the audio PSAs.
- Production of PSAs in Ukrainian
 - 30 seconds in length.
 - Standard audio dubbing (voiceover, music).

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| REQUIREMENTS |
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Prospective contractors must submit the following information in the Response:

1. A response must be including a budget and details of relevant previous experience.
2. Previous experience should be confirmed by samples of the work product and letters of reference. Applicants should provide a draft timeline, including the rough timing of completion of each type of works within the project, including preparatory work with IFES to develop and approve the storyboards and scripts for each training material.
3. Contain detailed cost in USD, with VAT and without VAT and include any applicable charges clearly identified, provided against each of the categories of services described in this request.
4. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
5. A brief outline of the company and the services offered, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents;
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company;
 - e. Year business was started or established; and
 - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
6. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
7. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the

prospective contractor’s offer being removed from consideration. (if permitted by the solicitation) / No subcontracting is allowed under this solicitation.

8. Names, addresses, and telephone numbers of three business references from projects similar in size, application, and scope and a brief description of their implementation (including location and year), and approval to contact the listed references. IFES reserves the right to request and check additional references.
9. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
10. **TIMELINE:** The Timeline table should include a list of all stages with the tasks/objectives, expected results/outcomes, deadlines (on weekly basis), and the need for involvement of the IFES/CEC representatives to complete the set tasks.

It is assumed that the total project period (except technical support services) will not exceed 2 months before the presidential and 2 months before parliamentary elections, respectively. Please, consider the Technical Specifications above to develop an approximate workplan with the milestones and the tasks description). The bidders must propose a timeline based on the technical requirements and their own experience in the project management.

Table 1: TIMELINE (Example)

| Stages and objectives | Expected results | Deadlines, calendar days |
|--|-------------------------|---------------------------------|
| I. VIDEO TUTORIAL for Presidential Elections | | |
| 1. Delivery and approval of the first draft of script 2. Location scouting, casting actors, preparation lighting 3. Adoption of final script, audio production, music production 4. ... 5. ... | | |
| II. TEN ANIMATED PSAs for Presidential Elections | | |
| 1. 2. ... 3. ... | | |
| III. TEN SHOOTING/LIVE ACTION PSAs for Presidential Elections | | |
| 1. 2. ... 3. ... | | |
| IV. VIDEO TUTORIAL | | |

| | | |
|---|--|--|
| for Parliamentary Elections | | |
| 1. | | |
| 2. ... | | |
| 3. ... | | |
| V. TEN ANIMATED PSAs for Parliamentary Elections | | |
| 1. | | |
| 2. ... | | |
| 3. ... | | |
| VI. TEN SHOOTING/LIVE ACTION PSAs for Parliamentary Elections | | |
| 1. | | |
| 2. ... | | |
| 3. ... | | |

11. BUDGET & ESTIMATED PRICING: The prospective contractors must fill out the following cost breakdown for the implementation of their solution for IFES’s project as described in this RFQ. The prospective contractors must agree to keep these prices valid for 90 days minimum for the start of the contract.

Pricing must be in USD. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. Technical Specifications must be shown per each item. ***(You can add as many lines as you need.)***

| No. | Item Description | Technical Specifications | QTY | Unit | Unit Price USD | Total Price USD No VAT | Total Price USD with VAT |
|---|------------------|--------------------------|-----|------|----------------|------------------------|--------------------------|
| I. VIDEO TUTORIAL for Presidential Elections | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| | Subtotal | | | | | | |
| II. TEN ANIMATED PSAs for Presidential Elections | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| | Subtotal | | | | | | |
| III. TEN SHOOTING/LIVE ACTION PSAs for Presidential Elections | | | | | | | |

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Subtotal | | | | | | | |
| IV. VIDEO TUTORIAL for Parliamentary Elections | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Subtotal | | | | | | | |
| V. TEN ANIMATED PSAs for Parliamentary Elections | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| Subtotal | | | | | | | |
| VI. TEN SHOOTING/LIVE ACTION PSAs for Parliamentary Elections | | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Subtotal | | | | | | | |
| Grand Total | | | | | | | |

12. All Responses shall be in the **English** language.

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| EVALUATION |
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IFES will evaluate bids based on the following criteria:

- 1. Budget** **40%**
 Evaluated per specific service and based on cost effectiveness of the financial quotations compared against the services being offered.
- 2. Timeline / Technical Quotation;** **40%**
 Evaluation will be based on the proposed timeline, technical resources and comprehensive explanation of processes to ensure high quality of services.
- 3. Qualification and Past Performance;** **20%**

Evaluation will be based on information about previously completed projects along with the customers' recommendations/supportive letters; links to the developed products; and a brief description of the used technologies.

Evaluation Criteria Grading for Each Criterion:

| | |
|-------------------------------------|----------|
| Highly Exceeds Expectations | 5 Points |
| Slightly Exceeds Expectations | 4 Points |
| Meets Expectations | 3 Points |
| Meets most but not All Expectations | 2 Points |
| Does Not Meet Expectations | 1 Point |

SCHEDULE OF EVENTS

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|----------------------------|---|
| Release of RFQ | June 11, 2018 |
| Questions Due | June 21, 2018 |
| Answers from IFES | June 25, 2018 |
| RFQ Closes – Responses Due | July 10, 2018 (5:00 p.m. Local Time, Kyiv, Ukraine) |

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Mr. Najeebullah Yousef at nyousef@ifes.org, and Ms. Sajia Tokhi at stokhi@ifes.org with "Video and Audio Production Services" in the subject line.

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire length of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

11. Offers sent to any other address than that indicated above or not in compliance with IFES' requirements may be disqualified. Offers submitted after the specified closing date shall be rejected. Violation of any of IFES terms and conditions gives IFES right to disqualify the participant.

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| ADDITIONAL TERMS AND CONDITIONS |
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1. **Intellectual Property:** The Respondent should not use any intellectual property of IFES including, but not limited to, all logos, registered trademarks, or trade names of IFES, at any time without the prior written approval of IFES, as appropriate.
2. **Service Provider's Responses:** All accepted Responses shall become the property of IFES and will not be returned.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

[END OF REQUEST FOR QUOTATION]