

ACCESS TO FINANCE RWANDA

Request for Proposals (RFP)

for

Photography and Videography services to document AFR's various projects activities and success stories through photography and videography

| | |
|--------------------------------------|---|
| Subject of Procurement: | Photography and Videography services to document AFR's various projects activities and success stories through photography and videography |
| Procurement Reference Number: | AFR/RFP-PHOTO & VIDEOGRAPHY/DEC/2019 |
| Date of Issue: | 17 th December 2019 |
| Link to access the TORs | |

17th December 2019

REQUEST FOR PROPOSALS

PROCUREMENT REFERENCE NUMBER: AFR/RFP-AFR/RFP-PHOTO & VIDEOGRAPHY/DEC/2019/DEC/2019

Dear Prospective bidder:

Access to Finance Rwanda (AFR) is a Rwandan Company Limited by Guarantee established in 2010 by governments of UK and Rwanda and it is currently funded by DFID, MasterCard Foundation, USAID and Sweden. AFR operates as a not for profit independent company with strategic policy guidance from Access to Finance Rwanda Board of Directors and Investment committee. Access to Finance Rwanda now invites bids from eligible firms to provide **Photography and Videography services to document AFR's various projects activities and success stories through photography and videography.**

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFP.

- Requests for clarifications to the contract may submitted until **Friday 20th December 2019.**
- Interested parties should submit their proposals no later than **Wednesday 15th January 2020.**

Responding bidders are advised that this solicitation does not in any way obligate AFR to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, AFR may award a contract without conducting negotiations; all proposals should be submitted initially using your most favourable terms. AFR reserves the right to award any resultant contract to other than the offeror submitting the lowest price proposal based on technical excellence, schedule superiority or client request.

All communications regarding this RFP should be addressed via email procurement@afr.rw

Below is the planned procurement schedule (subject to changes):

| Activity | Date |
|-------------------------------|--|
| a) Advert | <i>Tuesday 17th December 2019</i> |
| b) Request for clarifications | <i>Friday 20th December 2019</i> |
| c) Proposal closing date | <i>Monday 6th January 2020</i> |
| d) Evaluation process | <i>Friday 10th January 2020</i> |
| e) Notification to bidders | <i>Friday 17th January 2020</i> |
| f) Contract Signature | <i>Friday 24th January 2020</i> |

Cordially,

Waringa Kibe

Country Director

Access to Finance Rwanda

1.1 SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals. An electronic copy of the Request for Proposals shall be considered as the original version.

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. An approach and methodology for performing the services;
3. Copies of previous contracts - at least 3 for similar projects
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.
7. The consultant's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into professional fees, and reimbursable costs if any. The costs associated with the assignment shall be in US Dollars for foreign firms and Rwandan Francs for local firms.

Validity of Proposals: Proposals must remain valid for 90 calendar days.

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, and either "Technical Proposal" or "Financial Proposal" as appropriate. Proposals (both technical and financial) should be emailed to: procurement@afr.rw with clear subject line: **"Consultancy to Provide Photography and Videography services to document AFR's various projects activities and success stories through photography and videography."**

Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

1.2 SECTION 2: ELIGIBILITY CRITERIA

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible(defined in the proceeding section) country;
6. not to have a conflict of interest in relation to this procurement requirement; and

Documents Evidencing Eligibility: Consultants are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

1. Certificate of Incorporation
2. A copy of the Bidder's Trading licence or equivalent and a copy of the Bidder's Certificate of Registration;
3. Evidence of statutory compliance such as a tax clearance certificate (RRA Certificate) or equivalent
4. RSSB Certificate
5. Power of Attorney with a specimen signature of authorised representative
6. Any other relevant documentation.

NOTE: *Failure to submit the above required documents will lead to disqualification from Technical and Financial evaluation*

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country to conduct business in Rwanda.

All countries are eligible, unless as a matter of law or official regulation, the Government of Rwanda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Rwanda prohibits any import of Supplies from that country or any payments to persons or entities in that country.

