

**RFP/BEL/2021/002
ANIMATED VIDEO PRODUCTION
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 animated videos.

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.

A. Company qualifications	Maximum no. points
Experience of animation production with UNHCR or similar organisations	05 points
Relevant experience	10 points
Expertise in services described in section III (b) our required service	10 points

Ability to take on work at short notice will also be an essential requirement	5 points
B. Proposed services	
Comprehensiveness of submitted written proposal	5 points
Quality/Creativity of proposed concepts and all other services offered	15 points
C. Personnel qualifications	
Seniority and experience of the staff assigned to the project based on the written submission	10 points
	TOTAL: 60 points

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