



The First MicroFinanceBank
اولین بانک قرضه های کوچک

Request for Quotation

Title of Assignment

Production of Housing Documentary Film

July-2018

Quotation Serial Number: 01

Quotation Issue Date: 01 July-2018

Date: 01 July-2018

1. FMFB-A has received a grant from MISFA/World Bank to expand the scope of its existing “Construction Advisory Service” and familiarize its incremental housing clients with safe construction practices resulting in an enhanced quality of life. The bank intends to implement a housing technical advisory program in 10 branches with the help of Technical Officers (civil engineers) to provide clients with technical advice on house structure intervention projects as well as to disburse the loans.

Your quotation must be delivered to FMFB-A Office or through email to the address given below on or before (15 -July -2018 at 2:00 pm)

Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for **Production of Housing Documentary Film**, and do not open before [15 July 2018].

Address:

The First Microfinance Bank

House # 14, Street # 4, Ansari square, kolola Pushta Road, Kabul – Afghanistan

Email: homayoun.niksear@fmb.com.af

Tell No: 0093 -7999238280

2. All quotations must be valid for a period of forty-five (45) days from the closing date of the Request for Quotations.
3. The quotation shall be completed and signed by an authorised representative of the Service provider.
4. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The Service provider should furnish the documents, showing it is business registration in Afghanistan.
6. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - a. Sales tax in connection with the sale shall be shown separately.
 - b. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - c. The Prices shall be quoted in Afghani only.
7. Quotation(s) not complying with these terms and conditions and the specifications, shall be treated as non-responsive and shall not be considered for further process.

**TERMS AND CONDITIONS FOR THE PRODUCTION OF HOUSING DOCUMENTARY
FILM**

The Terms and Conditions hereinafter June only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the service provider shall form any part of the Contract:

1. The duration of the assignment would be for forty-five (45) days, inclusive of at least 30 working days. The exact commencement and end date would be specified in the contract which will be signed with the Service Provider.
2. Payment shall be in three installments against the following schedule:
 - 1st installment of 20% on finalization of script of the assignment,
 - 2nd installment of 40% upon submission of an acceptable draft video, and
 - 3rd installment of 40% final payment upon submission of the final outputs, incorporating suggestions and recommendations from relevant FMFB-A staff.
3. The client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
4. Fixed price: The price quoted by the service provider will be fixed during the entire duration of the contract and no adjustment in the quoted price will be made for the duration of the contract.
5. The Purchaser shall give notice to the Service Provider stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunities to the Service provider to inspect such defects.
6. Upon receipt of such notice, the Service Provider will be responsible, within a maximum period of 10 days expeditiously re-do or replace the defective Services, at no cost to the Purchaser.

EVALUATION OF QUOTATIONS

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:

- (a) Meets the eligibility criteria;
- (b) Has been properly signed;
- (c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Service provider shall attach the following documents to its quotation:

- Similar experience in production of at least three documentaries, preferably of development projects.
- Local companies/firms must be registered with AISA
- Extensive experience in producing development work related documentaries for international organizations with the aim of reaching both local and international audiences.
- Excellent technical skills (state of art filming equipment preferably High Definition) to ensure high quality production;
- Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.
- The interested Production Firm shall provide information and/or a sample documentary showing their past performance.
- Documentaries of similar nature produced by the Consultancy Firm as work sample must be submitted in DVD format along with hard copies of proposal. Quality of previously produced documentaries is a part of evaluation criteria.

SCOPE OF WORK (SOW) FOR CONSULTING ASSIGNMENT HOUSING DOCUMENTARY/SHORT FILM PRODUCTION

Background

Founded in 2003, The First MicroFinance Bank, Afghanistan (www.fmfb.com.af) is part of the Aga Khan Agency for Microfinance (AKAM), which has programmes in over 10 countries throughout the developing world. FMFB-A's vision is to be recognized as the leading microfinance services provider contributing to poverty alleviation and economic development through the provision of sustainable financial services primarily targeting micro/small businesses and households. The bank provides credit and deposit products to a wide range of clients including micro, small and medium enterprises along with commercial banking and international remittance services. The bank is also a member of the Global Alliance for Banking on Values (GABV) - an independent network of banks using finance to deliver sustainable economic, social and environmental development. Our Values-Based Banking agenda focuses on providing affordable financial services that promote entrepreneurship, agriculture, incremental housing and clean energy in Afghanistan.

