

الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



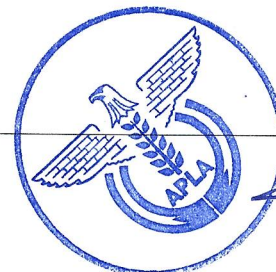
EUROPEAN UNION

REQUEST FOR PRICE QUOTATION (RFPQ)
Media Productions / Awareness Videos
REFERENCE CODE: APLA/EU-MAAP/2022-10

Issue Date: 22nd May 2022.

1. CONTACT PERSON AT APLA	
NAME:	Nadine Nakhleh
FUNCTION:	Communication Coordinator
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+972 2 2960712 & +972 2 2960713
Mobile:	+972 597250666
E-MAIL:	n.nakhleh@apla.ps

2. OBJECTIVE OF THE REQUEST
<p>APLA's background:</p> <p>The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.</p> <p>Project Brief:</p> <p>APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA.</p>



[Handwritten signature]

[Handwritten signature]



The Main Objective of The Assignment:

In order to increase APLA's visibility for the members and other stakeholders, and promoting APLA's activities with raising up the awareness, such visibility materials include designs & Video productions.

As for this Assignment (Media Productions / Awareness Videos), will mainly create & produce a total of three awareness videos/ spots / film. The Firm/Company should support APLA with creative ideas and high quality of production that adheres with its mission, vision and activities.

Under the guidance and supervision of APLA, and in full cooperation with APLA's Communication Coordinator, the company (Firm) will assist APLA in:

- Video productions in selected topics with specific content regarding the directions of APLA, needs and recommendations
- Raise awareness of APLA as part of its communication plan.
- Encourage members to interact and communicate with APLA.
- Outlines specific components of LGU's work.
- Summarize APLA's achievement and plans through 2022 year.

In this regard, APLA intends to hire a company or a firm to supply services of "Media Productions / Awareness Videos". Items as attached in Term of Reference, Annex (1).

- Two Videos in selected topics (duration: Up to 60 Seconds for each)
- One Video about APLA achievements during the year 2022 (duration: Up to 150 Seconds)

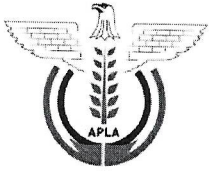
The general requirements, technical specifications and needed services are included in this quotation. The supplier (firm) should support APLA with proven experience in such fields attached to their offer.

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, SUNDAY. 5th June, 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(ORIGINAL TECHNICAL & FINANCIAL OFFERS HAVE TO BE SUBMITTED IN ONE SEALED ENVELOPE WITH OTHER REQUESTED DOCUMENTS IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer. 3- Filled & Signed RFPQ (Sign all papers). 4- Technical Offer including: A. Company Profile. B. A methodology and work plan implementation.



2



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

		C. CD or USP includes previous short film D. Samples of previous similar work. 5- Valid source of deduction.
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS

Selections and Awarding Criteria

The consultant has to submit the following documents as part of Technical Offer:

1. A methodology and work plan implementation, according to the provided time frame within ToR.
2. CD or USP includes previous short film/ spots produced similar to the requested items.
3. Company profile highlighting the qualifications and relevant experience in similar service.
 - At least 5 years of practical experience in relevant field.
 - Samples of similar work with other firms or institutions.

Awarding criteria

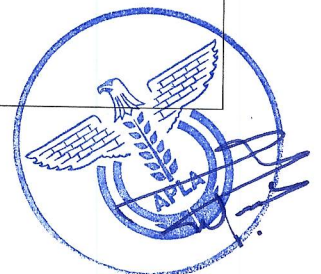
The selection of the consultant will be based on both Technical and financial evaluation, evaluation scores will be distributed as follows:

- A. Technical Evaluation Criteria 60%
- B. Financial Evaluation 40%

A.	Technical evaluation Criteria	60%
1	A methodology and work plan implementation, based on the instructions given in the ToR.	20%
2	Qualifications and Experiences	20%
3	Quality of Previous films/ spots production	20%
B.	Financial Evaluation	40%

The consultant has to take the following points in to consideration:

1. Payment: it will be a lump sum payment for the total assignment upon the completion of the work.
2. Technical Offer and company profile should be drafted in English.
3. **Two cost items are requested to be filled, each item should have a separate price offer.**
4. Filled prices should be excluding vat (VAT- Exempted).
5. **A zero VAT invoice** will be requested to process the payment.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



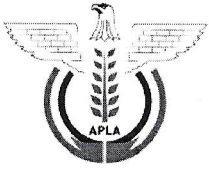
EUROPEAN UNION

5. DELIVERY/ PERFORMANCE ADDRESS	
ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفد - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Lina Abu Obaid.
	FUNCTION: Administrative Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
E- MAIL: info@apla.ps	

6. PRICE OFFERS SUBMISSION DEADLINE
Deadline of submission bids: 3:00 PM., Sunday, 5 th June, 2022

7. IDENTIFICATION OF THE FIRM / COMPANY	
Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
Registration number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for EURO Iban Number under the name of Company as stated at the Bank:	





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

Firm / Company Declaration:

By submitting this Price Offer, The firm/company declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in EURO, Price quotations are excluding VAT (VAT-Exempted).

In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is the Palestinian Law.

Certified true and sincere,
Signature of the Vendor

Date: / /2022.

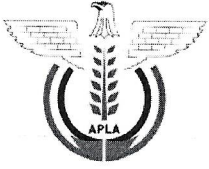
FAO

Diana Jadallah

EXECUTIVE DIRECTOR

Abdallah Anati





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

Annex 1: TOR

Media Productions / Awareness Videos

Reference Code: APLA/EU-MAAP/2022-10

1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/2020/042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904) This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine.

