



AFDC

Association for Forests,
Development & Conservation
جمعية الثروة الحرجية والتنمية

Request for Service
Professional Photography Coverage
RFS #: 016-2021-Photographer

RFS Release Date:	March 8, 2021
Performance Period:	Six months with potential of renewal
Proposal Submission Deadline:	March 12, 2021 at 5:00PM

Contents

1. Title	3
2. Background and Objectives	3
3. Purpose.....	3
A. Scope of Work	3
B. Deliverables	4
C. Geographic Location.....	4
4. Contract Mechanism & Terms of Payment	4
5. Minimum Qualifications	4
6. Proposal Representation.....	4
A. Technical Requirements.....	5
B. Cost Proposal	5
7. Proposal Submission.....	5
8. Criteria of Evaluation.....	5
9. Terms and Conditions	5
A. Late Submission.....	5
B. Modification of RFS Requirements	5
C. Withdrawal of Proposals.....	6
D. Right of Negotiation and Acceptance of Proposals	6
E. Validity of Offer	6
F. Intellectual Property Rights	6
10. Attachments	6
Appendix A. Technical Proposal Submission Sheet.....	7
Appendix B. Budget Sheet.....	8
Appendix C. Important Notes & Requirements Checklist.....	10

1. Title

Photographic and video coverage of AFDC projects implementation

2. Background and Objectives

The Association for Forests, Development and Conservation (AFDC) is a non-governmental organization that was established in 1994.

AFDC's vision: Sustainable Development and protected natural resources in Lebanon

AFDC's mission: AFDC strives to achieve sustainable development to protect the natural resources particularly forests, through implementing the principles of the integrated management, building technical and scientific capacities, advocacy and awareness in partnership with local communities and private and public sectors.

3. Purpose

AFDC is looking for a professional photographer to capture the areas of work related to its projects for communication and advocacy purposes.

The images will be used to publications, websites. Photographs may also be used by the media and other partners on request as a resource to portray the work of AFDC.

The photographer will follow AFDC policies in the development of his/her assignment, which will be provided by AFDC communication team.

A. Scope of Work

The service provider is required to cover one photography and video footage per week targeting all regions of AFDC projects and covering the following tasks:

Specific tasks for the photographer

On a weekly basis:

- Visit at least one site every week covering nearby sites - if any.
- Photograph project beneficiaries, involved parties, as well as project outcomes and results.
- Take video shots.

On a monthly basis:

- Secure a total of four (4) visits.
- Deliver a total of 120 edited photos
- Deliver a total of 60 seconds of edited video.

Specifications

- High resolution jpeg or raw files (300 dpi at 2610 x 3900 pixels) photos related to AFDC areas of work in different projects.
- Each photo should be edited.
- Photos should be grouped in folders by trip, with captioned date and time.

B. Deliverables

The aspects the photographer should cover are:

1. Labor: The photographer will deliver high quality photos of people (male and female) both local and foreigners working under AFDC projects activities.
2. Implementation: The photographer will deliver high quality photos of AFDC field officers and on-site team members managing the work.
3. Results: The photographer will deliver high quality photos reflecting the plantation, reforestation and any other activity related to AFDC projects.

The edited video should address the same aspects (labor, implementation and results)

C. Geographic Location

Located across the country – Lebanon – in the different projects identified areas and agreed on with AFDC communication team.

4. Contract Mechanism & Terms of Payment

A formal “Provision of Service Contract” will be negotiated with the responsible offeror that is judged to be most advantageous to AFDC and, if endorsed, the offeror will begin work on the project.

All project payments will be set in Fresh U.S. Dollars.

Payments will be made monthly upon receipt of above-mentioned deliverables.

5. Minimum Qualifications

The expert should possess the following competencies, skills, and experience:

- Degree in photography.
- 5 Years of relevant experience in performing similar tasks.
- Good knowledge in Adobe Photoshop and Adobe Premiere.
- Ability to work in a team, to respond positively to critical feedback, and to possess a consensus-oriented approach to work.
- Excellent capacity to engage local communities.
- Strong organizational skills and attention to detail.
- Ability to deliver on time and under tight deadlines.
- Proficiency in Arabic, and English. French is a plus.
- Offerors submitting proposals must be Lebanese and not have been identified as a terrorist

6. Proposal Representation

The selection committee will evaluate the Offerors based upon their written technical and cost proposals. Each section will be evaluated according to the criteria for evaluations in **Section 8**. Offerors are expected

to examine the specifications and all instructions in the RFS. Failure to do so is at the Offeror's risk. Interested Offerors must provide the following:

A. Technical Requirements

- Individuals Resume
- Portfolio
- Description and Pictures of Previous Similar Projects

B. Cost Proposal

The proposed budget will be made based on a four-week period of time (one month approx.) will have sufficient detail to allow evaluation of elements of costs proposed. Please label your budget with the name of the currency. AFDC reserves the right to request any additional information to support detailed cost and price.

