



**Microfinance Investment Support Facility for Afghanistan
(MISFA)**

Access to Finance Project

Project ID: P128048

Grant No.: IDA H894

REQUEST FOR QUOTATIONS

FOR THE

**Production of Documentary for Tracking the Changes in the
lives of TUP beneficiaries in Parwan and Nangarhar provinces and
also the changes in the lives of the microfinance clients in Kabul
province**

Procurement Plan Reference Number: MISFA/AFP/NC-8
Quotation Serial Number: MISFA/NC-004/2020
Quotation Dated of Issue: July 27, 2020

To:

Date: July 27, 2020

1. The **Microfinance Investment Support Facility for Afghanistan (MISFA)** intends to hire a firm for Production of Documentary for Tracking the Changes in the lives of TUP beneficiaries in Parwan and Nangarhar provinces and also the changes in the lives of the microfinance clients in Kabul province, for which this Request for Quotation is issued.
2. Your quotation must be delivered to the office of the undersigned on or before **August 05, 2020 at 02:00 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 Documentary for Tracking the Changes in the lives of TUP beneficiaries in Parwan and Nangarhar provinces and also the changes in the lives of the microfinance clients in Kabul province, and do not open before **August 05, 2020 at 02:00 PM**.
3. All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
4. The quotation shall be completed and signed by an authorised representative of the Service Provider.
5. 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.
6. The Service Provider should furnish the documents, showing it is business registration in Afghanistan.
7. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable, under the Afghan Tax Law. The purchaser(s) will deduct the tax and pay it to the tax authorities.
8. Quotation(s) not complying with these terms and conditions and the specifications, shall be treated as non-responsive and shall not be considered for evaluation.
9. The Quotations must be submitted in the form attached in this request, through sealed envelope to the address given below:

Mohammad Khalid "Abid"
Procurement Specialist
Microfinance Investment Support facility for Afghanistan
House # 195, Esmat Muslim Street, Shahre Naw, Kabul – Afghanistan
Email: Khalid.Abid@misfa.org.af, Copy to Asifi.Hammad@misfa.org.af

TERMS AND CONDITIONS

Production of Documentary for Tracking the Changes in the lives of TUP beneficiaries in Parwan and Nangarhar provinces and also the changes in the lives of the microfinance clients in Kabul province

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

1. Duration of the assignment will be six (6) months from the date of acceptance of the Purchase Order by the Service Provider.
2. Payment shall be made by the Purchaser, within ten (10) days as per Score of Work (SoW) of the RFQ, and after acceptance of the goods/services by Purchaser relevant Department.
3. Payment shall be made by wire transfer to the supplier's nominated bank account for which the account details may be provided by the Service Provider.
4. Fixed price: The price quoted by the Service Provider will be fixed during the entire duration of the contract and no adjustment to 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 7 days expeditiously re-do or replace the defective Services, at no cost to the Purchaser.
7. The Purchaser may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
 - (i) if the Service Provider fails to deliver any or all the goods within the time period(s) specified in the Purchase Order; or
 - (ii) if the Supplier fails to perform any other obligation(s) under the Purchase Order; or
 - (iii) if the Supplier, in either of the above circumstances does not cure its failure within a period of (3) three calendar days after receipt of a notice of default from the Purchaser specifying the nature of the default(s); or
 - (iv) if the Supplier, in the judgment of the Purchaser, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
8. Acceptance of the purchase order by the Service Provider is considered as signing of the contract.

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:

- (a) evaluation will be done for the entire package;
- (b) price adjustment for correction of arithmetic errors and for discount offered;
- (c) adjustments due to the application of other evaluation criteria as follows: factors related to the characteristics, and terms and conditions: Not Applicable.

CORRECTION OF ERRORS

Quotations determined to be substantially responsive shall be checked by the Purchaser for any arithmetic errors. Errors shall be corrected by the Purchaser as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall prevail both for the evaluation of quotations and for the subsequent Purchase Order.