2. Objective of the assignment:

The assignment aims basically to purchase the following services and related supplies' items:

- Two Videos in selected topics (duration: up to 60 Seconds for each)
- One Video about APLA achievements during the year 2022 (duration: up to 150 Seconds)

The activities Must take into consideration the following purposes:

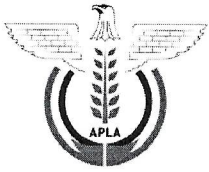
- Raise awareness of APLA as part of its communication plan.
- Encourage members to interact and communicate with APLA.
- Outlines specific components of LGU's work.
- Summarize APLA's achievement and plans through the year 2022.

3. Timeframe

APLA shall contract the company/ firm to implement the production for "Media Productions / Awareness Videos". The implementation is expected to be due to the following dates:

1. Produce 2 video spots tackling specific components of APLA Awareness and orientations: These Two videos must be submitted to APLA by the end of September, 2022
2. Produce a video illustrating APLA achievements during the year 2022: This video must be submitted to APLA by the end of October, 2022





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by

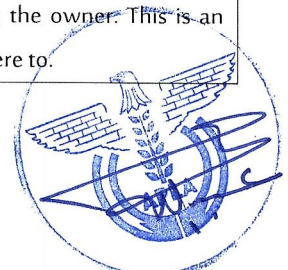


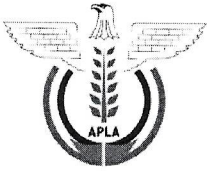
EUROPEAN UNION

4. Scope of Services

To proceed with the process of mentioned activities, APLA invites you to submit your offer in EURO currency for implementing below tasks:

Tasks	Description
<p>Task One:</p> <p>Produce 2 video spots tackling specific components of APLA Awareness and orientations</p>	<ul style="list-style-type: none">➤ The consultant should produce 2 Videos – up to 60 Seconds for each video/ spot.➤ The company should provide and develop the storyboard in cooperation with APLA about the needed topics under the directions of APLA.➤ The video will be produced in Arabic – English subtitles.➤ Full edited video's project, and rushes should be delivered.➤ The video is considered a property of APLA including the musical content and should not be used delivered to or used by third party without prior approval from the owner. This is an inseparable part of the owner copyright that the consultant should adhere to. <p>The video should have the following characteristics:</p> <ul style="list-style-type: none">➤ Be provided in high quality.➤ Contain music and sound effects.➤ Be provided in internet link.➤ It may contain back drawings.➤ The rushes should be delivered as is.➤ The video should be produced in 4K 2160P.➤ The videos might include some infographics and animations, based on approved storyboard.
<p>Task Two:</p> <p>Produce a video illustrating APLA achievements during the year 2022</p>	<ul style="list-style-type: none">➤ APLA will provide the script and develop the storyboard in cooperation with the selected company.➤ Estimated casting visits for the company/firm either to selected locations in the field or in APLA office are (5) sessions distributed upon the needs and request of APLA depending on the events timing and updates. APLA will select the dates and location for casting sessions and inform the company/firm about them.➤ The company will shoot several activities in different places and times in line with the approved storyboard.➤ The video will be produced in Arabic- English subtitles, the infographics – if used – texts shall be produced in both languages.➤ Full edited video's project should be delivered.➤ The video is considered a property of APLA including the musical content and should not be used delivered to or used by third party without prior approval from the owner. This is an inseparable part of the owner copyright that the consultant should adhere to.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

	<p>Each video should have the following characteristics:</p> <ul style="list-style-type: none">● Length: up to 150 Seconds.● Be provided in high quality.● Contain music and sound effects.● Be provided via internet link.● Contain back drawings.● The rushes should be delivered as is.● The video should be produced in 4K 2160P. <p>The video must include infographics and animations, based on approved storyboard.</p>
--	--

5. Deliverables

Task	Deliverables	Due Date
Task One	<p><u>Deliverables #1:</u></p> <ul style="list-style-type: none">● Two awareness video spots in selected topics	30 th September, 2022
Task Two	<p><u>Deliverable #2:</u></p> <ul style="list-style-type: none">● One Video about the achievements of APLA in 2022	31 st October, 2022

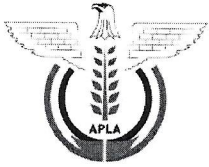
6. Other Terms / Conditions (Please, Read Carefully)

- The firm / company will be remunerated after the delivery of all specified deliverables
- There will be **NO** extra compensation for any extra specifications than the demanded ones.
- The firm / company should submit Annex 2 of this document (filled, signed and stamped) in the sealed offer envelope with the bidding documents.
- The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
- The firm / company shall ensure close cooperation and coordination with APLA
- Any other costs required in implementing the assignment is the responsibility of the tender winner.
- All submitted papers should be signed and stamped too.

Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer.
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Company profile.
- 5- Samples of previous similar work.
- 6- Valid source of deduction.





الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

ANNEX 2: FINANCIAL OFFER

“Please note to fill the unit price, total price and total in words for each requested item”:

PRICE(S)- ANNEX (2)- refer to the ToR				
Description/ Activity	Unit	Quantity	Unit Price In EURO	Total Price in EURO
1. Awareness Videos/ spots Production- Up to 60 Seconds per each video	Video	2		
Total amount in letters for item (1):				
2. One Short Video/film about “2022 APLA’s Achievements” (Duration: Up to 150 Seconds)	Video	1		
Total amount in letters for item (2):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.

