

Request for Proposal

Commodity/Service Required:	Videographer/Firm to produce short video clips on child development milestones
Type of Procurement:	Purchase Agreement
Type of Contract:	Local Purchase Order
Term of Contract:	2 May 2022–30 July 2022
Contract Funding:	USAID
This Procurement supports:	USAID/Cambodia Integrated Early Childhood Development (IECD) Activity
Submit Proposal to:	Makara Doung mdoung@iecd.rti.org
Date of Issue of RFP:	01 April 2022
Date Questions from Supplier Due:	15 April 2022 at 4 p.m. Phnom Penh time Send your questions to Makara Doung at mdoung@iecd.rti.org
Date Proposal Due:	22 April 2022 before 05:00 p.m Phnom Penh Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	02 May 2022

Method of Submittal:	
Email to mdoung@iecd.rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	IECD RFP-2022-006

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”).

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Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

1. Introduction/Background

The Integrated Early Childhood Development Activity (IECD) is an integrated approach activity funded by the United States Agency for International Development (USAID) and implemented by Research Triangle Institute (RTI) International and its partners including Helen Keller International (HKI) and Safe Haven. IECD aims to advance the physical, cognitive, linguistic and social-emotional development of young Cambodian children in Kampong Thom and Preah Vihear Provinces. The IECD activity supports the Royal Government of Cambodia (RGC) efforts to promote nurturing care and improve nutrition for all children, including the most vulnerable, starting from before birth. IECD also works to ensure children with developmental delays and disabilities receive appropriate care and support for their families. It works to strengthen nutrition service delivery in health facilities and in communities; supports nutrition sensitive agriculture and improved livelihoods; improves water, sanitation, and hygiene (WASH) practices among caregivers; facilitates screening and access to services for children who may have developmental delays and disabilities; and promotes responsive caregiving to help children meet critical developmental milestones. These activities are delivered in an integrated manner, so that community-level health personnel and other social service providers are not overburdened and so that families can have streamlined support. IECD will also carry out a robust Social and Behaviour Change Communication (SBCC) strategy in both provinces as well as in Siem Reap.

IECD is planning to produce short video clips on child development milestones from the CB-DMAT tool to train caregivers, Village Health Support Groups (VHSGs) and Child Development Leaders (CDLs) and upload the clips onto IECD's digital platform. In order to achieve this, IECD is looking for videographer/firm to produce the video clips.

2. Scope of Work

The scope of work for this assignment includes:

1. Produce 40 short video clips on child development milestones by age range and domain. The videos will be in Khmer with English subtitles. This includes:
 - A. Develop scripts for all 40 short video clips
 - B. Develop storyboards for all 40 short video clips, after obtaining IECD approval on script development.
 - C. Film the videos in IECD target provinces (Kampong Thom and Preah Vihear) upon the approval of storyboards

- D. Edit the videos
- E. Finalise the videos after receiving comments/feedbacks/inputs from RTI’s IECD team, partners, and donors.
- 2. Provide all video clips to RTI’s IECD team in the format of mp4 and project files.
- 3. Provide all video footage (B-roll and A-roll) to RTI’s IECD team.
- 4. Do not use the videos/B-roll and A-roll without permission or knowledge of RTI’s IECD team. The content of the videos will be the property of IECD.

3. Period of Performance

The Videographer/firm will work closely with IECD/RTI Disability and Social Inclusion Specialist, Communication and Knowledge Management Specialist, and IECD/RTI Procurement Officer to complete the work based on the following schedule:

- Expected start date on 2 May 2022 and end date 30 July 2022.
- The Videographer/firm will receive three instalment payments as follows:

Instalment	Payment
First instalment will be made after the submission of point #A in the scope of work number one with approval from the IECD team.	20%
Instalment #2 will be made upon completion of point #C in the scope of work number one.	20%
Final instalment will be made after the submission of the final product with approval from the IECD team and donor.	60%

4. Place of Performance

- The Videographer/Firm will be under the management of IECD/RTI Disability and Social Inclusion Specialist and will communicate with the IECD/RTI Disability and Social Inclusion Specialist and Communication and Knowledge Management Specialist.
- The Videographer/Firm will work at her/his own place and/or communicate with IECD/RTI team through phone calls, telegram or in person at the IECD/RTI office, located at The Point Community Mall Building, First Floor – U01 & 02, No.113C, Mao Tse Tung Blvd, Toul Svay Prey1, Boeung Keng Kang, Phnom Penh Cambodia. Due to COVID-19 protocols, any visit to the IECD office should be approved by the IECD team in advance.

