

REQUEST FOR PRICE QUOTATION (RFPQ)

Media Productions / Awareness Videos

REFERENCE CODE: APLA/Enabel-2022-06

Issue Date: 5th Jan. 2022.

1. CONTACT PERSON AT APLA	
NAME:	Wala' Hasarmeh
FUNCTION:	Project Officer
ADRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine
TEL. & FAX.:	+97 2 2960712 & +97 2 2960713
E-MAIL:	w.hasarmeh@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>APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). MAAP is 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. MAAP 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). In addition, Enabel is supporting MAAP under the framework of "Local Government Reform and Development Programme – Phase 2, Addendum PZA 1303311" through the action (Supporting the Localization of SDGs).</p> <p>As part of the action, APLA is keen for contracting a firm/company who has the needed experience and skills to produce awareness videos and selected media productions.</p> <p>1. Objective of the assignment:</p> <p>The assignment aims basically to purchase the following services and related supplies' items:</p> <ul style="list-style-type: none"> - 2 Videos in selected topics – raising awareness (duration: up to 60 Seconds for each) - 2 Videos in selected topics – success stories (duration: up to 60 Seconds for each) - 2 Animation Videos in selected topics (duration: up to 60 Seconds for each) <p>The activities Must take into consideration the following purposes:</p>





- Raise awareness of Environmental Issues in front of the kids, Citizens and LGUs members.
- Outlines success stories of LGU's work in Environmental fields.
- Sharing local knowledge and experiences.
- Alignment between SDGs topics and LGUs daily work is spotlighted.

Main tasks and responsibilities are as attached in Term of Reference (TOR), Annex (1).

3. INSTRUCTIONS		
RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Thursday 19 th Jan. 2023.
	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 ENVELOPES 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): Filled, Signed, and Stamped Financial Offer. 3- Filled & Signed RFPQ (Sign all papers). 4- Company profile. 5- Samples of previous similar work. 6- Methodology and work plan 7- Valid source of deduction.
VALIDITY PERIOD OF THE PRICE OFFER:		30 days after the submission date of the price offer.

4. TECHNICAL SPECIFICATIONS:

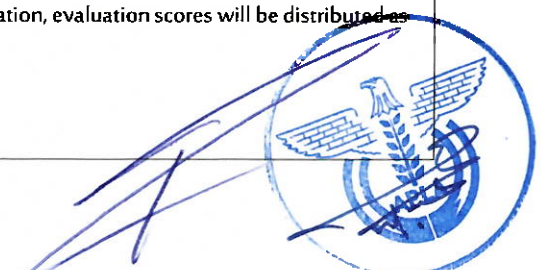
The consultant has to submit the following documents as part of Technical Offer:

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.
4. At least 5 years of practical experience in relevant field.
5. 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:

1. Technical Evaluation Criteria 60%
2. Financial Evaluation 40%





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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 one payment for the total assignment upon the completion of the work in line with providing all supporting documents
2. The firm / company will be remunerated after the delivery of all specified deliverables. The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
3. Technical Offer and company profile should be drafted in English.
4. **Three cost items are requested to be filled; each item should have a separate price offer.**
5. Filled prices should be in EURO currency and excluding vat (VAT- Exempted).
6. **A zero VAT invoice** will be requested to process the payment.
7. The duration for the assignment will distributed over 6 months, starting from 1st Feb. 2023 up to 31st July. 2023 following the given timetable in the TOR and upon the request of APLA.
8. There will be NO extra compensation for any extra efforts than the demanded ones. Any other costs required in implementing the assignment is the responsibility of the tender winner.
9. The Firm should submit Annex 2 of this document (filled and signed) in the sealed offer envelope with the bidding documents.
10. All submitted documents should be signed and stamped
11. The firm / company shall ensure close cooperation and coordination with APLA

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: Maria Bairat. Rasha Sarhan
	FUNCTION: Administrative Assistant
	TEL: 02-2960712.
	MOBILE PHONE: 0593171901
	E- MAIL: info@apla.ps

6. PRICE OFFERS SUBMISSION DEADLINE
Deadline of submission of bids: 3:00 PM., Thursday. 19 th Jan. 2023

7. IDENTIFICATION OF THE EXPERT	
Last name, first name (Signature)	
Telephone number and Fax number	





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E- Mail address	
ID number	
Account number of Payment PLEASE, attach full Bank Info for Euro IBAN Number under the name of Expert as stated at the Bank:	





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Expert Declaration:

By submitting this Price Offer, The Firm (Consultant Name) 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.

