



Tender Dossier

Reference Number: 011-019

TENDER

PRODUCTION OF VIDEO(S)

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1. SUBJECT OF THE TENDER

Tender for production of videos about the activities of the RCC Secretariat

1.1. TIMETABLE

	DATE	TIME
Publication of the Tender	22 February 2019	
Deadline for request for clarifications to the Contracting Authority	5 March 2019	
Deadline for issuing clarifications by the Contracting Authority	12 March 2019	
Deadline for submission of proposals	22 March 2019	15:00 Central European Time

1.2. PARTICIPATION

Participation in this tender procedure is open to the **respective legal entities, and individual professionals within bidding consortia**. The bidder should have **extensive experience** in dealing with production of videos.

Bidding consortia of individual professionals participating in this tender must indicate the members and show how the work is divided between them. Specifically, all members must name the **team leader** and authorise this member to represent the consortium and receive payments on behalf of the other members. A corresponding written authorisation, power of attorney must be attached to the bid.

With the submission of an offer, the bidder, or bidding consortium, accepts the contents and principles of Annex II Service Tender Submission Form and Annex III Statement of Exclusivity and Availability. If the said contents and principles of the Forms are violated by the bidder or the bidding consortium, the RCC Secretariat reserves the right to exclude the bid.

1.3. CONTENTS

Proposals, all correspondence, and documents related to the tender exchanged by the tenderers and the Contracting Authority must be written in English.

Supporting documents and printed literature furnished by the tenderers may be in another language, provided they are accompanied by an explanation in English.

THE PROPOSALS SUBMITTED BY THE TENDERERS WILL COMPRISE OF A TECHNICAL OFFER AND A FINANCIAL OFFER, SUBMITTED IN AN E-MAIL.

1.4. TECHNICAL OFFER

1. Proposal Submission Form, Annex I

2. Company Profile – Professional Capacity:

- The tenderer must provide detailed information on his/her professional capacity. The tenderer must have work experience matching the requirements of this tender as specified in Section 2, Terms of Reference. He/she needs to possess credible expertise and reliability in production of videos. This is to be proved by submitting evidence of minimum two contracts (tenderer being a contractor), at least one of them of work comparable to this specified field. The contracts may still be under implementation. In case of a bidding consortium, the team leader should submit the profile of the consortium including the CV(s) of a team leader and experts of the project team, outlining relevant knowledge and experience as described in Annex I Terms of Reference, along with contact details of referees;
- The tenderer must submit proof of ability to perform the scope of work specified in Section 2, Terms of Reference through demonstrated presence (office/staff) within the company. Written statement on the extent to which the capacities of the Company, both professional and technical, meet the requirements set in the Terms of Reference, Section 2. As a reference please consider your equipment and staff resources, production time, delivery time and similar;
- The tenderer must submit track record, list of references, in providing similar services to governmental agencies and/or international organisations; a list of contracts in the amount of 10.000,00 euro or more annually;
- In the offer, the tenderer is requested to present a few samples of their work in order to prove the quality.

3. Legal Entity Proof:

- Copy of Company's Registration Certificate (in case of legal entities). In case of a bidding consortium a corresponding written authorisation, power of attorney is accordingly treated;
- Financial records – company's balance sheet and profit-and-loss statement for the past 2 years (only in case of legal entities);

1.5. FINANCIAL OFFER

The Financial offer must be presented in EUR currency and include a budget breakdown.

Budget Breakdown should represent:

The price of production of videos, as per the scope of work specified in Paragraph 2.3 and technical specifications specified in Paragraph 2.6 of the Terms of Reference, Section 2, should be divided in two parts:

- a) Production of videos – specifying separately the price for each individual production requirement/item/step within the process of producing a video;
- b) Postproduction of videos - specifying separately the price for each individual postproduction requirement/item/step.

- Prices should be shown individually per each item as stated above and the total for model video production, i.e. summed up to show the total;
- All prices must be presented in EUR;
- VAT amount must be presented separately.

Note: Please indicate payment terms.

The RCC Secretariat accepts maximum 30% of advance payments and only in specially approved circumstances.

