

Service provider application form for the Photo and Video Service FSM-2023-08-29

Contracting Authority:
Solidarity Fund PL in Georgia
20 Chavchavadze Ave. Apartment N3 | Floor 2,
0179, Tbilisi, Georgia
georgiarep@solidarityfund.pl

APPLICANT:

.....
(full name/name of company, address, registration number – if applicable)

Represented by:

.....
(name, surname, basis for representation)

I, undersigned:

.....

Acting on behalf of the applicant:

.....

(Registered name of the economic operator / representative of economic operators acting jointly)

.....

(Registered address of the applicant / representative of acting jointly)

.....

.....

(telephone number, e-mail)

by joining the public procurement procedure conducted by Solidarity Fund PL for the selection of Financial Expert service provider submit the following offer and:

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the selection of transportation service provider submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.
2. I undertake to perform the subject of the contract on the financial conditions specified in the

request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven't been convicted for a crime of:

- a) participation in an organized criminal group or association aimed at committing a crime or a fiscal offense
- b) human trafficking
- c) supporting terrorist offences
- d) money laundering
- e) crime against credibility of documents
- f) tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven't been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure

APPLICATION FORM

1. Description of the experience of the individual/company designated to provide Photography Service

(year, name of the project, contractor/donor – links to product)

.....

Tick a box

Number of years	1	2	3	4	5	6	more

2. Description of the experience of the individual/company designated to provide Videography Service

(year, name of the project, contractor/donor – links to product)

.....

Tick a box

Number of years	1	2	3	4	5	6	more

3. Commitment to work within a long-term contract

Please mark below until when will you be able to stay committed to a contract with SFPL in Georgia.

Tick a box

Number of years	2023	2023	2025

.....

4. Responsiveness

Please mark below how much time does it usually take you to respond to emails.

24 hrs	48 hrs	72 hrs or more

5. TECHNICAL AND PROFESSIONAL CAPACITY:

Please answer the following questions.

Column 1	Column 2	Column 3
Criterion	YES	NO
If you are selected as a service provider can you present the samples of various photo and video materials ?		
Do you have a minimum of 3 years working experience in preparing photo portfolios?		
Do you have a minimum of 3 year working experience in preparing animation?		
Do you have a minimum of 3 year working experience in preparing short films/commercials?		
Do you have an experience on creating scenarios for videos based on supporting materials?		
Can you apply English and Georgian subtitles to videos?		

Can you offer dubbing service?		
Do you have capacity and ability to travel to targeted locations (please refer to P.3 of the Call for service)?		
Are you able to assign a dedicated focal point for SFPL?*		
*If your answer is yes in the previous question please indicate the person and his/her contact details		

6. Price

Column 1	Column 2	Column 3	Column 4
What price do you offer the following services?	# of pieces	Price	Comment
Photo-portfolio of targeted kindergarteners (min 30 pictures in final portfolio)	10 (5 before and 5 after modernization)		
Photo-portfolio of technical processed photos from 11 municipalities (based on existed ~350 photos taken by mobile) (min 30 pictures in final portfolio)	1		
Video about EE investment prioritization in mountainous kindergartens (up to 5 minutes) (could include elements of animation) (should include scenario elaboration) (in Georgian with English Subtitles)	1		
Promo video from all 5 modernized kindergartens (with 2 version: one shorter up to 3 minutes and one longer version up to 7 minutes) (in Georgian with English Subtitles)	1 (with 2 versions)		
Promo trailer (animated) up to 2 minutes long about energy efficiency with Georgian and English subtitles	1		
Film (up to 30 minutes long) about cost-efficient energy efficient solutions to disseminate the results of the project in Chokhatauri municipality targeting renovated 7 (seven) kindergartens, modernized street lighting, new techno lab, electric vehicle charger and other	1		

implemented activities with Georgian and English subtitles.			
Commercial up to one (1) minute each about cost-efficient energy efficient solutions to disseminate the results of the project in Chokhatauri municipality targeting renovated 7 (seven) kindergartens, modernized street lighting, new techno lab, electric vehicle charger and other implemented activities with Georgian and English subtitles.	5		

7. Time schedule

Please indicate if you are able to provide deliverables according to time schedule:

Deliverable	Expecting dates	Yes	No
5 Photo-portfolio of targeted kindergarteners (min 30 pictures in final portfolio) before modernization	End of November, 2023		
1 photo portfolio created from ca. 350 pictures taken by mobile phone (choose min. 40 pictures and improve the quality of them).	End of November, 2023		
1 video about EE investment prioritization in mountainous kindergartens (up to 5 minutes) (could include elements of animation) (should include scenario elaboration) (in Georgian with English Subtitles)	End of November, 2023		
5 Photo-portfolio of targeted kindergarteners (min 30 pictures in final portfolio) after modernization	End of June, 2024		
1 promo video from all 5 modernized kindergartens (with 2 version: one shorter up to 3 minutes and one longer version up to 7 minutes) (in Georgian with English Subtitles)	End of June, 2024		
1 Promo trailer (animated) up to 2 minutes long about energy efficiency with Georgian and English subtitles	End of November, 2023		
1 film (up to 30 minutes long) or commercial(s) (5 commercials up to one (1) minute each) about cost-efficient energy efficient solutions to disseminate the results of the project in Chokhatauri municipality targeting renovated 7 (seven) kindergartens,	End of March, 2025		

modernized street lighting, new techno lab, electric vehicle charger and other implemented activities with Georgian and English subtitles			
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8. Declaration regarding the price offer

I declare that the price offer includes all costs incurred by the Employer as part of the service provided by the Contractor (taxes or compulsory contributions and insurance), as well as accommodation in Georgia, food, insurance, international travel, computer equipment, cellular communication and software (word processor / spreadsheet).

/ optionally "I declare that the price offer does not include the following costs incurred by the Employer: (list)"

9. I declare readiness to execute the offer in the place indicated in the Inquiry

10. I declare readiness to carry out the offer from **October 2 ,2023**

11. I declare that all information and statements given in the above offer are up-to-date is truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

12. The attachments to this form, which form an integral part of the offer, are:

1) Links to previous photo and video production

.....
(place, date)

.....
(signature of an authorized
representative
to represent the applicant)