1.3 SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;
3. Financial scores will allocated 20% to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated in below.

| Evaluation Criteria | Marks |
|---|-----------|
| The firm experience in video production and photography services | 20 |
| Individual experience of the team composition (video camera operators, script writers, editors, graphic designers, animators, photographers) | 20 |
| Individual's qualification in the relevant field | 10 |
| Possession of professional video and photo cameras | 10 |
| Understanding of TORs | 20 |
| Grand Total | 80 |

Minimum technical score: The mark required to pass the technical evaluation is 56 out of 80 which is 70% of the Technical Score

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **US Dollars for foreign firms and Rwandan Francs for local firms.**

Best Evaluated Bid: The best evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

1.4 SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

| | |
|-------------------------------|--------------------------|
| Proposal Addressed to: | Access to Finance Rwanda |
| Date of Technical Proposal: | |
| Procurement Reference Number: | |
| Subject of Procurement: | |

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

1.5 SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

| | |
|-------------------------------|-----|
| Proposal Addressed : | AFR |
| Date of Financial Proposal: | |
| Procurement Reference Number: | |
| Subject of Procurement: | |

The total price of our proposal is: _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: _____

CURRENCY OF COSTS: _____

| FEES | | | | |
|--------------------------------|----------------|------------|---------|-------------|
| Name and Position of Personnel | Input Quantity | Unit Input | of Rate | Total Price |
| | | | | |
| | | | | |
| | | | | |
| TOTAL: | | | | |

| REIMBURSABLE AND MISCELLANEOUS COSTS | | | | |
|--------------------------------------|----------|--------------|---------------|-------------|
| Description of Cost | Quantity | Unit Measure | of Unit Price | Total Price |
| | | | | |
| | | | | |
| | | | | |
| TOTAL: | | | | |

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

2.0 TERMS OF REFERENCE

Terms of Reference for Photography and Videography services to document AFR's various projects activities and success stories through photography and videography

Background:

Access To Finance Rwanda is seeking the services of a firm that provides professional photography and videography with experience in taking development work oriented photographs and video. The firm will assist the organisation to document its various projects activities and success stories through photography and videography. This production will form part of AFR's project/programme visual and photo portfolio.

The assignment objective:

To capture high resolution images and video with high quality sound and graphics of AFR's various programme/project activities in various parts of the country.

Skills, experience and qualifications required

- A team of at least three photographers and Video camera operators with five years progressive experience each.
- Experience taking photographs and videos for development related agencies and projects
- Previous experience of working with international agencies.
- Availability and willingness to travel upcountry
- Ability to work in close coordination with other team members.
- At least a high school certificate but possession of a degree or diploma or training in photo journalism will be an added advantage.
- Ownership or possession of a high resolution state of the art digital camera/equipment is a MUST.

The overall objective of assignment: To capture high resolution images and video with high quality sound and graphics of AFR's various programme/project activities in various parts of the country.

Scope of work

The expected outputs will be:

- A collection of photographs and 2-5 video depicting AFR's work across its core programme areas
- Edited and captioned pictures to illustrate AFR's activities.

- Caption each photograph with specific details such as the location taken, name of the person (for portraits), activity and any other relevant information.
- Provide AFR with at least 1000 high quality photographs on digital format from all the projects per event across the country. The copy right for all these photographs remains with AFR

Reporting

The successful candidate will administratively be under the overall supervision of the Head of Measurements and Results Monitoring but work collaboratively with the Communications and Market Development Manager.

Competition criteria:

- The firm experience in video production and photography services (20%)
- Individual experience of the team composition (video camera operators, script writers, editors, graphic designers, animators, photographers) (20%)
- Individual's qualification in the relevant field (10%)
- Possession of professional video and photo cameras (10%)
- Understanding of TORs (20%)
- Financial proposal (20%)

Submission of Technical and Financial Proposals

Interested applicants should submit their combined Technical & Financial Proposals to the address below not later than **Monday 6th January 2020**.