



FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



Invitation to Quotation Implementation Services for the Project 'Youth Resolve 2' Photographer/Videographer Invitation to Bid: GAME-YR-2021003

Beirut, 17 February 2021

Introduction

As part of Youth Resolve 2 Project, GAME will work on building communities' resilience and strengthening social stability through Street-Sports and for the first time in Lebanon, through Street Sports Incubator.

Youth Resolve 2 is the continuation of a project funded by the European Union, through the European Union's Regional Trust Fund, the "EU MADAD" fund, and carried out by World Vision, UTOPIA, DPNA and GAME. The goal of the consortium is to empower youth by providing them with the tools to become leading actors in their communities.

Confidentiality

GAME will treat the content of all tenders/quotations as being confidential and information provided in the tenders will be used for the purpose of deciding on the award of a contract as described in this document.

GAME Background

GAME is working for social change through youth-led street sports and culture in Africa, Europe, and the Middle East.

GAME establishes innovative facilities, offers youth-leader's trainings as coaches and role models in street sports and civil society and gives them the opportunity to use entrepreneurship to make positive changes for themselves and for peers and children.

GAME is a top 150 NGO with nearly 20 years of experience in lowering the threshold to the positive social communities of street sports and culture. Together with likeminded partners GAME is empowering children and youth from vulnerable areas and refugee settings.

Scope of Work

GAME is seeking a Videographer to document all GAME activities and events, while providing high quality content videos and pictures.





FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



GAME is looking for an organized and creative Videographer to work with our creative team to plan, film and edit videos and pictures from GAME events and activities.

The Videographer's responsibilities include ensuring that the necessary filming equipment is available for use, directing other camera operators on the location and editing film footage.

Videographer Responsibilities:

- Lead the events shooting plan.
- Ensure that equipment is present and working.
- Ensure high quality pictures and videos.
- Work closely and actively with the GAME Lebanon team.

Deliverables:

- Film videos and take pictures on the location.
- Edit footage and pictures in post-production.
- Document several listed activities and their reoccurrence+ editing:
 - GAME Playmaker Camps
- + 2 reach out videos
 - GAME Finals Events
 - Street Sports Incubator Start-up Camps
 - Street Sports Incubator process
 - Refurbishment of public spaces
 - Street Sports activities in the GAME Zones (public spaces for sports) once a year in multiple GAME Zones
- 2 Wrap-up videos documenting the project's activities+ short versions.

Videographer Requirements:

- Excellent computer literacy.
- Proficiency with editing software such as Photoshop, Premiere, ...
- Excellent interpersonal skills.
- Have good quality camera equipment.
- Proficiency with camera equipment.
- A strong portfolio.
- Experience in documenting live events.
- Excellent communication skills.
- Ability to work methodically and meet deadlines.



FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



General Terms and Conditions

GAME will accept the most appropriate offer based on experience, expertise, and cost effectiveness.

GAME will not be liable for any costs or expenses incurred in the preparation of a tender or quotation.

Conflict of Interest

Any conflicts of interest involving an applicant must be fully disclosed to GAME. Failure to disclose a conflict may disqualify an application or invalidate an award of the contract.

Contract Period

The contract shall start the date of awarding for a period of 27 months, with an expected 200 working hours for the whole contract period.

The division and expected working days on the project are:

- Video and photo documentation: 120 hours
- Editing: 70 hours
- Planning: 10 hours

Subtotal: 200 hours

Intellectual Property

Any concept, digital development, guidelines, or other material developed during the contract will be considered a copyrighted property of GAME.

Application, Documents and Offer

Applicants apply through this [Link](#). The needed documents to be uploaded in the link.

Administrative documents:

- CV
- Copy of tax registration (If registered)
- Copy of ID of the consultant
- Bank account details if payments through banking system

Technical documents:

- List of equipment provided
- Detailed work plan



FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



- *Portfolio*
- *Any other information considered useful*

Financial documents:

- *Proposed quotations, rate/hour*
- *The currency for the bid shall be in US Dollars*
- *All duties, taxes and other levies payable by the Bidder under the Contract, or for any other cause, as of the date of the deadline for submission of bids, shall be included in the rates and prices.*
- *Any other expenses such as insurance, transportation, or phone bills should also be included in the above rates and prices. No additional expenses will be covered.*

Kindly apply through your own templates.

Process

Applicants apply through this Link, then bids will be reviewed in 7 days after the bid closing date. GAME procurement committee will take a decision to interview a maximum of 3 bidders who are technically qualified based on their financial offer to discuss the services they are offering.

After the interviews, GAME procurement committee will offer the contract to the best applicant and offer.

Evaluation Criteria

The evaluation of the technical bids, submitted by consultants/consultancy firms, would be conducted according to the following criteria: Professional Experience, Experience in videography and photography, educational qualifications, experience in Lebanon and quality of technical proposal.

Contact for Clarification

For clarification you can contact Mrs. Lynn Hajj via email: lh@game.ngo or call GAME Lebanon office on +96176795954 to appoint a clarification meeting.

Deadline





FUNDED BY THE EUROPEAN UNION
بتمويل من الاتحاد الأوروبي



- In case the Videographer is not registered with Ministry of Finance, a deduction of 7.5 % should always be considered.
- Deadline for the submission and Questions is February 23, 2021 04:00 PM Lebanon Time since the deadline of Submission offers is February 26, 2021.
- Deadline for the submission of Offers is Friday, February 26, 2021 11:59 PM Lebanon Time.
- Any Offer received after the deadline (Friday, February 26, 2021 11:59 PM Lebanon Time) will be rejected.