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Supplier shall attach the following documents to its quotation:

1. A valid business license;
2. AFN Bank Details
3. At least five years of proven experience of producing videos including but not limited to documentaries, movies, songs and video advertisements.
4. Experience of producing at least three (3) documentaries preferably for development organizations.
5. Submitting at least one sample of the previous products along with the quotation.
6. Possessing or the ability to procure the equipments including video camera, DSLR camera, lenses, light, microphone etc.
7. Qualified and professional team members (Director, Photographer, Videographer and an assistant to assist in lighting and other issues.)

Scope of Work (SoW)

Tracking the changes in the lives of the TUP beneficiaries and microfinance clients

About MISFA:

The Microfinance Investment Support Facility for Afghanistan (MISFA) was set up in **2003** at the invitation of the Afghan government to get donor coordination right from the start and avoid the counter-productive efforts that have emerged from conflicting donor objectives in other post-conflict situations. It was established as a vehicle through which the Afghan Government and international donors could channel technical assistance and funding to build microfinance in Afghanistan.

MISFA was the first facility of its kind, pooling diverse donor funding mechanisms and converting them into streamlined, flexible support to microfinance institutions in Afghanistan, tailored to local priorities and accompanied by technical assistance and strong performance monitoring.

In March 2006, MISFA was registered as a limited liability non-profit company whose sole shareholder is the Ministry of Finance of the Islamic Republic of Afghanistan. MISFA Ltd is an independent apex organization with a select group of implementing partners on the ground. In most cases, MISFA functions as either the exclusive or primary provider of funds to its partners.

Through partner MFIs; MISFA currently provides financial services to more than 275,000 clients across Afghanistan. Drawing up on the international experience that microfinance cannot help poorest of the poor segment of the society; MISFA piloted its landmark Targeting the Ultra-Poor (TUP) project in Bamyan province in 2010-2013 targeting 400 ultra-poor households and later on in Badakhshan province targeting 1,360 households. The pilot was funded by International Fund for Agriculture Development (IFAD). Following the successful pilot of the project, TUP has been scaled up to date to nine provinces targeting a total of 13,985 ultra-poor households. The scale-up of TUP project in Herat is funded the Italian Agency for Development Cooperation (IADC) targeting 1,725 households and the World Bank funded Access to Finance Project in other provinces. 7,500 beneficiaries have been targeted in the completed TUP projects in the provinces of Balkh, Kabul, Kandahar, Kunar, Laghman and Takhar. A total of 3,985 households will be targeted by the ongoing TUP projects in Parwan and Nangarhar provinces.

Project Objectives and scope:

The objective of this project is to communicate with stakeholders the changes that the microfinance and TUP programs caused in the lives of the clients and beneficiaries. In addition

to monitoring and evaluation reports and impact assessment studies; the short clips will be an effective tool to reflect the impacts of the project. The videos will not only serve as a promotional tool but will also help gather in-depth qualitative data on the perception and suggestions of the beneficiaries regarding the program; and gauge their satisfaction level.

Under this assignment; the consulting firm will interview a total of 20 clients (5 TUP beneficiaries in Parwan, 5 Beneficiaries in Nangarhar and 10 microfinance clients in Kabul and Parwan provinces) and film the living conditions of the beneficiaries in order to reflect how the interventions have changed their lives.

The Consultant Roles & Responsibilities:

- **Pre-production**

- Preparation of Field Work plan and sharing with MISFA for approval.
Draft the questions covering all the necessary storylines such as economic improvement, women empowerment, job creation, accessibility of the services etc. that needs to be answered by the clients and share with MISFA for approval and comments. The set of questions for each intervention (microfinance and TUP) would be separate.

- **Production (Field Work) :**

- Interviewing/Filming the beneficiaries in accordance with the plan. The production crew will interview one client/beneficiary each day. The plan should be flexible enough to spend more time with beneficiaries if required.
- In addition to videos; at least five high quality photos of each interviewee should be captured.