7. Proposal Submission

All responses to this RFS must be received no later than the submission deadline on the cover page of this RFS. Offerors must submit their offers through email (insert RFS # in Subject) to:

Association for Forests, Development and Conservation - AFDC	
Attention	Ms. Alexandra Tara El-Khoury
Email Address	procurement@afdc.org.lb

Faxed offers are not acceptable.

8. Criteria of Evaluation

AFDC will evaluate proposals using the following criteria:

Individuals Resume	15
Samples of Work	10
Portfolio	10
Past Experience/Previous Similar Work	15
Cost Proposal	50

9. Terms and Conditions

A. Late Submission

Proposals received after the submission deadline stated in the cover page of this RFs may not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. A late offer will be considered if the cause was attributable to AFDC or its employees/agents, or if it is in the best interest of AFDC.

B. Modification of RFS Requirements

AFDC retains the right to terminate the RFS or modify the requirements upon notification to Offerors.

C. Withdrawal of Proposals

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. Right of Negotiation and Acceptance of Proposals

This RFS represents a definition of requirements and is an invitation for submission of proposals. AFDC reserves the right to fund/award any or none of the submitted proposals. No commitment is made, either expressed or implied, to compensate Offerors for costs incurred in the preparation and submission of their proposal.

AFDC may reject any proposal that is nonresponsive. A responsive proposal is one that complies with all terms and conditions of the RFS. A proposal must be complete, signed by an authorized signatory, and delivered no later than the submission time and date indicated on the cover sheet of this RFS. AFDC may reserve the right to waive any minor discrepancies in a proposal.

AFDC reserves the right to issue an award based on the initial evaluation of proposals without discussion. AFDC also reserves the right to enter into best and final negotiations with any responsive Offerors for all or part of the proposed scope.

E. Validity of Offer

Proposals submitted shall remain open for acceptance for 30 days from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information. If the Offeror is awarded the contract, all information in the RFS and negotiation process is contractually binding.

F. Intellectual Property Rights

All tangible or intangible property created or acquired under this contract shall be the exclusive property of AFDC and the donor. The term "property" includes all data and reports associated with this engagement.

10. Attachments

Appendix A: Technical Proposal Submission Sheet *(to be signed and submitted with the technical documents)*

Appendix B: Budget Sheet

Appendix C: Requirements Checklist *(for offerors record)*

Appendix A. Technical Proposal Submission Sheet

(Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFS prevail over any attachments. If your proposal is not authorized, it may be rejected.)

Date of Proposal Submissions:	
RFS Number:	016-2021-Photographer
Offeror Name	
Offeror Signature	

We offer to provide the services described in the Scope of Work, in accordance with the terms and conditions stated in Request for Service referenced above. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified.

The validity period of our proposal is _____ days/weeks/months from the time and date of the submission deadline.

Appendix B. Budget Sheet

Quotation #:

From:

Date:

Name:

Address:

Attention: Procurement Department – AFDC

1st floor, bldg. 245, 10 Sagesse St, Jdeideh, Metn, Mount Lebanon, Lebanon

Subject: RFS-016-2021-Photographer

The below table should include a monthly budget offer considering that the camera and the field car will be provided by AFDC, in addition to on-field facilitation through an AFDC communication team member.

Assignment	Work Description	Quantity	Amount (currency)
Coverage Trip	Photograph and shoot on-site works	4	
Photo Editing	Professional edited photos	120	
Video Editing	60 seconds of HD video	1	
Captions	Subtitling of Arabic material in English and/or French	Per video	
TOTAL			

Amount in words:

In case under specific circumstances AFDC couldn't provide basic equipment (camera kit) or needed extra equipment (mic, basic lighting), kindly fill the table below on a daily basis budget for these add-ons.

Add-on	Description	Amount (currency)
Personal Camera	On-site use of the photographer's personal camera kit	
Basic Lighting	For internal shots (i.e. training session)	
Microphone	For specific HD recordings if needed (i.e. interview)	

In case under specific circumstances AFDC couldn't provide a field car, kindly provide us with your preferable method for reimbursement of personal car use.

Payment terms and methods: (Add your most preferable payment schedule and payment method)

Any additional terms or conditions are added here.

Name

Signature

Appendix C. Important Notes & Requirements Checklist

(Please note that this section is informal only and acts as a checklist for the offerors to refer to and not to miss any requirement, but it is mandatory that the offerors read the whole RFS document)

Notes:

- Proposal Submission Deadline: March 15, 2021 at 5:00PM
- Scope of work is available in section “3-A”
- Geographic Location: Located across the country – Lebanon
- Minimum qualifications are available in section “5”
- Evaluation criteria is available in section “8”
- Preferable validity of offer: 30 days

Requirements Checklist

Requirements for the Technical Part
Response to Request for Service (<i>Appendix A</i>)
Individuals Resume
Portfolio
Description and Pictures of Previous Similar Projects
Requirements for the Cost Proposal
A detailed quotation (<i>refer to Appendix B</i>)