1.6. BINDING PERIOD

Tenderers are bound by their tenders for 90 days after the deadline for submission of proposals. In exceptional cases, before the period of validity expires, the Contracting Authority may ask the tenderers to extend the period for a specific number of days, which may not exceed 30 days.

1.7. ADDITIONAL INFORMATION

Tenderers may submit any additional questions and/or requests for clarifications in electronic form to the e-mail address ProcurementforRCC@rcc.int until **5 March 2019**.

Clarifications of the tender dossier will be published on the official website of the RCC by 12 March 2019. No further clarifications will be given after this date.

No information meeting is foreseen.

No site visit is foreseen.

1.8. SUBMISSION OF PROPOSALS

The bids are to include:

- a) Company Profile – Professional Capacity, including a brief description (up to 2 pages) of the company, as stated in section 1.4. Technical offer;
- b) Legal Entity Proof, as stated in section 1.4. Technical offer ;
- c) Detailed action plan including video product development phases, as stated in Section 2.3. Scope of work;
- d) Description of the archival (and/or other copyrighted) materials to be used (if any);
- e) Information about the video formats for online use;
- f) Portfolio of similar video production activities;

- g) Service Tender Submission Form (Annex I);
- h) Detailed financial offer (including rates broken down by services/product) - free format, as stated in section 1.5 Financial offer.

Upon the completion of service provision, copyrights for all products will be transferred to the RCC without limitation. All the produced materials will be provided to the RCC also as source/raw files/materials suitable for further use and alterations.

Proposals must be submitted **by 22 March 2019 by 15:00 Central European Time**, via e-mail: ProcurementforRcc@rcc.int

Please make sure that the bid is submitted in two separate folders one containing Technical Proposal and the other Financial Proposal. The documents should be submitted in a form of copies of the originals.

Bids can be sent via We Transfer.

Bids submitted after the deadline for submission will not be considered.

1.9. WITHDRAWAL OF PROPOSALS

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

1.10. TENDER PROCEDURE COSTS

No costs incurred to the tenderer in preparing and submitting the proposals will be reimbursable. All such costs will be borne by the tenderer.

1.11. EVALUATION OF TECHNICAL OFFER

EVALUATION GRID	Maximum score
Professional capacity and ability based on the Company Profile	20
Track record, reference list, list of contracts with comparable size of work and value to this Tender	20
Quality of products and services (based on previously produced videos)	30

Statement on the extent to which the company meets the requirements set in the Terms of Reference, Section 2, list of staff and equipment resources	15
Delivery time	15
TOTAL SCORE	100

Score for offer X =

Total quality score out of 100 of offer/ final score of the best technical offer X 100 = Rank 1-5

Only tenderers with an average score of at least 80 points shall be qualified for the financial evaluation.

Financial Proposal/ cheapest price has maximum score	100
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1.12. EVALUATION OF FINANCIAL OFFER

Financial offers should be prepared in accordance with Section 2, Terms of Reference, Items 2.3 Scope of Work and 2.6 Technical Specification.

Any arithmetical errors are corrected without penalty to the tenderer, such as where there is a discrepancy between single price and the total amount, unless the opinion of the Evaluation Committee that there is an obvious error in the single price, in which event the total amount as quoted will prevail and the single price will be corrected.

1.13. SELECTION OF THE MOST FAVOURABLE TENDERER

Selection of the most favourable tenderer(s) will be internal, in accordance with defined award criteria and the RCC's procedures.

The best value for money is established by weighing technical quality against price. The tenderers with an average score of at least 80 points reached for the technical quality may be invited for an interview to discuss further details should this be necessary.

The RCC may select one or more tenderers for production of videos, or just one segment thereof, in the period listed in this tender.

INFORMATION OF SELECTION OF THE MOST FAVOURABLE BIDDER

The RCC Secretariat shall inform candidates and tenderers of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive tendering or to recommence the procedure.

Standard letter of thanks for participation for unsuccessful tenderers shall be sent within 15 days after the contract is signed with the awarded tenderer.

The tenderers wishing to receive a feedback may send a request within 15 days after receipt of the standard letter of thanks.

The request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

1.14. GROUNDS FOR EXCLUSION

Bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;

(b) Guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information.

