

## REQUEST FOR QUOTATIONS (RFQ)

**Service:** provision of photography, filming, photo, and video editing services to be provided on territory of Moldova

**Project name:** Project MĂ IMPLIC Phase 2 (2023 – 2027)

**Contract duration:** May 2024 – October 2027

**Contract type:** framework service contract

**Indicative starting date:** 1 June 2024

The project MĂ IMPLIC intends to conclude a framework service contract on photo and video (graphic design) services and is soliciting offers from qualified companies to participate in the tender for delivering photography, filming, photo, and video editing services for the Phase 2 of the Project MĂ IMPLIC (2023-2027).

## ▪ BACKGROUND

The MĂ IMPLIC project (Phase 2) aims to contribute to improved local governance and better access and quality of public services for the population of Moldova. To this end, the MĂ IMPLIC project supports different stakeholders to improve three fundamental dimensions of a well-functioning local government unit:

- Partner LPA clusters to manage resources and local development in a more sustainable, inclusive and accountable way (Outcome 1);
- The Government to promote and coordinate the local government reform in an efficient, effective and transparent manner (Outcome 2);
- People in partner communities to meaningfully engage in local governance processes and to influence the provision of local public services (Outcome 3).

MĂ IMPLIC Phase II commenced in November 2023 and will run until 31. October 2027.

More information about the project can be found on the project's website [www.ma-implic.md](http://www.ma-implic.md) and the project's Facebook page <https://www.facebook.com/ProiectulMaImplic>.

## ▪ TECHNICAL REQUIREMENTS

Skat Consulting is soliciting quotations from qualified firms for photo and video production services that include:

### **1. Photography Services – up to 6-8 photo shooting sessions/year x 4 years**

- 1) Attend project events and activities (outdoor and indoor) in different locations in Moldova to take professionally looking photos.
- 2) Organize and coordinate staged photo shootings for various project publications and social media.
- 3) Sign consent forms provided by the Project before taking photographs of people (not applicable during the MĂ IMPLIC public events).
- 4) Take photographs of people from a variety of angles and in different locations, as well as capturing special moments that evoke emotion.
- 5) Provide to the Project at least 15 edited photos per 1 photo session in maximum 2 hours after the event ends.
- 6) Submit to the Project at least an additional 30 professionally selected and edited photos within 2 working days after the event.
- 7) All photos must be submitted in JPEG format in two sets: for printing purposes (high quality resolution), and for web and email use (smaller resolution). JPEGs should be at least 6.3 Megapixels (3000 x 2100 pixels) in size and have a resolution of 300 dpi. Processed files should be saved at the maximum JPEG quality setting.
- 8) Photos should be sent via cloud storage or on a memory stick.
- 9) Provide the name of the photographer to be used in photo credentials.
- 10) Work closely with Project Communication to identify the desired photography content.

#### Requirements for taking photographs:

- Wide view showing the entire scene to give context and to answer the question where are we.
- Medium portraits of heroes/beneficiaries: focus on the expressions of the people and try different angles to capture different expressions of the hero.
- Full portraits of subjects: use both portrait and landscape orientation.
- Action portraits: capture movement without blurring.
- Environmental portraits: capture what other people around the main subject are doing.
- Candid moments: Look for moments that show personality and emotion.

- Detail shots: capture what a person is doing with their hands (i.e., inspecting a document). • Artistic moments.
- Swiss Cooperation and Skat branding: look for scenes with Swiss Cooperation branding (preferably unstaged).
- Light: photograph from the angles that illuminate your subjects.

## **2. Filming Services – up to 2-3 video stories/year x 4 years**

- Attend project events/activities in different locations in Moldova and film project related stories in a journalistic style.
- Develop a written script (intros, betas, interview and vox inserts, etc.) for each video based on the filmed material and send it to the Project for approval within one business day after the event.
- Based on the approved script, edit and submit to the Project a video of maximum 1/2/3 minutes within 3 business days after the event takes place.
- After receiving Project approval for the video material, translate and submit the video with English or/and Russian subtitles depending on the Project request within one business day after approval.
- Video editing needs might occur after the video will be submitted by the Project to the donor and project partners. All subsequent editing will be submitted to the Project within one day after the written request of the Project representative.
- All videos must be submitted in MP4 format and of appropriate quality to be used on social media channels.
- Apply Project regulations related to branding video materials (placement of logos, disclaimers, etc.).
- Work closely with Project Communication to produce Project video stories.
- All project-related footage should be stored until the end of the contract.

