

Request for Quotation for RFQ2024-004 Videography and photography

Ref: RFQ2024-004 Videography and photography

Humanity & Inclusion hereinafter referred to as “HI” is an independent and impartial aid organization working in situations of poverty and exclusion, conflict, and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights.

HI intends to launch a Request for Quotation for Videography and Photography in Lebanon with the aim of signing a framework contract for 1 year.

HI is pleased to invite you to submit a quotation no later than Thursday 4 April 2024 by 15:00HRS (Beirut Local Time).

The procedures applied by HI in the present RFQ are inspired by the principles of:

- Transparency in the procurement procedures;
- Proportionality between procedures followed to attribute agreements and the value of the contracts;
- Equal treatment and non-discrimination of potential Suppliers.

A. Content

1. Supply to be provided

1.1 HI invites interested suppliers to submit an offer for Videography and photography, as specified in **ANNEX II**

2. Timetable:

Description	Date and time (Beirut time)	Details
Request for Quotation (RFQ)	Thursday 21 March 2024	
Deadline for submission of Offers	Thursday 4 April 2024	
Contract start date (estimated)	April 2024	Date to be confirmed

3. Submission of offers:

3.1 Offers shall be sent to the email: tenders@lebanon.hi.org before the deadline specified in the timetable above.

- HI may extend the deadline for submission of offers by issuing an amendment.

3.2 The documentation to be submitted to HI shall include:

- a. **ANNEX I** Supplier Information Form.
- b. A copy of the VAT Number and /or a copy of the MOF Registration Number.
- c. A copy of the ID of the legal representative
- d. **ANNEX II** Financial offer. Prices shall be expressed in United States Dollars (USD)
- e. **ANNEX III** HI Business Practices
- f. All documents should be signed and stamped

4. General Conditions

HI invites Bidders and Suppliers to quote for the Goods described and summarized in the below documents (**Annex II**), and in accordance with procedures, conditions, and contract terms presented herein. HI reserves the right to determine the quantity of Goods specified in Annex II without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of the submitted quotation.

The bidders must sign and stamp all RFQ document pages including the required annexes. Failure to submit all required documentation may result in the exclusion from the procedure.

5. Delivery

The selected Supplier will have to respect the purchase order/s sent by HI without possibly modifying it.

Delivery of items will take place in different locations in Lebanon

6. Payment procedure and conditions

6.1 All payments will be carried out monthly in Fresh USD via cash, bank transfer, or Cheque to the Supplier's bank account (according to HI cash ceiling). Bank fees will be handled by the Supplier.

7. Evaluation of Offers

The Evaluation Committee will check that the offers comply with the essential requirements of the present invitation, including the administrative compliance and technical admissibility of each offer. An offer is deemed to comply if it satisfies all the conditions, procedures, and specifications in the present request for quotation.

The evaluation committee will not necessarily choose based on the lowest price alone but will award the contract on the basis of price, quality of the sample offered, compliance with what was requested, previous experience, and timing of delivery. In case HI does not select the lowest price offering supplier, the decision will be explained in the evaluation offer report.

8. Quotation Basis

- No respondent should add, omit, or change any item, term, or condition herein.
- If any Supplier has any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offer or may make one quotation only.
- Each offer shall be valid for a period of a minimum (45 days) from the date of submission.
- All offers should include taxes, compulsory payments, levies, and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If the unit price is ambiguous, the Selection Committee may decide to disqualify the offer.

This RFQ does not obligate HI to execute a contract nor does it commit HI to pay any costs incurred in the preparation and submission of quotations.

Furthermore, HI reserves the right to reject any and all offers, if such action is considered to be in the best interest of HI

Important notes:

- Please complete all fields.

Annex I

Supplier Information Form

The information provided will be used to evaluate the Supplier before contracting

Supplier Information

Company Name:	
Supplier Nationality:	
Full Address:	
Validity of offer:	
Contact Person:	
Email:	
Phone / Mobile:	
Registration Date	
Registration Number	
Bank	
ACCOUNT NUMBER	
IBAN	

Please provide at least 3 **PREVIOUS REFERENCES** from other Contracting Authorities.

Number	Company Name	Representative	Email Address	Phone Number
Reference 1				
Reference 2				
Reference 3				

Annex II
Price Quotation

Please complete the table below and specify the expected duration of a half-day and a full day in hours, along with the type of camera to be used for filming.

Description of the Items	SPECIFICATIONS If a different request	UNIT	Unit Price (Excluding VAT)	VAT (if applicable)	Unit Price with VAT	Comments (To mention numbers of hours per lines)
Videography	Full Day	Service				
Videography	Half Day	Service				
Photography	Full Day	Service				
Photography	Half Day	Service				
Ariel Shooting (Drone and Drone Operator)	Full Day	Service				
Post-Production (Editing - Color Grading - Music - Subtitling - Text on Screen)	30 to 60 Seconds	Service				
Post-Production (Editing - Color Grading - Music - Subtitling - Text on Screen)	60 to 90 Seconds	Service				

Post-Production (Editing - Color Grading - Music - Subtitling - Text on Screen)	90 to 120 Seconds	Service				
Voice Over	30 to 60 Seconds	Service				
Voice Over	60 to 90 Seconds	Service				
Voice Over	90 to 120 Seconds	Service				
Music and Sound Design	30 to 60 Seconds	Service				
Music and Sound Design	60 to 90 Seconds	Service				
Music and Sound Design	90 to 120 Seconds	Service				
Sign Language Interpretation (filming and Interpreter)	30 to 60 Seconds	Service				
Sign Language Interpretation (filming and Interpreter)	60 to 90 Seconds	Service				
Sign Language Interpretation (filming and Interpreter)	90 to 120 Seconds	Service				
Presenter (Filming Studio and Presenter)	30 to 60 Seconds	Service				
Presenter (Filming Studio and Presenter)	60 to 90 Seconds	Service				
Presenter (Filming Studio and Presenter)	90 to 120 Seconds	Service				

2D Animation (Illustration, Animation, Storyboard, and creative copywriting)	30 to 60 Seconds	Service				
2D Animation (Illustration, Animation, Storyboard, and creative copywriting)	60 to 90 Seconds	Service				
2D Animation (Illustration, Animation, Storyboard, and creative copy writing)	90 to 120 Seconds	Service				

*All prices should be all-inclusive, encompassing everything from equipment, delivery transportation to taxes and any additional fees

Name of Representative:

Date:

Signature & Stamp:

Annex III

HI's GOOD BUSINESS REGULATIONS

These Good Business Regulations are the ground for a professional working relationship between HI and the Supplier. They are general regulations valid unless other particular conditions are mentioned in the Framework Contract. In case of conflicting terms within documents, the conditions of the Framework Contract will prevail on these Good Business Regulations.

I - Principles of the procurement procedures

HI has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding Agreements and the value of the markets
- *Equal treatment* of potential Suppliers

The usual criteria to select a Supplier are:

- Authorization to perform the market
- Financial capacities
- Economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II - Misbehavior, ineligibility, and exclusion

HI considers the following misbehavior as a valid ground for a systematic exclusion of an awarding market procedure and the termination of all working relationships and Agreements:

- **Fraud** is defined as any intentional act or omission relating to:

- The use or presentation of false, incorrect, or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of HI or institutional donors' funds
- Non-disclosure of information, with the same effect
- The misapplication of such funds for purposes other than those for which they were originally granted
- **Active corruption:** to deliberately promise or give an advantage to an official for him/her to act or refrain from his duty in a way that damages or is likely to damage HI or institutional donors' financial interests
- **Collusion:** the coordination of firms competitive behavior, with the likely result that prices rise, the output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behavior does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- **Coercive practice:** harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of an Agreement.
- **Bribery:** to offer HI employees monetary or to gain additional markets or to continue an Agreement
- **Involvement in a criminal organization** or any other **illegal activity** established by a judgment, by the US Government, the European Union, the United Nations, or any donor funding HI.
 - **Immoral Human Resources practices:** exploitation of child labor and the non-respect of basic social rights and working conditions of employees or sub Agreements
- **HI will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:**
 - To be **bankrupt** or to be wound up, to have affairs administered by the courts, to have into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
 - To have been **convicted of an offense** concerning professional conduct by a judgment that has the force of *res judicata*
 - To have been **guilty of grave professional misconduct** proven by any means that HI can justify
 - To have not fulfilled obligations relating to the payment of **social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or with those of the country where HI mission is operating or those of the country where the Agreement is to be performed
 - They have been the **subject of a judgment** for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the Communities' financial interests
 - To have been declared to be in **serious breach of Agreement** for failure to comply with their Agreemental obligations in another previous procurement procedure

HI will not award Agreements to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required HI as a condition of participation in the Agreement procedure or fail to supply this information

III - Administrative and financial sanctions

In the event a Service Provider, candidate, or tenderer is engaged in corrupt, fraudulent, collusive, or coercive practices HI will impose:

- **Administrative sanctions:**

Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- **Financial sanctions:**

HI will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by HI.

IV - Information about the Donors

HI will inform immediately the Institutional Donors and will provide all the relevant information in the event a Service Provider, candidate, or tenderer is engaged in corrupt, fraudulent, collusive, or coercive practices.

V - Provision for institutional donors

The Agreements agree to guarantee a right of access to their financial and accounting documents to the representatives of HI's institutional donors for checks and audits.

VI - Documents to be a Service Provider

Hereafter is the minimal documentation an Agreement or working with HI will have to provide:

- Personnel national ID document of the Service Provider/company representative
- Status and registration of the company
- Mission order or power of attorney authorizing the representative to contact

Important note: Additional documentation may be required for a particular market.

In addition, the Agreement must have the capacity to issue invoices, receipts, and waybills (or delivery notes), provide a tax clearance certificate and certify documents with an official stamp.