

**REQUEST FOR QUOTATION (RFQ)
RFQ/IL/S2Svideo**

Wednesday December 13th, 2017

Subject: Explainer Animated Video Production

Opening Date: Wednesday, December 13th, 2017

Closing Date & Time: Wednesday, December 20nd, 2017 at 4:00 pm (Beirut Local Time)

Currency: USD

Language: Arabic (Lebanese dialect)

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become the entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness and financial literacy.

Dear Sir / Madam,

INJAZ Lebanon is requesting proposals for producing an explainer animated video for the **Steps to Success** project.

Quotations may be submitted on or before **Wednesday, December 20nd, 2017** no later than 4:00pm via e-mail attention Ms. Nicole Kazan, Marketing and Communications Specialist (nicole@injaz-lebanon.org). Quotations that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

I. Project Overview

Steps to Success is a 2-year project funded by the United States Government, with the support of MEPI, where students from the Lebanese University from selected faculties will benefit from the proper resources and support to secure their successful place in the increasingly competitive job market. The project involves 27 hours of training delivered on campus by professional mentors over the course of

two years with internships and job placements opportunities. For more information, please visit www.injaz-lebanon.org/S2S.

II. Video Objectives

- INJAZ Lebanon should be recruiting 400 students from Lebanese Universities to participate in the project. Therefore the video should explain in a clear and fun way about the two-year project in order to encourage students to register.
- The video will be promoted mainly online on social media and will be used during the presentations on campuses.
- The video should include the participants' profile that we seek, the involvement time needed from the participants during each year, and should demonstrate the outcomes of the project.

III. Video Requirements

- **Language:** Video must include a voice over in Arabic- Lebanese spoken language. INJAZ Lebanon should be involved in the selection of the voice.
- Video must follow the branding guidelines of the project that will be provided.
- **Duration:** Around 45 seconds
- **Format:** Video must be delivered in a high definition format and in smaller size format for online publishing.
- **Budget:** \$2,500- \$3,000 USD

IV. Contractor Requirements:

- The Video Producer will be expected to be in contact with INJAZ Lebanon's staff through all phases of project execution, meeting as needed in person or by phone and email and providing written progress updates.
- The Video Producer will be expected to produce all elements of the video, which may include, but are not limited to scriptwriting, voice over, storyboard, animation, and music.
- The Video Producer might be requested to do at least 2 edits on the first submitted video.
- Video will remain INJAZ Lebanon's property.

V. Proposal Requirements:

Proposals must include:

- Introduction summarizing your company's background, resources, and relevant experience. (Links to examples of past projects, preferably of a similar size and scope can be added)

- Proposed budget for the project. The proposed budget should include a suggested work plan and a breakdown of fees for professional services (as listed in “IV. Video Requirements”), staff, and administrative services, including taxes.
- Identify the company’s point of contact, including name, title, phone, and e-mail address
- Quotation should include the VAT registration number, payment terms, and validity.
- An authorized representative of the seller must sign, stamp and date the quotation, and other relative documents accompanying it.

VI. Conditions

- Payment shall be made by cheque or wire transfer to the supplier after submission of an appropriate and acceptable original invoice to INJAZ Lebanon
- Quotations with missing information will be disqualified from participating in this tender.
- At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by INJAZ Lebanon after it has received the quotation.
- If you were not contacted after 10 working days from closing date, then please be notified that your quotation was not awarded.

Thank you and we look forward to receiving your quotation.

Sincerely,

Nicole Kazan
Marketing & Communications Specialist