## SUBMISSION OF OFFERS

All offers must be submitted electronically to the following email address: to [info@int.skat.ch](mailto:info@int.skat.ch), mentioning in the **subject line "Photo-Video-Services"**

Please submit your offer by quoting the unit costs and total prices as shown in the following table (*note: the workload will vary and is subject to the needs of the project activities. The expected workload for all 4 project years is included in the following table*):

Deliverable/service	Estimated quantity (not guaranteed) for all 4 project years	Unit price, MDL (VAT 0%)
Photo shooting session each resulting in 45 professionally selected and edited photographs in JPEG format of at least 6.3 Megapixels (3000 x 2100 pixels) and of 300 dpi	upto 30	
Documented, filmed, and edited journalistic style video story in Romanian language of maximum 1 minutes long. Format: MP4. + subtitles in English	upto 9	
Documented, filmed, and edited journalistic style video story in Romanian language of maximum 2-3 minutes long. Format: MP4. + subtitles in English	upto 2	
Travel to project locations, outside Chisinau with own transportation and relevant equipment. Please indicate tarif per km.	X	

## Requirements To Companies

1. Officially registered legal entity as per Republic of Moldova's regulations with full capacity to act.
2. At least 2 years' experience in delivering photography, filming and photo and video editing services.
3. At least 2 years of work experience in developing and delivery of various types of photo and video products with emphasis on journalistic style and format.
4. As an asset will be considered previous experience of the company in working with: international organizations or projects, and the non-governmental sector as a whole
5. Availability of technical and human resources for successful implementation of the assignment.
6. Adherence to Skat Consulting Code of Conduct and general terms and conditions of payment and work.

## Required Documentation

Offerors are requested to provide quotations on their official quotation format or letterhead.

The offers must include the following:

- Contact information of the Offeror, including the copy of the company registration certificate;
- Official quotation, including specifications of the offered services (see "TECHNICAL REQUIREMENTS" for example format);
- One page summary of the offeror's capabilities to provide the required services, indicating brief history of the company, demonstrating at least 2 years of previous experience in developing and delivering on the Moldovan market of various types of photo and video products with emphasis on journalistic style and format (see "Requirements to companies" for details);
- Samples / Links to previous work relevant for present quotation (video and photo samples);
- At least two recommendation letters or references.
- Other relevant documents, if any.

## Quotations

**A. Cost:** Prices must be quoted as showing unit prices and total prices with VAT 0%. Offers must clearly list all the services, indicate unit prices, quantities, and total price. Quotations must be expressed as fixed price, in MDL (Moldovan Lei).

**B. Specifications:** The below section "TECHNICAL REQUIREMENTS" contains the technical specifications of the required services.

**C. Delivery:** The final products will be delivered by mail to the E-mail address specified in the subsequent contract.

## Terms and Conditions

The award is subject to Skat Consulting standard terms and conditions. Please note that Skat Consulting standard payment terms are ten (10) calendar days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible. Payment will be disbursed upon submission and approval of each deliverable and invoice, certified by the Project Team Leader, indicating that the services have been satisfactorily performed.

## Offer Submission Deadline

Offers must be received no later than **May 24<sup>th</sup>, 2024, 17:00**. Proposals received after the deadline may not be considered.

## AWARD OF CONTRACTS

### Basis of award

The award(s) will be made to offeror(s) whose offer(s) comply with RFQ instructions and are deemed most advantageous for the MĂ IMPLIC Project. The project reserves the right to consider awarding separate contracts for the photo and video services, based on the evaluation of offers. Each offer will undergo independent evaluation, and the award decision will prioritize the project's best interests.

The Contract will be awarded to the Offeror(s) who receive the highest score according to the internal Project quotation review committee. Offerors should ensure their initial offers reflect the best terms in terms of price and technical aspects. The project may engage in discussions with Offerors for clarification if deemed necessary.

## Evaluation of Quotations

All Responses must contain the elements outlined in this RFQ to comprehensively evaluate each quotation.

MĂ IMPLIC Project will first evaluate quotations for compliance with the mandatory requirements/ elements of this RFQ. Quotations that do not contain all mandatory requirements/ elements will not be considered.

Evaluation of offers will be performed according to the following evaluation criteria:

Category (see Required Documentation)	Points
Relevant experience and proven expertise: Minimum two years of successful work experience in photography / video production <b>proven by relevant portfolio.</b>	30
The degree to which the Offeror demonstrates a very good professional reputation as evidenced by <b>at least 2, but no more than 5 recommendation letters and contact references.</b>	15
Quality of technical proposal: Proposed quotation and approach to this RFQ match the requirements, deliverables set out in this document.	15
Price	40
<b>Total</b>	<b>100</b>

The Offeror that receives the most review points will be recommended for a contract.