- **Post-production**

- Review the collected footages; develop draft storylines (videos) and submit to MISFA for review and approval.
- Transcript the videos; translate the transcript to English and submit to MISFA for review and approval.
- Develop the narration for each video in Dari, Pashto, and English and submit it to MISFA for review.
- Add subtitles and adjust the font size, styles and other formatting issues based on MISFA's recommendations.
- Mastering the videos.

- Dubbing the final video in English language.
- Develop and insert a slogan of MISFA in the videos.
- Perform any pre-production, production and post-production tasks required but not listed here.

MISFA’s Roles & Responsibilities:

- MISFA will closely monitor and provide feedback throughout the assignment.
- MISFA will approve the script, the final videos including the dubbings and subtitles.
- MISFA will provide the required information and data to the company.
- MISFA in coordination with partner organizations and consultation of the production company will identify the interviewees and coordinate the interviews.
- MISFA will do the required coordination with partner MFIs, NGOs, Clients and all interviewees.
- MISFA or partner organizations will get the consent of the clients.

Deliverables:

The commissioned company will deliver the followings to MISFA:

- At least five videos on TUP program. The videos should be 5 minutes and each video will be based on a storyline. Several clients could be shown in one clip.
- At least five videos on microfinance program. The videos should be 5 minutes and each video will be based on a storyline. Several clients could be shown in one clip.
- At least five high quality pictures of each client interviewed.
- All the videos should be in HD Quality and also in the web-play format.

Duration:

The assignment will be completed within six months.

No.	Activities	Time Required
1	Pre-Production Activities	1 month
2	Production (Field Work)	1.5 months
3	Post Production	3 months
4	Project closure and payments	0.5 months

Qualifications/Experience:

- At least five years of proven experience of producing videos including but not limited to documentaries, movies, songs and video advertisements.
- Experience of producing at least three (3) documentaries preferably for development organizations.
- Possessing or the ability to procure the equipments including video camera, DSLR camera, lenses, light, microphone etc.
- Qualified and professional team members (Director, Photographer, Videographer and an assistant to assist in lighting and other issues.)

Payment Schedule:

The payment will be based on the following schedule.

No.	Deliverables	Payment Installment
1	Approval of work-plan and questionnaires	10%
2	Completion of the field work (interviews)	30%
3	Completion of the post production activities and submission of the final videos and pictures	60%

Intellectual Property

All the data and information collected or received for the purposes of this study will be a property of MISFA and the consulting firm cannot use it for any other purposes without written consent of MISFA. All the raw material such as videos, pictures and the project file in which the videos are created will be submitted to MISFA.

Form of Quotation for Production of Documentary for Tracking the Changes in the lives of TUP beneficiaries in Parwan and Nangarhar provinces and also the changes in the lives of the microfinance clients in Kabul province

Name of the Supplier: _____

اسم تهیه کننده _____

No.	Description توضیحات	Unit واحد	Quantity مقدار	Final Destination(s)	Unit Price Inclusive of Tax (قیمت فی واحد به شمول مالیات)	Total Price Inclusive of Tax (قیمت مجموعی به شمول مالیات)	Remarks
1	At least five videos on TUP program. The videos should be 5 minutes and each video will be based on a storyline. Several clients could be shown in one clip.	Video	5	House # 195, Esmat Muslim Street, Shahre Naw, Kabul, Afghanistan			
2	At least five videos on microfinance program. The videos should be 5 minutes and each video will be based on a storyline. Several clients could be shown in one clip.	Video	5				
3	At least five high quality pictures of each client interviewed.	Lump-Sum	1				
Grand Total: قیمت مجموعی							افغانی

Note: All the videos should be in HD Quality and also in the web-play format.

The Service Provider is bound to share the draft productions/documentaries and pictures before finalization for MISFA review.

MISFA reserves the rights to recommend multiple edits, until all recommendations have been incorporated to the final product.

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 Technical Specifications requested in this RFQ for supply of mention items.

بدینوسیله تصدیق میدارم که تمامی شرایط مندرج درین نرخنامه را قبول دارم و هیچگونه انحراف در نرخ داده شده وجود ندارد.

Signature of the Bidder _____
امضاً ومهر شخص باصلاحیت داوطلب