

## Call for Service: Photo and Video Service

FSM-2023-08-29

Solidarity Fund PL in Georgia is looking for a company to provide photo and video production services for 2 project implemented by the “Solidarity Fund PL in Georgia”.

### Service Requested:

Providing photo and video production service for 2 SFPL in Georgia projects

1. The tasks under planned assignment for SFPL in Georgia 2 ongoing projects are as follows:

#### Project: „Energy-resilient mountainous communities in Georgia“

**1.1 Creating 5 photo-portfolios of targeted kindergarteners** – taking photos of 5 kindergartens\* before and after deployment of EE measures (min 60 photos in each location) and technical processing of existed photos from 11 municipalities:

**1.1.1** 5 Photo-portfolios of targeted kindergarteners before modernization – (min 30 photos in each portfolio) to be completed before November 2023

**1.1.2** 5 Photo-portfolios of targeted kindergarteners after modernization – (min 30 photos in each portfolio) to be completed before June 2024

**1.2 Producing 1 video** about Energy efficient investment prioritization in mountainous kindergartens (up to 5 minutes) (could include elements of animation) in Georgian with English subtitles. To be completed before end of November 2023;

**1.3 Producing 1 promo video** from all 5 modernized kindergartens (one shorter up to 3 minutes and one longer version up to 7 minutes) in Georgian with English subtitles. To be completed before June 2024;

*\*Note: kindergarten locations: 5 targeted locations will be known at the end of September (Dusheti, Kazbegi, Mestia, Shuakhevi, Khulo, Akhmeta)*

#### Project: „Chokhatauri municipality towards a sustainable energy future“

Preparation of video/ commercial(s) about "EEconomy". Location – Various sites in Chokhatauri municipality:

**1.4 Producing 1 Promo trailer** (up to 2 minutes) to increase public awareness about energy efficiency with Georgian and English subtitles (should include elements of animation). To be completed by November, 2024.

**1.5 Producing 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, modernized street lighting, new techno lab, electric vehicle charger and other implemented activities with Georgian and English subtitles. To be completed by the end of March, 2025.

*\*Note: Exact outcome will be defined by project implementers on 2025*



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## 2. Duration of the assignment:

According project schedules during the years of 2023/2024/2025, until April 30<sup>th</sup>, 2025, including.

## 3. Place(s) of Assignment

Tbilisi, Georgia

\*5 targeted location will be known at the end of September (Dusheti, Kazbegi, Mestia, Shuakhevi, Khulo, Akhmeta)

Chokhatauri municipality

## 4. Minimum requirements

4.1 Minimum 3 years of working experience in photography&videography;

4.2 Technical and professional capacity to produce photo/video materials;

4.3 Commitment for long-term cooperation.

## 5. Criteria for selection of the Applicant (max. 100 points) for a shortlisted applicant

Criterion	Maximum score
<p>1. <u>Professional Qualification/Experience:</u></p> <ul style="list-style-type: none"><li>- Technical and professional capacities to create photo portfolios and produce animation and short films/commercials <b>(max. 20 points)</b></li><li>- Ability to create scenarios for videos based on supporting materials in close cooperation with the field experts and project coordinators <b>(max. 10 points)</b></li><li>- Apply English and Georgian subtitles to the videos <b>(max. 5 points)</b></li><li>- Offer dubbing service <b>(max. 5 points)</b></li></ul>	40
<p>2. <u>Availability:</u></p> <ul style="list-style-type: none"><li>- Ability to travel to targeted locations <b>(max. 10 points)</b></li><li>- Time of preparation and delivery of the promo materials <b>(max. 5 points)</b></li></ul>	15
<p>3. <u>Responsiveness</u></p> <ul style="list-style-type: none"><li>- (If you are able to respond to our email within 24 hrs - 5 p., within 48 hrs – 2.5 p., 72 hrs or more – 0 p.)(max. 5 points).</li></ul>	5
<b>Total</b>	<b>60</b>

## FINANCIAL (price) EVALUATION

The financial evaluation will be made based on the total cost of the financial evaluation (price of the offer), calculated on the basis of the cost simulation scenario provided in Application form.

Assessment under the criterion „price” will be based on the following formula for each category:

$$P = P_{min} / P_{of} \times 40 \text{ points}$$

where:

$P_{min}$  - the lowest proposed price

$P_{of}$  - price presented in the examined offer

$P$  - the number of points awarded to the examined offer under the price criterion, rounded to the full number.

## AWARD OF THE CONTRACT

The contract will be awarded to the most economically advantageous tender, which will be established by weighing technical quality against price on a 60/40 basis.

The final score will be calculated using the following formula:

$$\text{Final score} = \text{Technical score} \times 60\% + \text{Financial score} \times 40\%$$

The tender obtaining the highest final score will be deemed to be the most economically advantageous tender.

\*Comparison of the weight of Price and other criteria is 40%

### 6. Information about price:

6.1. The price should be specified in GEL and rounded to two decimal places. The price should be given on the basis of the cost simulation scenario provided in the Application form.

6.2. The price may be offered in NET (for physical persons) value, that must be clearly indicated, or GROSS, that should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

6.3. Settlements between the Contracting Authority and the Contractor will be conducted in GEL depending on the Contractor's place of tax residence and in relation to the current exchange rate of the National Bank of Georgia.

7. The application must contain **Fiscal Statement** and **Application FORM** (templates attached), signed and scanned in PDF format



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## 8. SUBMISSION

The application must be submitted by the **16th of September 2023 at 24:00 Tbilisi time** to the address: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl)

9. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL\_GEO Facebook <https://www.facebook.com/solidarityfund.ge>

10. Please be advised that by submitting an application you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

11. Solidarity Fund PL, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

12. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. Please be advised that Solidarity Fund PL has appointed a personal data protection inspector who can be contacted at: [iod@solidarityfund.pl](mailto:iod@solidarityfund.pl)