

Regional Call for Proposals for Video Production

The Metamorphosis Foundation for Internet and Society announces a Regional Call for Proposals for the production of 2 educational and 1 documentary video.

1. Subject to purchase

Within the framework of this Call, a bidder will be selected who, in the period January 2023 - March 2025, will be responsible for the creation of:

- 2 educational videos (duration 5-10 minutes) and
- 1 documentary video (duration 30-45 minutes).

A description of the subject of procurement is given below, in the Detailed Overview of the Bidder's Obligations, which is an integral part of this Call.

2. Registration conditions

Legal entities and individuals who offer services in the field of video production have the right to apply for this Call. Individuals can also register in groups of a maximum of 4 people.

2.1. Individuals must meet the following conditions:

- To have relevant professional experience in video production (minimum 3 years of experience in the video production field) and to submit a portfolio of previous projects (a list of links for the produced videos);
- To have adequate technical and human capacities for timely, complete and quality implementation of the activities that are the subject of the procurement.

2.2. Legal entities should meet the following criteria:

2.2.1. Personal condition of the bidder

- In the last 5 years, the bidder has not been sentenced for participating in a criminal organization, corruption, fraud or money laundering;
- The bidder has not been imposed a secondary penalty, a temporary or permanent ban on performing a separate activity;
- The bidder is not in bankruptcy or liquidation proceedings;
- The bidder has no unpaid taxes, contributions or other public charges;
- The bidder has not been sentenced with a misdemeanor sanction - a ban on performing a profession, activity or duty, that is, a temporary ban on performing a separate activity.

The bidder confirms the fulfillment of the criteria for determining personal status with a statement submitted in addition to the offer (the statement is attached to this tender documentation - Annex 2).

In addition to the statement, the bidder does not have to submit documents to prove his personal status together with the bid. The Commission may ask the selected bidder to submit the necessary documents to determine the personal situation for verification of these criteria.

2.2.2. Technical ability

The bidder must meet the following minimum conditions:

- To have appropriate technical and human capacities for timely, complete and quality implementation of the activities that are the subject of the procurement and
- To have relevant professional experience in video production (minimum 3 years of experience in the video production field) and to submit a portfolio of previous projects (a list of links for the produced videos)

3. Deadline and method of registration

The offers, together with the portfolio, should be submitted via e-mail to the following e-mail address: info@metamorphosis.org.mk no later than December 21, 2022, with the Subject "Offer for video production". All documents should be submitted in Macedonian or English. Offers that contain incomplete or untidy documentation, are not in Macedonian or English, as well as offers submitted after the deadline established in this Call, will not be taken into account. Metamorphosis Foundation reserves the right to contact only selected candidates.

4. Elements of the offer

4.1. To register for the Call, individuals should submit:

- Financial offer according to the form given in Annex 1;

Important note: The financial offer must contain information on the total cost of one video, as well as a detailed overview of all costs necessary to form the total cost of one video.

- Short professional biographies of the person/persons who will be hired to implement the activities that are the subject of the contract;
- A portfolio of previous similar engagements in the last 3 years, which will also contain contact details of the clients who can be contacted to share the experience of cooperation.
- Financial offer according to the form given in Annex 1;

4.2. To apply for the Call, legal entities should submit:

- Financial offer according to the form given in Annex 1;

Important note: The financial offer must contain information on the total cost of one video, as well as a detailed overview of all costs necessary to form the total cost of one video.

- A statement by which the bidder confirms that the criteria for determining personal status is met, according to the form provided as Annex 2;

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Foundation for Internet and Society

- Document for registered activity or current status;
- Short professional biographies of the person/persons who will be hired to implement the activities that are the subject of the contract;
- A portfolio of previous similar engagements in the last 3 years, which will also contain contact details of the clients who can be contacted to share the experience of cooperation.

5. Criteria and method of choosing the most favorable offer

All timely, complete and orderly applications will be thoroughly reviewed and evaluated according to the following criteria:

- Quality of offer - Previous experience in video production – 50 points and
- Financial offer – 50 points.

An agreement will be concluded with the candidate who will receive the most points according to these criteria, in which mutual rights and obligations will be determined in more detail.

6. Clarification of the tender documentation

If you need additional information regarding this Call, you can contact nina@metamoprhosis.org.mk no later than December 8th, 2022 (Friday).

7. Amendment and addition to the tender documentation

Metamorphosis reserves the right, no later than 2 days before the deadline for submission of offers, at its discretion or on the basis of submitted questions for explanation submitted by the bidders, to amend or supplement the tender documentation, for which it will immediately publish the amendment and will notify potential bidders who have submitted a request for clarification.

In case of amendment of the tender documentation, Metamorphosis may extend the deadline for submission of the offer upon request if there are justified reasons for this and it will make an appropriate announcement.

8. Payment method and conditions

Payment will be made for each video separately, after delivery of the final product to Metamorphosis.

9. Notice to Bidders

The selected most favorable bidder will be notified via the email address specified in the bid.

Detailed overview of the bidder's obligations

The execution of the videos includes:

- Preparation of scenarios in accordance with the guidelines and materials that will be provided by the Metamorphosis Foundation;
- Production of 2 educational videos and 1 documentary video;
- Post-production/editing of all 3 videos, which will also include subtitles in 4 languages, audio subtitle in the same 4 languages, and other graphic elements.

The videos will refer to the fight against disinformation, foreign influences, media literacy, the possibilities for early warning and recognition of disinformation through a secured infrastructure, etc. The videos will be intended for the public and should be adapted for publication on the Internet and television.

The bidder undertakes to:

- Take full care of the production of 1 documentary video (duration 30-45 minutes) on topics related to the fight against disinformation, foreign influences, media literacy, the possibilities for early warning and recognition of disinformation through a provided infrastructure;
- Take care of the full production of 2 educational videos (duration 10-15) minutes on topics related to the fight against disinformation, foreign influences, media literacy, the possibilities of early warning and recognition of disinformation through a provided infrastructure;
- Ensuring that the videos are easy to understand and intended for the public;
- Adapt the videos for publication on the Internet and television;
- Prepare detailed scripts for all 3 videos and submit them to the Metamorphosis Foundation before starting the filming process;
- Accept and implement notes and directions from the Metamorphosis Foundation regarding the scripts and further performance (filming, editing, etc.);
- Select and contact guests/representatives from various institutions who will appear as speakers in the videos;
- Select filming locations and logistically organize the filming;
- Have proper equipment for recording video and audio material;
- Organize and attend regional trips or receive materials from persons who are outside the country (North Macedonia, Albania, Kosovo, Serbia, Montenegro, Bosnia and Herzegovina);
- Select which parts of the received material will be used in the final videos;
- Create an intro and outro sequence;
- Edit 3 videos (including intro and outro sequence, text, subtitles, animations, graphics, etc.);
- Provide translation and embed it in the editing process in Macedonian, Albanian, English and Serbian language;
- Provide and perform synchronization in Macedonian, Albanian, English and Serbian language;
- Deliver the videos according to the previously established internal deadlines, no later than March 2025.