1.15. CONFLICT OF INTEREST

The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.

The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Contractor shall ensure that their staffs, including the management, are not placed in a situation which could give rise to conflict of interests. The Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.

The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.

The Contractor shall after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other consultant, contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.

Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.

The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

1.16. ADMINISTRATIVE AND FINANCIAL PENALTIES

Without prejudice to the application of penalties laid down in the contract, tenderers and contractors who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure will be excluded from the award of all contracts and grants financed by the RCC for a maximum of two years from the time when the infringement is established as confirmed after an adversarial procedure with the contractor.

1.17. CONFIDENTIALITY

The entire evaluation procedure is confidential, subject to the Contracting Authority's policy on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only.

APPEALS PROCEDURE

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to the e-mail address ProcurementforRcc@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

1.18. SIGNATURE OF CONTRACT(S)

Notification of award: the successful tenderer(s) will be informed in writing that her/his (their) tender has been accepted.

Signature of the contract: within 7 days of receipt of the contract already signed by the Contracting Authority, the selected tenderer will sign and date the contract and return it to the Contracting Authority. The other candidates will be informed that their tenders were not accepted, by means of a standard letter.

Initial contract shall be concluded for one-year period with a possibility of extension subject to the amount of available funds.

Contract proposal is not provided at this stage.

General Terms and Conditions for purchase of services form Annex III shall form an integral part of the contract.

1.19. CANCELLATION OF THE TENDER PROCEDURE

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers. Cancellation may occur where: the tender procedure has been unsuccessful, i.e. no qualitatively or financially worthwhile tender has been received or there is no response at all; the economic or technical data of the project have been fundamentally altered; exceptional circumstances or force majeure render normal performance of the contract impossible; all technically compliant tenders exceed the financial resources available; there have been irregularities in the procedure, in particular where these have prevented fair competition.

2. TERMS OF REFERENCE

2.1. REGIONAL COOPERATION COUNCIL SECRETARIAT

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework, consisting of 46 participants. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General and Liaison Office in Brussels, which ensures regular communication and cooperation with European and Euro-Atlantic institutions. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department.

The areas of cooperation in the framework of the RCC are Economic and Social Development; Energy and Infrastructure; Justice and Home Affairs; Security Cooperation; Building Human Capital, as well as cross-cutting issues such as parliamentary cooperation, civil society activities and gender mainstreaming.

The RCC's activities are guided by its triannual Strategy and Work Programme, South East Europe (SEE) 2020 Strategy, and Multi-annual Action Plan for a Regional Economic Area in the Western Balkans – MAP.

The organisation maintains close working relations with all actors of relevance to these areas, such as governments, international organisations, international financial institutions, regional organisations, private sector, civil society and the academia.

More information on the RCC work is available at www.rcc.int.

2.2. OBJECTIVE

The Regional Cooperation Council (RCC) Secretariat seeks a professional, full-service company/agency or individual professionals within bidding consortia that provides services of production of video(s).

2.3. SCOPE OF WORK

The scope of work is initially for the period of 12 months, with a possibility of extension for another year. Successful tenderer(s) will be responsible for production of video(s) for the RCC Secretariat according to the technical specifications and based on the information and guidelines (video brief) provided by the RCC for each ordered video.

The RCC intends to produce a series of videos explaining in short, simple, understandable, plain, citizen-friendly way what are the end-users (population of the region) benefits of the RCC activities in the following, but not limited to, areas of cooperation:

- connectivity, competitiveness, skills and mobility, rule of law, security, tourism, Roma integration, cross-cutting activities.

TEMPLATE VIDEO CHARACTERISTICS

- a) Based on the information and guidelines provided by the RCC, the successful tenderer(s) will develop the script and storyboard;

An original concept for the video(s) will need to be developed to best introduce certain RCC activities. The focus should be put on the real impact and usefulness of the activity for the citizens of the region, underlining the importance of regional cooperation. Emphasis should be placed on story-telling – real life stories showing how certain RCC activity is impacting people’s lives.

Prior to any shooting a full script should be developed (and storyboard for postproduction phase) for each video indicating the shape and form of the final product.

