**Request for Quotations**

**Production of a Promotional Video**

**Ref: RFQ/01/2022**

**UPDATED ON WEDNESDAY 9TH FEBRUARY 2022 TO EXTEND THE DEADLINE**

To whom this may concern:

We kindly request you to submit your quotation for the Production of a Promotional Video, as detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **noon of Friday 18th February 2022** CET via email info@arc.org.mt.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by ARC after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned service.

|  |  |
| --- | --- |
| Delivery Schedule | Required |
| Currency of Quotation | EUR | € | Euro |
| VAT on Price Quotation | Please quote Exclusive of VAT and other applicable Taxes |
| Deadline | 12:00hrs CET of Friday 18th February 2022 |
| Language of documentation | English |
| Duration of Final Video: | Not less than 60 seconds and not more than 90seconds |
| Documents to be Submitted | * Copy of Business Registration Certificate
* Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;
 |
| Partial Quotes | Not Permitted |
| Payment Terms | 25% upon signing of Agreement25% upon submission of first draft50% upon submission of final version |
| Period of Validity of Quote | 30 Days |
| Evaluation Criteria | Technical responsiveness;Full compliance to requirements;Price reasonableness in comparison to experience  |
| Contact Details | Clayton Mercieca19, Allied Rainbow CommunitiesTriq San MarkValletta, VLT1362VAT: MT2304 2632Email: info@arc.org.mtMob: +356 9927 2999 |

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of ARC’s requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

ARC is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

**Annex 1:**

Terms of Reference (TOR)

**I. Scope of Service and Expected Outputs**

ARC would like to have at its disposal an ‘elevator pitch’ video targeted to generic audiences, potential sponsors, benefactors and members to explain what ARC is and what it does. To this end, the organisation is seeking to produce a 60 seconds to 90 seconds promotional video of the highest professional standards.

**Technical Specifications**

1. Shooting format - minimum 1080p, HDV
2. Duration of video: minimum 60 seconds, maximum 90 seconds
3. Compatible versions for various devices and social media platforms, namely: Websites, Digital Screens, Facebook, Instagram, Reels/Tiktok
4. Post production
	1. Professional Software
	2. Computer Graphics Animation/VFX
5. Professional Narrator should be considered
6. Copyright Free Music
7. The video is required to be:
	1. In High Definition (HD) quality
	2. In English Language
	3. With Subtitles in the English Language

**Roles and responsibilities**

1. Develop the video’s overall concept and scenario
2. Consider including  short interview clips from members of the board / chairperson / members
3. Carry out consultations with members of ARC to develop the script and storyboard to be used in the video;
4. Acquire the necessary footage and visuals to enrich the video message.
5. Present a draft video for comments and review of content;
6. Edit the video footage together with video and audio production, graphic designing, colour correction, music and narration of video and all aspects required in the production of final promotional video.
7. Provide raw footage to ARC in a format that can be edited and re-used. ARC reserves the rights on all information pertaining to this video. It shall strictly remain the property of the ARC who shall have exclusive rights over its use.
8. Provide three alternative outro messages to be adapted to different target audiences (e.g. Join ARC, Support ARC, Become a Member of ARC)

**Expected Outputs and Target Completion**

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Target Date** | **Payment Schedule** |
| Submission and approval of storyboard and script | Within 10 days of signing the agreement | 25% |
| Submission and approval of edited draft video in English with subtitles. | Within 25 days of signing the agreement | 25% |
| Submission of master copy (data file) and the final versions of the different screen formats.  | Within 40 days of signing the agreement. | 50% |

**COMPANY EXPERIENCE AND REQUIREMENTS:**

The production firm will be required to have;

* At least 2 years of experience working in assignments in similar field;
* Evidence of having facilitated/performed similar assignments;
* Submit samples containing few video clips or list of links to their productions
* Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production.
* Additional experience in strategic communications will be an added advantage.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

**Financial Offer**

Please quote the Global Amount (Exclusive of VAT/Taxes)

|  |  |
| --- | --- |
| **Description** | **Global Net Amount (EUR)** |
| Production of Video as per TORs |  |

**Company Details**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Number: |  |
| Contact Email: |  |
| Contact Person & Designation |  |
| Business Registration Number |  |
| List of Links / Samples that show case previous productions that demonstrate experience |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]

[Designation]

[Date]