**ANNEX B**

**RFP/BEL/2021/001**

**VIDEOGRAPHY SERVICES**

**Technical Offer Form**

|  |  |
| --- | --- |
| **Bidder must enter these details here:** | |
| Name of Company |  |
| Address |  |
| Tel. |  |
| Email |  |
| Contact name and job title |  |
| VAT no.: |  |
| Contractor number |  |

**Technical Offer Information Form**

For the establishment of a Frame Agreement with an initial period of two (2) years with a possible extension of one (1) year based on satisfactory performance for the provision of Videography Services.

Please provide detailed information on the topics numbered below. Please use the text boxes only for your reply. There is no limit to the amount of text you enter for each item, but we encourage you to be as concise and precise as possible, providing as many arguments as possible to defend your proposal for this project.

Information can be copied and pasted in the separate boxes below.

Please include relevant supporting references. If needed, you can add weblinks to on-line materials in the text boxes. Please do make sure these weblinks are accessible to external users evaluating your proposal. The links may be password protected, but please make sure this does not impede accessibility.

|  |  |
| --- | --- |
| 1. **Company description** | Maximum no. points |
| * 1. Provide   a. Company profile (this can be a link to a description of your services on your website.) | 1a: 5 points |
| b. Valid registration certificate with the relevant authorities | 1b: 5 points |

|  |  |
| --- | --- |
| 1. **Company’s qualifications** |  |
| 2. Describe your creative, technical and managerial capacity (including how many staff or other resources you would allocate to each videography project) | 5 points |
| * + - 1. Please provide proof of high-quality original videos that your company has produced (provide links). | 1. points |
| 4. Please provide a list of 3 clients and their contact details (name of focal point, title, agency, phone number, email) for whom your company has successfully completed short video clips within the last three years. | 5 points |
| 5. Describe in a few lines any experience you may have with filming refugees and other persons of concern to UNHCR (any specific situations you may have encountered when filming these persons and how you may have coped with this). | 5 points |
| 6. Describe in a few lines any creative ideas on how you might persuade the general public to welcome refugees. | 5 points |
| * + 1. Describe your ability to script and film people in Belgium and other neighboring countries in English, French and Dutch (ability to supervise production in other languages is an asset). Please include links to successfully completed short video clips created in English, French and Dutch or in other languages (whether for voice-over or subtitling). | 10 points |
| * + 1. Relevant experience: scripting films. Describe how you would approach development and clearing of scripts and finished films. | 5 points |
| * + 1. Provide links to any videos that you have reformatted for use on social media (vertical, horizontal or square formats). | 5 points |
|  | **TOTAL: 60 points** |

Further reference to the Technical Offer evaluation criteria is made in Section 2 of the Request for Proposal.