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: / / .

FAO

Reem Ja'as

EXECUTIVE DIRECTOR

Abdallah Anati

Annex 1: TOR

Media Productions / Awareness Videos

REFERENCE CODE: APLA/Enabel-2022-06

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). MAAP is 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. MAAP 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). In addition, Enabel is supporting MAAP under the framework of "Local Government Reform and Development Programme – Phase 2, Addendum PZA 1303311" through the action (Supporting the Localization of SDGs).

As part of the action, APLA is keen for contracting a firm/company who has the needed experience and skills to **produce awareness videos and selected media productions**.

2. Objective of the assignment:

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

- 2 Videos in selected topics – raising awareness (duration: up to 60 Seconds for each)
- 2 Videos in selected topics – success stories (duration: up to 60 Seconds for each)
- 2 Animation Videos in selected topics (duration: up to 60 Seconds for each)

The activities Must take into consideration the following purposes:

- Raise awareness of Environmental Issues in front of the kids, Citizens and LGUs members.
- Outlines success stories of LGU's work in Environmental fields.
- Sharing local knowledge and experiences.
- Alignment between SDGs topics and LGUs daily work is spotlighted.

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:



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1. Produce 2 video spots tackling specific components (Raising Awareness): These two videos must be submitted to APLA by the end:
 - Video1: March 2023
 - Video2: May 2023
2. Produce two video spots tackling specific components (Success Stories): These two videos must be submitted to APLA by the end:
 - Video1: Feb 2023
 - Video2: June 2023
3. Produce two animation videos: these two videos must be submitted to APLA by the end of:
 - April 2023
 - July 2023

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
Task One: Produce 2 video spots tackling specific components of Awareness raising about Environment	<ul style="list-style-type: none">➤ The company 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 company 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.
Task Two: Produce 2 video spots about the local authorities'	<ul style="list-style-type: none">➤ The company 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.

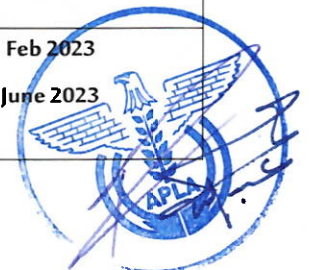




<p>best practices related to the Environment work</p>	<ul style="list-style-type: none">➤ The video will be produced in Arabic – English subtitles.➤ Full edited video's project, and rushes should be delivered.➤ The video is considered a property of APLA including the musical content and should not be 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 company 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. <p>The videos might include some infographics and animations, based on approved storyboard.</p>
<p>Task Three: Produce 2 animation videos</p>	<ul style="list-style-type: none">➤ The company should produce 2 animation 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.➤ 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 company should adhere to. <p>The video should have the following characteristics:</p> <ul style="list-style-type: none">➤ The videos must include animations.➤ Be provided in high quality.➤ Contain music and sound effects.➤ Be provided in internet link.➤ The video should be produced in 4K.

5. Deliverables

Task	Deliverables	Due Date
Task One	<u>Deliverables #1:</u> <ul style="list-style-type: none">● Two awareness video spots in selected topics	March 2023 May 2023
Task Two	<u>Deliverable #2:</u> <ul style="list-style-type: none">● Two awareness video spots in selected topics	Feb 2023 June 2023





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Task Three	<u>Deliverable #3:</u> Two animation videos	April 2023 July 2023
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ANNEX 2: FINANCIAL OFFER

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

Description/ Activity	Unit	Quantity	Unit Price In EURO	Total Price in EURO
1. Produce 2 video spots tackling specific components of Awareness raising about Environment	Video	2		
Total amount in letters for item (1):				
2. Produce 2 video spots about the local authorities' best practices related to the Environment work	Video	2		
Total amount in letters for item (2):				
3. Produce 2 animation videos	Video	2		
Total amount in letters for item (3):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /