



Request for Quotation (RFQ)
for Filming and video production

Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st 1901, domiciled at "138, avenue des Frères Lumière – 69371 Lyon cedex 08, France" and registered in Rwanda under RGB with the registration number TIN No 100600244, Kicukiro sector, Kicukiro District, Kigali City, P.O. Box 747 KIGALI.

Preamble

- HI is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

B. Requirement/ Technical Specifications

Please submit your quotation for the translation of the video listed items below. Your quotation should be in the template attached as Annex 1 (Vendor submission template).

No	Items	Specifications/ Requirement	Unit	Qty
	1. Video 30 min 2. Short Video 6 min	Video documentary shooting at Nyamasheke District and Rutsiro District for 10 days 1. Video editing and production for 30 min 2. Video editing and production for a short video 5 min 3. Subtitle the video translation of the video from Kinyarwanda to both English and French and sign language 4. Recording might be done by one person as a narrator or many persons	Day	10 days

Please take note of the following requirements and conditions pertaining to the supply of the above-

mentioned supplies:

All documentation shall be in these languages	English or French
Exact Address of Delivery Location	Federation Handicap International KICUKIRO, KK 10 Ave, IMELA HOUSE – 2nd Floor B.P.747 - Kigali- Rwanda
Administrative Requirements	Service Provider to provide the following as part of his submission: - Business registration - Valid Tax clearance certificate (RRA) - VAT Registration certificate - Valid RSSB clearance certificate - EBM invoicing system - Three Good completion certificates for a similar type of work (Audio &Video production) - Bank details (Account name, account number, and bank name) - Payment conditions - Signed HI Declaration of acknowledgment of policies, ethics and adhesion to the HI code of conduct

C. Eligibility

In order to be considered for the award, Service Provider must be currently legally operating in Rwanda and the quotation must include all of the following information:

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items specified in Section B no later than the date(s) required.

D. Submission Instructions

- The following information is to be included by Service Provider in the quotation:
 1. A completed copy of the coversheet is attached to this RFQ
 2. Quoted price for each item specified in Rwandan francs. (This price should be inclusive of all taxes if applicable).
 3. Validity period of offer (Offer should be valid for at least 90 days)
 4. Payment modality: HI is preferable payment after delivery of goods by Bank transfer
 5. Delivery period after PO issue
 6. The Quotation must be on official letterhead with an authorized signature and stamp
 7. Specifications of the products offered in section C fully addressed
 8. Warranty and information for the product can be included as an attachment to the quotation cover sheet
 9. Respect of HI Institutional Policies: Disability, Gender and Age, Child protection, anti-fraud and corruption, (Remember to sign on each policy and send them together with your offer).

Electronic submissions must be received at the address specified below by **March 30th, 2023, 5:00 PM**, Rwanda Standard Time, and please make sure that the submission is titled with the exact same solicitation reference number stated above.

Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org. Quotations should not contain any unnecessary promotional material or elaborate presentation. Service Providers must not submit zipped files. Those pages requiring original manual signatures should be scanned and

sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

- Quotes must contain a completed quote cover sheet (Attachment 1)
- Proposals submitted through hard copy will not be considered.
- Quotations received after that time or at a different address may not be accepted
- All quotations and delivery dates shall be valid for a period of ninety 90 days following the submission due date mentioned above.

E. Terms of Reference

- Necessary qualification, knowledge, and skills required for filming, short & long video production
- Ability to deliver a high level of work within a given time frame
- Capacity and necessary tools/ software for professional-grade filming, short video production
- Submit samples of work done along with RFQ for review -provide link to website and /or on line portfolio or past work, if any.
- Work under the guidance of HI for the filming
- Name and contact information of at least three previous clients who could be contacted to provide reference for past/ongoing work

F. Evaluation Criteria

HI will award a contract resulting from this solicitation to the responsible vendor whose quote will be the best value for HI, price, and other factors considered.

The following factors shall be used to evaluate offers:

- Technical capability of the item offered to meet the HI 's requirements.
- Administrative evaluation
- Financial evaluation.

F. Terms and Conditions

Disclaimers

- HI reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. HI may cancel the solicitation at any time
- HI may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by HI.
- HI reserves the right to disqualify any quotation based on vendor's failure to follow solicitation instructions.
- HI will not compensate Service providers for their response to the solicitation.
- HI reserves the right to issue an award based on initial evaluation of applications without further discussion.
- HI may contact Vendors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- HI may contact listed past performance references without notice to the Vendor. HI also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
- By submitting a proposal, the Vendor confirms he/she understands the terms and conditions.
- Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by

the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Melanie GEISER

Country manager

