



International Foundation
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

**Request for Proposal (RFP) for
Video and Audio production Services in Ukraine**

Solicitation # RFP-20-062

June 26, 2020

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a written response (“Response”) for the procurement of video and audio production services Kyiv, Ukraine. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

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 RFP 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.

1.3 Zero Tolerance for Fraud

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.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|--------------------------------------|
| • Issuance of RFP | June 26, 2020 |
| • Technical Questions/Inquiries Due | July 06, 2020 by 5:00PM Ukraine Time |
| • Answers/Addenda from IFES | July 09, 2020 |
| • RFP Closes | July 17, 2020 by 5:00PM Ukraine Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Ian Swank
Contracts and Grants Manager
iswank@ifes.org

Sajia Tokhi
Contracts and Grants Administrator
Stokhi@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES will evaluate responsive offers based on the following criteria:

1. Budget proposal

20 points

Evaluated per specific service and based on cost effectiveness of the financial quotations compared against the services being offered.

2. Timeline/ Technical Proposal

40 points

Evaluation will be based on the proposed portfolio with bidder samples, completed table (Annex A) with timelines, technical resources to ensure high quality of services.

3. Qualification and Past performance

40 points

Based on bidders' references, as well as the bidders' documented history and experience providing similar services for international organizations or international technical assistance projects.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

4.1 For animated videos:

- Develop storyboards and scripts for animated videos, based on the plan provided by IFES;

- Develop animated videos (PSAs, up to 12 videos of different length 30 sec, 1min, 3 min etc.); - Animated videos may include special graphics elements (2D-3D graphics etc.);
- Develop animated video tutorial (one animated film for the Local Elections 2020 up to 90min length) with 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;
- Provide services of video subtitling; sign language subtitling. All videos will be in Ukrainian language with subtitles in English and Ukrainian;
- Edit animated videos;
- Provide services of audio dubbing (voiceover, music);
- The animated videos should be produced with professional equipment and software that ensure the high quality of the produced material;
- The videos should be formatted for placement on television and social media networks, as requested by IFES or media outlets;
- Per IFES request, videos will be marked with donor branding/marketing and disclaimer, provided by IFES.

4.2 For play videos:

- Create play videos, video interviews (up to 10 videos). Videos may include animation elements.
- Develop scripts and storyboards for videos, based on the plan provided by IFES;
- Find locations (scouting and rental), actors (casting and honorariums), equipment rental;
- Organize shooting process: crew honorarium, dressing, PROPS&SFX, wardrobe & makeup, meals, transportation etc.;
- Provide services of dubbing (voice overs, music);
- Provide services of video subtitling. All videos will be in Ukrainian language with subtitles in English and Ukrainian.
- Sign language subtitling;
- Proceed with final grading, off-line editing, on-line editing, editor, graphics, 2D&3D modelling etc.;
- Create short version of the video, depending on the format of placement;
- Adapt and save the audio materials in appropriate format for placement on the radio;
- 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 and storyboard;
- The videos should have different characters. The service provider will be expected to use male and female actors, and include persons with disabilities;
- The videos should be produced with professional equipment and software that ensure the high quality of the produced material;
- The videos should be formatted for placement on television and social media networks, as requested by IFES or media outlets;
- Per IFES request, videos will be marked with donor branding/marketing and disclaimer, provided by IFES.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors must provide information on a minimum notification time required prior to services delivery.

5.2 Geographic Code (applicable to USAID funding only)

IFES' project in **Ukraine** is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

5.3 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. Portfolio of organization with at least three 3 successful examples of videos (including one animated video) of different duration (up to 1min, 3 min, 5 min) with a brief description of used technologies. PSA's or tutorials of duration more than 30 min is a plus.
2. The prospective vendors must fill out the Annex_A with cost breakdown for services described above with timelines. The proposed prices must be valid for minimum 90 calendar days after the submission of the proposal.
3. A brief outline of the company and services offered, including:
 - Full legal name and address of the vendor or individual;
 - Corporate and tax registration documents
 - Full name of the legal representative (president or managing director) of the vendor (not applicable for individuals);
 - Name of any individuals or entities that own 50% or more of the vendor;
 - Year business was started or established;
 - 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.
4. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.

5. Prospective vendors 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.
6. Minimum 3 years of working experience in Ukraine, including experience working with and / or international technical assistance projects.

7 PRICING

Prospective contractors must fill and complete Annex A to the RFP-XX-XXX and submit it with their Response. Prospective contractors must agree to keep these prices valid for the term of validity of the contract.

Pricing must be in Ukrainian Hryvnas (UAH) excluding VAT. Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item according to the specification outlined in Annex A.

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

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.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

8.4 Subcontracting

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.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors' Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

[End of Solicitation]