FMFB-A has received a grant from the International Development Association IDA/World Bank to expand the scope of its existing “Construction Advisory Service” and familiarize its incremental housing clients with safe construction practices resulting in an enhanced quality of life. The bank intends to implement a housing technical advisory program in 10 branches with the help of Technical Officers (civil engineers) to provide clients with technical advice on house structure intervention projects as well as to disburse the loans. The TOs will be responsible for imparting awareness amongst clients on seismic resistant construction, thermal and energy efficiency, and basics of sanitation. The Bank will also more construct demo houses in select districts, where clients will be able to experience and understand how to construct, add units or renovate the structure of their house. The program will be driven by a Project Manager to be based in Kabul, Afghanistan at FMFB-A's Head Office.

For this purpose, FMFB-A would like to hire the services of a Video Production Company for developing a video documentary (English, Dari - with subtitles) that will resonate with a broad audience to highlight the housing loan and technical advisory services. The film documentary should include client testimonials, staff interviews and highlight good practices at FMFB-A.

Summary of Scope of Work

The purpose of this assignment is to identify an experienced Video Production Company/Consultancy Firm specializing in documentary film making to produce a documentary/short film for FMFB to highlight its housing program in general and technical advisory services in particular. The Consultancy Firm will work with bank staff to identify, film and produce stories covering the positive impact of incremental housing on clients' quality of life.

Under direct supervision of the Business Strategy and Marketing team at FMFB-A, the Consultancy Firm will produce a high quality, 10 - 12minutes documentary (suitable for broadcast on TV channels and uploading on social media) showcasing FMFB` housing program and impact of technical advisory on client's quality of life.

The documentary film will include graphics, narration, and interviews with select beneficiaries, branch staff, technical officers and officials from external partners, such as the MISFA/AMA and/ or major donors.

The following post-award, the Consultancy Firm will be required to:

- Develop the documentary film's overall concept and scenario (incl. script and storyboard to be used in the film)
- Based on the agreed concept note, script/screen play will be presented. These will be word documents with clear narrative of the prospective visual references and music themes, etc. Firm must submit English and Dari scripts.
- Based on the agreed script, the Consultancy Firm will develop the day wise production schedule, which will be presented for the approval of the project. This shall include a schedule of the filming days as well as the timelines for post-production activities and the date for final submission. This will be a word/excel document.
- Visit the project sites and interact with the local communities who've been impacted by the Housing loan to get context.
- Perform appropriate video filming and shoot interviews with the major beneficiaries and stakeholders
- Share draft video for FMFB's review and comments will be done in 2-3 rounds. The draft films will be shared on DVD/USB format; final videos will be delivered in DV Cam format
- Submit 25-30 still photographs of the initiative, after due photo editing and proper labeling. (The vendor will discuss photo opportunities with FMFB before conducting the photo shoot.)
- Present a complete documentary film version, and hand over 2 master copies of each version to FMFB-A and two extra copies with the extra footage for future usage.

Principal duties and responsibilities

- Identify success stories of at least 3 housing clients; to be interviewed and focused on;
- Conduct interviews of staff and external stakeholders for the purpose of inclusion in the documentary;
- Provide a 10-12 minutes' short film with adequate background music in finest and high quality video formats (master production in English language with the dubbing in Dari)

- Provide all production facilities and services including filming crew, all logistics for the crew as well as arrange the travel, boarding and lodging, insurance, and food for the crew members.
- All equipment will be arranged by the vendor including high quality HD as well as drone cameras, lights, reflectors and other filming material;
- Provide all post-production facilities such as editing, music, graphics, animations, subtitles, translations, final mastering, etc.

Expected Deliverables/Output

The main outcome of the service provider is to produce a 10-12 minutes' documentary film (primary language English with dubbed version in Dari) highlighting FMFB's Housing offering and Technical Advisory services through civil engineers. The documentary film will include footage of individual interviews with male and female clients, Technical Officers, FMFB Management and relevant stakeholders.

- Provide full production and a ready-to-air product in full resolution HD format i.e. film, produce, edit, provide music, voiceover and script with sub-title writing and translation;
- DVD copies of the film including the dubbed version (Dari);
- Copy of the final script in print form (English and Dari languages);
- Raw footage captured in target areas;

Duration and Location of the Assignment

FMFB-A will sign a contract for for forty-five (45) days, inclusive of at least 30 working days. In addition to Kabul, the service provider June be required to visit other districts where deemed necessary (subject to FMFB-A Security Director's clearance).

Documentary Language:

Voice over/ dubbing required in both English and Dari.

Filming locations:

80% outdoor in Kabul. This will be finalized at the script/receipt stage.

