

**RFQ No: RFQ-24-2024**

**Request for Quotations (RFQ)**

**(Documentary Production)**

**Project Title: Just Future**

**Issue on: 16 Oct 2024**

**Closing on: 22 Oct 2024 (Time: 01:00 pm)**

**Introduction:**

**The Liaison Office (TLO)**

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability, and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO’s main areas of activity are Research/Analysis using the do-no-harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarters in Kabul, the organization has a regional office in Paktia-Southeast, a provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID), and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, Cordaid, UNICEF, SIDA and ECW.

**Activities/ Tasks:**

**Term of Reference (ToR)**

**Overview:**

This request for proposals (RFQ) intends to identify qualified videography teams to produce numerous films that highlight the accomplishments and visual effects of the Just Future program across eight (8) Provinces of Afghanistan.

**Scope of Work:**

1. **Produce a full-Fledged Video Documentary:**
	* Produce a comprehensive documentary showcasing the activities of Just Future in 8 provinces (Paktia, Khost, Nangarhar, Herat, Balkh, Bamiyan, Kandahar, and Kabul). The activities will be filmed between October 15, 2024, and December 31, 2024 (3 months).
	* Highlight the impact of Just Future initiatives on local communities, emphasizing stories of beneficiaries and their experiences.
	* Demonstrate the sustainability of project activities and how they contribute to long-term community development.
	* Include interviews with key stakeholders, local leaders, and community members to provide diverse perspectives on the program’s relevance and effectiveness.
2. **Produce a Short Documentary on Small Grants:**
* Create a concise documentary film highlighting the small grants awarded through the Just Future program across the aforementioned provinces.
* Showcase success stories from grant recipients, illustrating how the funding has enabled positive change in their communities.
* Discuss the criteria for grant selection and the process, emphasizing transparency and community involvement.
1. **Produce a documentary on Outcome 2:**
	* Develop a short documentary focused exclusively on the outcomes related to Outcome 2 of the Just Future program.
	* Present measurable results and case studies that demonstrate the achievement of specific objectives within Outcome 2.
	* Illustrate how these outcomes have influenced social dynamics and improved livelihoods within the targeted areas.
2. **Produce a documentary on Outcome 3:**
* Produce a short documentary detailing the outcomes associated with Outcome 3 of the Just Future program.
* Capture testimonials from participants affected by these outcomes, highlighting their personal transformations and community benefits.
* Discuss the lessons learned and best practices derived from implementing Outcome 3.
1. **Produce video clips on Jirga and Shura Procedures:**
	* Prepare a clip demonstrating the informal justice procedures in Afghanistan, emphasizing the judicial processes relevant to the program.
	* Include narratives on how these legal processes impact the community and support the objectives of the Just Future program.
	* Showcase the role of Just Future in facilitating access to justice and legal awareness in the targeted provinces.
2. **Impact Assessment:**
	* Each documentary should incorporate an analysis of the impact of Just Future initiatives, including before-and-after comparisons and statistical evidence where applicable.
	* Discuss how the activities align with local needs and priorities, reinforcing the program's relevance.
3. **Sustainability and Future Directions:**
	* Highlight the sustainability strategies employed by the Just Future program to ensure continued benefits for the communities beyond the project’s lifecycle.
	* Explore potential future directions and partnerships that can enhance the program’s impact and reach.
4. **Visual and Narrative Quality:**
	* Ensure all videos and documentaries are of high visual and narrative quality, adhering to professional standards to effectively convey the program's messages.
	* Use engaging storytelling techniques to captivate the audience while delivering informative content.
5. **Community Engagement:**
	* Involve community members in the documentary-making process to ensure authentic representation of their stories and insights.
	* Highlight community-driven initiatives and the participatory approach of the Just Future program.
6. **Professional Photography:**
	* Capture high-quality photographs of all activities conducted across the eight provinces. Images must be professional and suitable for publication.
7. **Kabul-Based Videography:**
	* Videography must be centered in Kabul, with coordination from branches or members in each of the target provinces.
8. **English Translation Capacity:**
	* The videography team must have the ability to translate videos into English to ensure accessibility for international stakeholders.
9. **Travel Capacity:**
	* The videography team must be capable of traveling to all eight target provinces and accessing remote areas where project activities are implemented.
10. **Budget for Travel and Expenses:**
	* Travel costs and related expenses are not covered; these must be included in the project budget.
11. **Expertise Requirement:**
	* Bidders must demonstrate extensive experience in producing similar documentaries, including a portfolio of past projects that reflect high production quality.
12. **Technical Proficiency and Past Experience:**
	* The videography team must possess advanced technical skills in video editing, sound design, and graphics, ensuring high-quality production standards.
	* Experience of having similar assignments in the past.
13. **Timeliness:**
	* RFQs must include a detailed timeline for the completion of all documentary films, ensuring adherence to deadlines and milestones.
14. **Stakeholder Engagement:**
	* Bidders should outline a strategy for engaging with stakeholders during the filming process to ensure an accurate representation of the program's impact.
15. **Post-Production Review Process:**
	* The proposal must describe the post-production review process, including how feedback will be incorporated into the final products to ensure they meet organizational standards.
16. **Sustainability Focus:**
	* The team should highlight how they will address sustainability within the documentaries, showcasing the long-term impact of the Just Future program.

