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| --- | --- | --- | --- |
| **From:** | Wahat-Al-Farah Association for special needs (WAF) | **To:** |  |
| **Address :** | Bkeftine-El-Koura-Lebanon | **Address :** |  |
| **Contact Person:** | Rim Fares/Procurement Specialist | **Contact Person:** |  |
| **Phone:** | +961 71 98 66 97 | **Phone:** |  |
| **Email:** | procurement.wahafarah@gmail.com | **Email:** |  |

Wahat Al Farah for Special Needs cordially invites all qualified bidders to submit their offers in response to the service requirements outlined in this Request for Quotation.

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| **Request for quotation details:** |
| **RFQ #:** | C4W028/24 |
| **RFQ Issuing Date:** | May 7 , 2024 |
| **Quotation Submission deadline:** | May 10, 2024, 2:00 p.m. |
| **Currency of Bid (3-letter code):** | USD |
| **Bid Validity Period** | 90 days |
| **Service Delivery Period** | As per the TOR |
| **Required Delivery Destination of the Service:** | Wahat al farah HQ Bkeftine-El-Koura-Lebanon |
| **Payment terms:** | Bank Note  |

**IMPORTANT NOTE**

* Wahat al farah will award this contract to one Specialist based on the lowest-cost technically compliant bid
* WAF reserves the right to correct any miscalculation on the bid form
* Bids in any currency other than USD may be disqualified

**RFQ SUBMISSION INSTRUCTIONS**

**Offers can be submitted through the following method**

**Email Submission/** **تقديم عبر البريد الإلكتروني:**

Submit your offer via email to procurement.wahafarah@gmail.com Ensure that the subject of your email is <RFQ#: C4W028/24 – **Photography and Videography Services for CFW Project**

**Or**

**In-Person Submission/** **تقديم شخصيًا**

Hand-deliver your offer to the Procurement Department at Wahat Al Farah in Bkeftine, Please make sure that the subject on the envelope is also <RFQ#: C4W028/24 – **Photography and Videography Services for CFW Project** >.

**The following Documents are required to be submitted/** **يجب تقديم الوثائق التالية:**

1. This request for quotation completed signed and stamped Mandatory
2. Financial offer form fully and accurately filled in, signed and stamped. Mandatory
3. CV’s Mandatory

*Administrative documents required Form registered Local Company*

a) Copy of company registration/ نسخة من سجل الشركات.

b) Copy of tax registration/ نسخة من تسجيل الضرائب

c) Copy of VAT registration if any / نسخة من تسجيل ضريبة القيمة المضافة إذا كانت متاحة

*Administrative documents required from individuals:*

a) Copy of ID or Passport/ نسخة من بطاقة الهوية أو جواز السفر

b) Copy of fiscal number registration *if any*/ نسخة من تسجيل الرقم الضريبي

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| *Financial Offer Form/عرض مالي:* |
| **WAF TO COMPLETE** | **BIDDER TO COMPLETE****مقدم العرض لإكماله** |
| **Item No.** | **Service Description -**  **وصف الخدمة** | **Estimated Quantity**  **الكمية المقدرة**  | **UOM****الوحدة** | **Unit Price (USD)****سعر الوحدة / الشهر (دولار أمريكي)** | **Total Price (USD)****السعر الإجمالي (بالدولار الأمريكي)** |
| 1 | **Photography and Videography Services for CFW Project** (Task as per the TOR) | 1 | LS |  |  |
|  |  |  | **TOTAL AMOUNT:**  |  |

|  |  |  |
| --- | --- | --- |
| **Starting date:***Bid not meeting Wahat al farah payment terms may be disqualified* |  | **Day/Month/year** |
| **Bid Validity Period*:*** *Your Bid must be valid as stated on the* ***Request for Quotation Details****. Bids not meeting the Bid Validity Period may be disqualified.* |  | **(Calendar) days** |
| **Supplier Payment Modality:** *Bid not meeting Wahat al farah payment terms may be disqualified* |  |
| **Supplier/ Candidate name:** *as per the registration paper* |  |
| ***Signature, Date & Stamp:*** *Company Stamp only if any* |  |

**Term of Reference (ToR)**

**Subject: Photography and Videography Services for CFW Project**

Wahat Al Farah Association is looking for **Photographer and Videographer** for Strengthening and Empowering Persons with disabilities and vulnerable groups through CFW project.

This project is part of the project "Support for Disadvantaged, Peripheral Neighbourhoods in Lebanon through Cash for Work (C4WL)” that is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). C4WL is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Social Affairs and in cooperation with Wahat Al-Farah Association

1. **Introduction:** The purpose of this TOR is to outline the scope of work for a photographer in support of a project spanning 6 months, divided into 2 cycles, each lasting 3 months. The photographer will be responsible for capturing visual content, including both photography and videography, to document project activities and outcomes.
2. **Scope of Work:**
3. The photographer will conduct two full-day visits during each 3-month cycle of the project
4. During each visit, the photographer will conduct interviews with project staff members, capturing their insights and perspectives on project activities and achievements.
5. High-quality photographs will be taken to visually document project activities, events, and beneficiaries.
6. Video recordings will be made during the visits, highlighting key aspects of the project and featuring interviews with staff members.
7. At the end of each 2-month cycle, the photographer will compile the collected footage and images to create a summary video with a maximum duration of 3 minutes.
8. The summary video will include translation from Arabic to English to ensure accessibility to a wider audience.
9. The video will undergo multiple revisions as necessary to meet the requirements and obtain final approval from the project donor.
10. Upon completion of the 6-month, a CD containing high-resolution images will be provided, ensuring the availability of quality visual documentation for future reference and reporting purposes.
11. **Deliverables:**

a. Two full-day visits per cycle, resulting in:

* + Interview footage with project staff.
	+ High-resolution photographs capturing project activities.

 *b. Summary video for each 3-month cycle, including:*

* + Edited footage from interviews and project activities.
	+ English translations for Arabic content.
	+ Revisions as per donor feedback.

c. CD containing all high-resolution images captured during the project period and the final video.

1. **Timeline:** The project will span 6 months, with each cycle lasting 3 months. The photographer will conduct visits and deliverables in alignment with the project's timeline and milestones.
2. **Payment Terms:** Payment will be made in installments, with a portion released upon satisfactory completion of each 3-month cycle, and the remaining balance upon delivery of the final CD containing all high-resolution images.
3. **Approval and Amendments:** This TOR is subject to approval by both parties involved. Any amendments or changes to the scope of work must be agreed upon by mutual consent and documented accordingly.
4. **Confidentiality:** The photographer shall maintain confidentiality regarding any sensitive information obtained during the project, ensuring the privacy and integrity of all individuals involved.

**This Terms of Reference outlines the expectations and requirements for the photographer's services in support of the project. It serves as a guiding document to ensure clarity and alignment between the parties involved**