Working conditions/Special considerations

The Servicer provider is expected to work six (6) days per week during the term of the assignment. This assignment requires travel within Afghanistan however Kabul will be the primary duty post.

Contractor/consultancy/company/agency will irrevocably, worldwide, and forever assign all right, title, and interest in the Documentary Film and all its contents, including without limitation any digital formats or media now known or hereafter invented, to FMFB-A, without limitation as to format, media, uses, or territory. Ownership and broadcasting rights will lie with FMFB-A.

Logistics

Contractor/consultancy/company/agency will make its own logistical arrangements with support from FMFB-A.

Intellectual Property

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc) belonging to the client, which the Consultancy Firm June come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the Client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

Deliverables/Output

The main outcome of the service provider is to produce a 10-12 minutes' documentary film (primary language English with dubbed version in Dari) highlighting FMFB's Housing offering and Technical Advisory services through civil engineers. The documentary film will include footage of individual interviews with male and female clients, Technical Officers, FMFB Management and relevant stakeholders.

- Provide full production and a ready-to-air product in full resolution HD format i.e. film, produce, edit, provide music, voiceover and script with sub-title writing and translation;
- DVD copies of the film including the dubbed version (Dari);
- Copy of the final script in print form (English and Dari languages);
- Raw footage captured in target areas;

The service provider is required to mention their cost in Local Currency. If the cost is submitted in foreign currency, it would be converted into Local Currency for evaluation purposes and subsequently, the payment on the Exchange Rate issued by Da Afghanistan Bank on the quotation submission date.

| Brief Description of the service | Specifications* | Qty | Unit Price including tax | Total Price |
|--|--|-----|--------------------------|-------------|
| To produce a documentary/short film for FMFB to highlight its housing program in general and technical advisory services in particular. clients' quality of life | A 10-12 minutes' documentary film (primary language English with dubbed version in Dari) highlighting FMFB's Housing offering and Technical Advisory services through civil engineers. The documentary film will include footage of individual interviews with male and female clients, Technical Officers, FMFB Management and relevant stakeholders. | 1 | | |

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying with the Specifications requested in this quotation.

Signature of the Service Provider _____

**SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS
(IBRD/IDA FINANCED)**

CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Service provider name]* (“the Consultant”) having its principal office located at *[insert Service provider complete postal address¹]*.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the service provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - (i) The service provider shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The service provider shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
 - (iii) The service provider shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”
- 2. Term**

The service provider shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as June be subsequently agreed by the parties in writing.

¹ Avoid use of “P.O. Box” address

3. Payment**A. Ceiling**

For Services rendered pursuant to Annex A, the Client shall pay the service provider an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the service provider costs and profits as well as any tax obligation that June be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below: ²

[insert amount and currency] upon the Client's receipt of a copy of this Contract signed by the Service Provider ;

[insert amount and currency] upon the Client's receipt of the draft report, acceptable to the Client; and

[insert amount and currency] upon the Client's receipt of the final report, acceptable to the Client.

[insert amount and currency] Total

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to service provider bank account *[insert banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]*

4. Project Administration**A. Coordinator.**

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, “service provider Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under

² Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.

paragraph 3.

- 5. Performance Standards** The service provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
- 6. Inspections and Auditing** The service provider shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation June constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank’s sanctions procedures.
- 7. Confidentiality** The service provider shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies report or other material, graphic, software or otherwise, prepared by the service provider for the Client under the Contract shall belong to and remain the property of the Client. The service provider June retain a copy of such documents and software³.
- 9. Consultant Not to be Engaged in Certain Activities** The service provider agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project
- 10. Insurance** The service provider will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The service provider shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The service provider shall be governed by the laws of *[insert government]*, and the language of the Contract shall be⁴ *[insert language]*
- 13. Dispute Resolution⁵** Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

⁴ The law selected by the Client is usually the law of its country. However, the Bank does not object if the Client and the Consultant agree on another law. The language shall be English, French, or Spanish, unless the Contract is entered into with a domestic firm, in which case it can be the local language.

⁵ In case of a Contract entered into with a foreign Consultant, the following provision June be substituted for paragraph 13: “Any dispute, controversy or claim arising out of or relating to this Contract or the breach,

in accordance with the laws of the Client's country.

14. Termination

The Client June terminate this Contract with at least ten (10) working days' prior written notice to the Service Provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

(a) If the service provider does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client June have subsequently approved in writing;

(b) If the service provider becomes insolvent or bankrupt;

(c) If the service provider, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.

(d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

FOR THE CLIENT

FOR THE SERVICE PROVIDER

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Sample of contract