



## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### RFQ-18-043

#### Questions and Answers

June 26, 2018

1. Are we allowed to discuss this project in a meeting with IFES?  
**IFES Response:** No, if bidder has any question, they can only use this opportunity to ask it. No additional information can be obtained directly from IFES.
2. Are there any forms of documents in which it is necessary to submit tender proposals correctly?  
**IFES Response:** There is no forms of documents, just make sure to comply with the RFQ requirements.
3. Internet broadcasting: Does IFES prefer any particular link? i.e. YouTube, Facebook, news portals, the Google Display Network?  
**IFES Response:** No particular preference, however our goal is to get more views, so most popular links are preferred.
4. TV broadcasting: Does IFES prefer any particular TV channel(s)?  
**IFES Response:** No particular preference, however our goal is to get more views, so most popular channels are preferred.
5. Radio broadcasting: Does IFES prefer any particular Radio station and how many radio stations the broadcasting must take place?  
**IFES Response:** No particular preference, however our goal is to get more broadcast, so most popular radio stations are preferred.
6. As per the RFQ 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. Our understanding is that there should be a DVD menu for playing a DVD player? And a partition selection buttons will be created?  
**IFES Response:** Yes, as the film will be used during the training using the notebook with the standard DVD drive disk and software.
7. It is stated in the RFQ that 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. We want to know if 26 characters can be used for both videos, or we need to hire 26 characters for each video? How many of the 26 people will be real actors? What should be the actors' rights, term, and territory? Should we provide a stylist for these characters? Do we need a makeup artist?

**IFES Response:** There should be two separate events conducted in the different period – one approximately in October-November 2018 for the presidential elections, and another one – in May-June 2019 for the parliamentary elections, respectively. Two different films would be developed for the different types of elections; thus, two separate production teams will be needed. Regarding the troupe, stylist, makeup artist – it's the whole responsibility of the contractor how to proceed to develop the product of the valued quality.

8. The video will be in Ukrainian language with subtitles in English and Ukrainian. Will IFES provide the logos, subtitles that you want to be use in the videos?

**IFES Response:** Yes, IFES will provide logos and subtitles.

9. The video will include dialogue involving the speakers (both male and female) and the use of simple standard sound effects (music, etc.). Are the vendors required to one music for both videos or different music need to be used for each video? Shall vendors create a musical composition or they need to buy one? Can vendors use one announcer for both videos?

**IFES Response:** This arrangement is up to the vendor, no particular requirement.

10. In accordance with RFQ some animated chapters with special graphics is also required. What kind of animation do you recommend? Can IFES provide an example of an animated film standard? How many chapters of animated films are required? How much on timekeeping animation will be in 60-minute video?

**IFES Response:** This arrangement is up to the vendor, no particular requirement.

11. Titles and text that appear in the video to be animated with the use of 3D graphics. How many titles and texts will be create using 3D graphics? What is the length of time for the 3D graphics? Are vendors required to develop an animated 3D for the titles and texts? What is the approximate number of these titles.

**IFES Response:** This arrangement is up to the vendor, no particular requirement.

12. It is stated in the RFQ that 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. Please clarify that vendors are required to transfer 30,000 copies of the two tutorial videos on DVD or on USB memory sticks? It means 30,000 copies for both videos?

**IFES Response:** No, 30,000 copies for each video

13. Does IFES prefer any particular locations for shooting these videos i.e. Real or studio? Should we provide the props man or art director for decorating the set?

**IFES Response:** This arrangement is up to the vendor, no particular requirement.

14. Animated video (shaded 2D). What do you mean shaded 2D? The animations are character or just graphics?

**IFES Response:** It would be 2D animated videos with graphics, including doodle style.

15. The videos for social advertisements that is going to be broadcasted on television. How many copies of TR (technical requirements) vendors are required to provide?

**IFES Response:** 20 copies are required.

16. Audio dubbing: The video will include a single voiceover and the use of simple standard sound effects (music, etc.). Does IFES want a single voiceover, does it mean that one announcer should be used for 10 videos? Music – Shall we use the same music or we should use different music for each video? Are the vendors required to create a musical composition or to buy one?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

17. Approximately 10 male and female actors. 10 actors for ten videos? or for ten videos 100 actors? These people will be real actors? What actors' rights, term, territory? Should the vendors provide a stylist for actors? Shall the vendors need to hire a makeup artist?

**IFES Response:** Total 20 actors for 10 videos, all other arrangements are up to the vendor, no particular requirement

18. Standard audio dubbing (voiceover, music). Standard audio dubbing (voiceover, music) Does IFES require one announcer for all videos or each video must have a separate announce?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

19. Does IFES require one announcer for 5 Presidential videos and one another announcer for 5 Parliamentary videos? or IFES require different announcers for each video? Music should be same or different for each video. Shall the vendors create a musical composition or to buy the music?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

20. Does IFES have a budget estimate for implementing this project?

**IFES Response:** Yes, but we are looking for best value and quality combination.

21. Will there be the same actors in long and short videos?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

22. Should scriptwriting be included in Vendor's budget? will there be a creative team from your IFES too?

**IFES Response:** No, IFES will not provide scriptwriter, we will provide overall theme.

23. Should the purchase of DVDs be included in our budget? or only recording?

**IFES Response:** Yes, both DVDs and recording should be included in the budget

24. Should there be one single budget for all the projects?

**IFES Response:** This arrangement is up to the vendor, no particular requirement, but expenses should be clearly identifiable.

25. According to the rules of this pitch, are the vendors allowed to use their own budget form? as the one you've provided is in PDF and not well-suited for our purposes?

**IFES Response:** Yes, the PDF version is just a sample, but your budget form should be clear and detailed (unit cost, price per day, etc. whatever is applicable).

26. Should there be any CGI in the live-action videos?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

27. Do you have any animation film references?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

28. Is there already an approved location on which video shooting should be done?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

29. Should there be a voiceover?

**IFES Response:** This arrangement is up to the vendor, no particular requirement

30. How many voice talents should be in each video?

**IFES Response:** This arrangement is up to the vendor, no particular requirement