- b) Identify sites and characters/citations to be featured in the video;

A selection of the most suitable sites and individuals to feature in the video(s) should be made in line with the developed concept, i.e. the most representative combination.

- c) Develop graphics and audio;

Develop graphics for the video, including effects, animations and any other graphic elements, as well as recognisable audio.

- d) Conduct recording and produce video;

Conduct interview and any additional recording, produce a rough cut and move to postproduction, including animation.

- e) Provide postproduction including translation and English subtitles if necessary.

NOTE: Use of the existing materials (footage, photos and music) is allowed as long as they fit into the concept and are copyright free or copyrights are obtained.

2.4. RESOURCES AND TIMING

Successful tenderer will have a qualified team of professionals, with one staff member dedicated to manage the RCC Secretariat requests relevant to this tender.

The contract implementation will start on 1 April 2019 and last until 1 April 2020, with a possibility of extension for another year.

2.5. REQUIRED OUTPUTS/REPORTING

Successful tenderer will report directly to the RCC Representatives.

Before finalising the order, the selected bidder(s) shall be responsible to submit each step of the video production process to the RCC for approval, i.e. final budget for the video based on the RCC guidelines (video brief), delivery time for each phase of the production and postproduction, and prices expressed in the application to this tender, short concept, scenario, storyboard, etc. of each video.

2.6. TECHNICAL SPECIFICATIONS

The main purpose of the video(s) is to give a short, eye-catching overview of the RCC's activities.

The target audience:

- General public in 13 RCC SEE participants;
- Governmental bodies of 13 RCC SEE participants;
- European Union (European Commission, European Parliament, etc.);
- Regional initiatives;
- International and civil society organisations;
- Business community;
- Media representatives.

Technical characteristics

1. Each video should have a recognisable intro and outro (to be applied across the series with possible alterations);
2. The video(s) should be produced in English/and/or languages of the SEE, with a possibility to subtitle it in other languages if needed;
3. Each video might be produced in three versions – up to 120-second long, up to 60-second long variation, and a short 15-30 seconds trailer; all products should be made suitable and packaged for broadcast and social media use in appropriate formats;
4. The video(s) might entail logistics/organisation and shooting in the field (equipment, crew, finding and briefing of actors/ interlocutor in the video, potential transport, accommodation, etc.) in one or more Western Balkans cities, making sure that eventually all 6 cities are covered in the videos (WB cities: Sarajevo, Belgrade, Tirana, Pristina, Podgorica and Skopje). The selected tenderer(s) will be responsible for finding adequate interlocutors in each of the WB cities;
5. Drone footage should be a possibility;

6. Video might include animated segments (or be entirely animated). Examples of previous RCC videos made in this manner could be found at:

<https://www.youtube.com/watch?v=UOKVoT5bgvk>;

<https://www.youtube.com/watch?v=YBKfCDsIieI&t=9s>

Format

- Length: up to 180/120/60/30/15
- Resolution: 1080p
- Format: MP4
- Video(s) should be in line with the RCC Brandbook

2.7. MONITORING AND EVALUATION

For the purpose of monitoring and evaluation of public relations activities (PR action plan) the successful tenderer will maintain regular contact with the RCC Secretariat.

ANNEX I
TENDER DOSSIER:

Service Tender Submission Form

Publication ref: **011-019**

Contract title:
PRODUCTION OF VIDEOS

One signed copy of this tender submission form must be supplied.

1 SUBMITTED by:

	Name(s) and address(es) of the entity submitting this tender
Full Name	

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

Name of the company/professional _____ hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the documents, which comprise our technical offer, and our financial offer:

This tender is subject to acceptance within the validity period stipulated in the instructions to tender.

Name	
Signature	
Date	

ANNEX II
TENDER DOSSIER:
BUDGET BREAKDOWN

Publication ref: 011-019

PRODUCTION OF VIDEOS

Please follow the requirements set out in Section 2 Terms of Reference, Paragraph 2.3 and Paragraph 2.6.

ANNEX III
TENDER DOSSIER:

GENERAL TERMS AND CONDITIONS FOR THE PURCHASE OF SERVICES
REGIONAL COOPERATION COUNCIL SECRETARIAT