**Eligibility, Evaluation, and Requests for Information**

Only those companies that:

* Possess a valid business license
* Interested parties must submit their proposals, including a detailed budget, timeline, and examples of prior work, by 21 Oct 2024. Proposals that do not meet the above criteria will not be considered.

This RFQ aims to ensure that only the most qualified teams apply, with a strong focus on quality, sustainability, and adherence to the objectives of the Just Future program.

For their bids to be considered “responsive” and be evaluated for award, qualified Offers must:

1. Submit all information required below on or before the time/date mentioned.
2. Demonstrate the capability (supported by client references and/or literature) to meet the requirements specified in the Statement of Work.

**Content and Format of Your Proposal**

For TLO to conduct the most efficient analysis of proposals received, please format your response as follows:

1. A letter of transmittal confirming:
	1. Your company’s status as a licensed firm with AISA/Ministry of Commerce.
	2. The validity of your proposal/Quotes for a minimum of Ninety (90) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company’s behalf.
2. A discussion of your approach to providing the required services. You must meet ALL the requirements.
3. A description of your company’s capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.
4. The successful offer will receive a fixed-price contract for the period stipulated in this RFP. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by TLO.

Rates should be presented in **USD.**

**TIME FRAME**

The purpose of this RFQ is to identify and hire a vendor to provide the above-listed services.

**Service / Product Delivery and Payment Terms**:

* **Payment method:** The supplier will be paid through a bank Account/Cheque after satisfactory Service completion (no advance payment to the vendors).
* **Delivery timeline:** Kindly provide on business letterhead.
* **Mode of Shipment:** N/A
* **Head Office Address:** House # 38, Street # 06, Taimani Watt Kabul-Afghanistan and Contact number +93 (0) 700009070.

**Submission of Quotation:**

The deadline for submission of sealed hard copies of offers is 21 Oct 2024/ 01:00 PM Local Time. (Kabul, Afghanistan time) at the address: House # 38, Street # 06, Taimani Watt Kabul-Afghanistan. Please reference this **(TLO-RFQ-024-2024)** on the sealed envelopes.

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of Ninety (90) calendar days.

**Questions and Clarifications**

Any questions/clarifications should be submitted by email to **Yama Aman** (yama.aman@tlo-afghanistan.org) & Shoaib Arsalan (Shoaib.arsalan@tlo-afghanistan.org) by 2:00 pm (Kabul, Afghanistan time) on 20 Oct, 2024.

**Prices & Terms of Contract:**

Vendors must quote the price in **USD.** The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax **(currently 2%)** on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if the supplier cannot provide the registration certificate or the registered certificate is against to their business. If still awarded for the contract in this case (**7% tax)** will be deducted from the total amount of the contract and will be deposited to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.
2. Your quotation will be accepted, and payment will be proceeding as per your business title.
3. The Liaison Office pays for any kind of supply and service; Account payee checks by the name of your company, not by the name of the person (this is not an open check).
4. The penalty applies to the selected company in case of late delivery.
5. You should have a Bank account according to your business title.
6. Your quotation should be signed and stamped.
7. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

**Please Mark:**

1. **I certify that I’ve provided a quote and agree with your payment terms and conditions.**
2. **Total Completion calendar days ( ).**

Signature and or stamp:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_