

14.02.2024

Invitation to tender**Implementing and Producing Media Materials****Background:**

The Palestinian Association for Empowerment and Local Development—REFORM is a Palestinian NGO that works in the fields of empowerment, local development and social transformation. It seeks to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized hard-to-reach groups and community activism. It seeks to promote equal access to public utilities by empowering young men and women while establishing a reliable database for political and administrative decision-makers in Palestine.

REFORM is inviting media companies to a centralized tender for implementing and producing media materials for the year 2024. Offers must be submitted in signed/ stamped and sealed envelopes no later than Thursday 22.02.2024, 3:00 PM.

General specifications:

- At least 3 years of professional experience in the photography, video making and infographics fields.
- At least 3 years of experience in montaging and shooting films
- Ability to take photos during the training and implementation of the events.
- Ability to add narration or music to the videos.
- Ability to add rashes (photos or videos) to the videos.
- Ability to add infographic to videos and posters.
- Ability to modify images and clips according to high standards using different editing software.
- A portfolio of previous work (videos, photographs, social media posters, infographic, 3D animation videos, and montage).
- Only registered companies can apply.
- Has the essential staff and capabilities or creative directors, videographers, and technicians, to design and produce the required photos, videos and infographics.
- The winning company must visit the event's location before the implementation day for examination.
- Previous experience in working and producing videos for NGOs.



- The winning company must be ready for making the amendments – if any- requested by REFORM.
- Ability to attend meetings with REFORM's team or other related parties.
- Ability to add translation/ subtitles from Arabic to English on the videos (REFORM will be responsible of the translation).
- Ability to add REFORM and donor's logos and disclaimers as required.
- Ability to issue ZERO VAT invoices when needed.

Notes:

- Offers must be valid for the year 2024, with ability to extent for two years.
- Payments will be made within a month after the accomplishment of the duties.
- Advertisement fees will be paid by the winning company.
- REFORM will study your Technical offer and calculate your grades. Only short listed candidates whose technical grades are higher than 45% will be financially evaluated.
- Awarding is not required at the lowest prices but within the institution's policy.
- The winning company must visit the event's location before the implementation day for examination.
- Copy rights are reserved for REFORM at all times.
- REFORM maintains its right to end the contract, if any of requested specifications were not met.
- Reform has the right to request technical changes on items required/videos taking into consideration prices submitted
- The chosen company is responsible to provide REFORM with the mentioned items when requested.
- The chosen company has to follow up and coordinate with the project team & Campaign coach when needed.
- The chosen company has to submit photographs and videos on USB/ any other requested media to the association within a two-week time.
- The chosen company must ensure pre-production filming and post production at the highest quality.
- The chosen company must troubleshoot technical problems, if any.
- REFORM is not obliged to order producing all mentioned items. Number of items will be decided later, and many items may be requested more than one time.

Submission criteria:

- Companies must submit both technical offer and price offer in ILS, latest by Thursday, 22.02.2024, 3:00 PM.
- Submission must be by hand at our office - The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al



- Technical offers must include the following:
 - Valid deduction at source certificate.
 - Official letter to state your ability to issue ZERO VAT invoices.
 - Company profile.
 - Company pages on social media.
 - Samples of previous work to be submitted on a USB each file must be named after the item's type.(please cover the required items in this invitation)
- Financial offers must be submitted on the below prices table.
- All financial offer pages must be stamped.

Revision criteria:

All offers will be reviewed based on the following:

Accept/ reject offer criteria:

All the following must be met in order to accept the offer:

1. The offer is submitted by hand at our office - The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah.
2. The offer is submitted in stamped/ signed and sealed envelope.
3. The company is registered and has valid deduction at source certificate (the certificate must be included in the offer).
4. **The company states it has the ability to issue ZERO VAT invoices when needed.(please attach an official letter to state your ability to issue ZERO VAT invoices)**

Evaluation criteria:

If the offer is accepted, it will be evaluated based on the below table:

Criteria condition	Weights
At least 3 years of professional experience in the photography, video making and infographics fields.	20%
Samples of previous similar work	30%
Previous experience in working and producing videos for NGOs	10%
Financial offer	40%
TOTAL	100%

For more information, please do not hesitate to contact REFORM on the following contact details: Telfax: 02-2966645, Email: Info@reform.ps

Thank you for your kind cooperation,

Sincerely yours,

Mona Morrar

Procurement coordinator



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