5. Work Requirements

The Videographer/Firm should be responsible for performing tasks throughout various stages of this assignment. The following is a list of these tasks that shall result in the successful completion of this assignment.

Kick-off:

- IECD team will organize a short meeting to present the scope of work, expected deliverables, sample of video scripts and Video story boards.

- The Videographer/Firm shall develop and present the assignment plan, workplan and budget to RTI’s IECD team for review and approval

Design and Implementation Phase:

- The Videographer/Firm shall work with RTI’s IECD team to gather requirements.
- The Videographer/Firm shall develop scripts and storyboards based on collected requirements for review and approval.
- The Videographer/Firm shall implement the assignment based on agreed and approved scripts/storyboards
- The Videographer/Firm shall present verbal status updates during (brief) weekly telephone check in meetings. In the case of any urgent decision/discussion, the Videographer/Firm can contact to RTI’s IECD team at any time.

Assignment Closure:

- The Videographer/Firm shall provide RTI’s IECD with all documentation in accordance with approved assignment plan
- The Videographer/Firm shall provide RTI’s IECD with all materials produced in this assignment.

6. Schedule/Milestones/Deliverables

The service provider will deliver the products to IECD/RTI to follow the schedule bellowed:

Activities	Timeline
First meeting with RTI’s IECD Disability and Social Inclusion Specialist and Communications and Knowledge Management Specialist to know more details about the concept of the videos.	2 May 2022
First draft of 20 video scripts submitted to IECD team for review and approval	16 May 2022
First draft of the other 20 video scripts submitted to IECD team for reviewing and approval	30 May 2022
Final draft of the video scripts	2 June 2022
Filming all videos in IECD target provinces	6-20 June 2022
First cut of 20 videos submitted to IECD team for reviewing	30 June 2022
First cut of other 20 videos submitted to IECD team for reviewing	8 July 2022
Second cut of 40 videos submitted to IECD team and donors for reviewing	20 July 2022
Final all videos and submit to IECD team	30 July 2022

7. Acceptance Criteria

For this assignment, the acceptance of all deliverables will reside with RTI’s IECD Chief of Party (COP) and donor. The CoP will create a small team of two IECD Specialists and one partner staff to ensure

the completeness of each stage of the assignment and that the scope of work has been met. Once an assignment phase is completed and the Videographer/Firm provides the final materials for review and approval, the CoP will sign off on the approval for the next phase to begin.

Once all assignment tasks have been completed, the assignment will enter the closure stage. During this stage, the Videographer/Firm will provide all materials both raw and final versions to the Disability and Social Inclusion Specialist and Communications and Knowledge Management Specialist. The acceptance of this stage by the Disability and Social Inclusion Specialist and Communications and Knowledge Management Specialist will acknowledge acceptance of all assignment deliverables and that the Videographer/Firm has met all assigned tasks.

8. Other Requirements

The videos (mp4, project files, B-roll and A-roll) are reserved the rights and property of IECD/RTI program. We do not allow other parties to use its without official approval from IECD/RTI.

Deliverables, Timelines, Special Terms and Conditions:

Delivery to :

First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Keng Kong, Phonm Penh, Cambodia

Timeline :

02 May 2022

Payment :

Payment within 30 days receipt of invoices after delivery

Pricing

No	Type of materials	Quantity	UOM	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	Film Videos at IECD target province	40	Video		
				Total Value	
				Total Value after VAT	

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Integrated Early Childhood Development—First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Keng Kong, Phonm Penh, Cambodia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Makara Doung
- (insert name of procurement officer)
- at this email address:
- mdoung@iecd.rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 15 April 2022** at 4 p.m. Phnom Penh time

Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

Sample of Video Production

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: