

FINANCIAL SECTOR DEEPENING TRUST (FSDT)

INVITATION TO TENDER FOR THE PROCUREMENT OF THE VIDEO PRODUCTION FIRM

1. INTRODUCTION

The Financial Sector Deepening Trust (FSDT) was incorporated in Tanzania in July 2004. The FSDT's overall aim is to develop a deeper financial system that can provide greater access to finance for more Tanzanians. Among its other objectives are to:

- Provide funding to support the development of new financial products that address the needs of poor households and micro and small enterprises.
- Support improvement in the policy, legislative and regulatory framework affecting delivery of services.
- Support initiatives aimed at improving financial market integration and access to wholesale forms of finance by financial services providers addressing poor households and micro and small enterprises.
- Support initiatives aimed at enhancing the supply of appropriate business services to financial service providers in Tanzania.

2. OBJECTIVE

The FSDT is seeking a Video Production Firm (VPF) to develop and produce videos for FSDT during events and related projects as needed by FSDT. These videos will be used to communicate efforts towards financial inclusion in Tanzania, and provide information to FSDT stakeholders, as well as targeted audiences, both locally and internationally. This service will assist FSDT with filming videos that will be used to engage our stakeholders and audiences through our communication channels (website, social media, and television when needed)

3. SCOPE OF WORK:

1. Developing and producing high quality videos and photography for FSDT activities, including events, documentaries, interviews, and other related projects as needed by FSDT.

2. During events, the VPF will be required to pick out key highlights of the event and select key interviewees in order to obtain the needed information for the video.
3. When shooting documentaries, the VPF must be willing to travel as required by FSDT. Travelling costs will be reimbursed by FSDT upon submission of supporting documentation.
4. Developing script/storyline and story board tailored to local and international audiences as approved by the Communications Adviser.
5. Incorporating subtitles and voice overs as requested by FSDT.
6. Producing multiple clips of an event/interview/ documentary to meet standards of FSDT social media channels- Facebook, Twitter, Instagram, YouTube, and even television when needed.
7. Performing video post-processing, editing, and incorporating audio effects to produce high quality professional standards that are in line with FSDT standards.
8. Raw footages and all related production will be owned by FSDT.

4. CONTENT OF BID PROPOSAL

1. Details on all perceived strengths of the company bidding for the service e.g. previous experience, in-house skills, and any other information that will assist FSDT to assess capabilities, capacity, competitive advantages, etc.
2. At least 3 video samples that demonstrate the company's technical production skills; including the understanding of audience, lighting, positioning of interviewees, branding, video quality, and sound effects.
3. The service provider must also demonstrate the ability to produce a script based on a specific assignment.
4. The service provider must provide details of a dedicated contact point for the management of the contract. This individual must be available by telephone on a daily basis to facilitate briefings on matters of interest to the FSDT. (Contingency arrangements must also be in place in the advent that this individual is unavailable).
5. A list of references minimum three of previous and current companies served or currently servicing
6. A list of the proposed value added services to be provided to FSDT

5. CONTRACT PERIOD:

The contract will be initially for one year with the possibility of extension, subject to satisfactory performance of the contractor.

6. COST

Service providers must provide details on how they would charge for such an arrangement.

7. EVALUATION AND SELECTION

The preferred bidder will be notified after the selection panel has scored the technical proposal and financial proposal. These will be evaluated on a combination of technical and financial criteria. In this case the ratio between technical and financial scores will be 80/20.

7.1 TECHNICAL PROPOSAL SCORING GRID

| Criteria | Sub-criteria score | Max. score for each criteria |
|--|--------------------|------------------------------|
| Understanding of the ToRs and soundness of the proposal | | 30% |
| <ul style="list-style-type: none"> Thorough understanding of the scope of work and good demonstration of the approach to the assignment | 30% | |
| Experience and professional competence | | 70% |
| <ul style="list-style-type: none"> Relevant professional qualifications- a degree in film, video production, Graphic or motion design, or related field; Minimum Bachelor's degree or its equivalent, or demonstrated real-world work experience. | 20% | |
| <ul style="list-style-type: none"> Exposure to critical judgment in videography – storyboard and script development, video production | 20% | |
| <ul style="list-style-type: none"> Personnel and equipment capacity to handle the assignment and coordinate with FSDT | 15% | |
| <ul style="list-style-type: none"> Portfolio and video samples | 15% | |
| Total | | 100 |

To be considered further, a minimum total technical score of 70/100 is required. Only financial proposals from bidders scoring at least that level will then be considered for financial evaluation.

The total financial cost in US\$ will be weighted according to the formula:

- $(\text{Lowest total financial cost} / \text{Bidder's total financial cost}) \times 0.2$
- Total technical marks weighted by a factor of 0.8.

The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

Only successful bidders will be communicated of the results, if you will not hear from the procurement team 21 days after the submission date please consider your bid unsuccessful.

7.2 FINANCIAL PROPOSAL

This will be a reimbursable fee contract up to a maximum financial limit. Financial proposals should be quoted in US dollars. The FSDT requires a detailed and transparent budget breakdown in which all line items are clearly specified.

Financial proposals should be in US dollars and must be submitted electronically separately from the technical proposal.

Financial proposals should be in this format:

| Phases | Rate (US\$) | Total (US\$) |
|-------------------------|------------------------|-------------------------|
| Daily Fees | | |
| Total Fees | | |
| Other expenses (if any) | | |
| Total Cost | | |

Daily rates for hotels and subsistence are fixed by FSDT policies. The FSDT's daily subsistence rates for Dar es Salaam and other parts of Tanzania are shown in Appendix A.

Financial proposals should be denominated in US dollars. The successful bidder will be subject to local taxes. It is the sole responsibility of the bidder to meet all the tax liabilities arising out of this assignment. Financial proposals will be evaluated on a basis net of any local taxes.

The deadline for submission of the tender documents is 18th November 2017.

Any queries relating to this ToR should be submitted in writing to FSDT under the following address:

Procurement Manager,
The Financial Sector Deepening Trust,
2nd Floor De Ocean Plaza,
Plot 400 Toure Drive,
P.O. Box 1559 Oyster Bay, Dar es Salaam, Tanzania
+255 222 602 873/5/6
procurement@fsdt.or.tz

The deadline for receiving any query(ies) is 2 days before the proposal submission deadline date.

8. OTHER MATTERS

9.1 CONFIDENTIALITY

All information contained in the terms of reference and attachments is provided on a strictly confidential basis solely for the use of Tenderers in connection with a competition for the supply of services for the above contract. It is a condition of this competition that Tenderers (and any sub-contractors) shall:

- take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information;
- not use this information other than for the purposes of preparation of a tender, and shall disclose it only to officers, directors, or employees on a specific need to know basis; and

- not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT.

9.2. CONFLICT OF INTEREST

Tenderers (and any sub-contractors) must disclose in their tender details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if they were awarded this contract. Where Tenderers identify any potential conflicts they should state how they intend to avoid such conflicts. FSDT reserves the right to reject any tender which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

9.3 TAXATION MATTERS

The successful bidder will be responsible to pay withholding tax and all other tax liabilities as per Tanzanian Tax laws. Any such tax amounts shall be the responsibility of the consultant.

10. SUBMISSION DETAILS

The deadline for submitting proposals is 16H00 Tanzanian time on 18th November 2017. Submissions after this time will not be considered. All bids MUST be submitted electronically using the email address provided below.

Bids sent electronically but failing to arrive by the deadline will require proof of date and time sent to be considered. However, in the case of any uncertainty about the date and time of dispatch of a bid, the decision of the FSDT's Procurement Management Unit will be final. Bids should be sent to procurement@fsdt.or.tz

APPENDIX A – FSDT ACCOMMODATION RATES FOR BED & BREAKFAST BASIS AND DAILY ALLOWANCES

| | |
|---|---------------------------|
| Group A Dar es Salaam Arusha Mtwara | Tsh 400,000 |
| Group B Mwanza Zanzibar Mbeya | |
| Group C Tanga Dodoma Morogoro Iringa | 300,000 |
| Group D Any other place not mentioned above | 260,000 |

DAILY ALLOWANCES

| Groups | Lunch | Dinner | Incidental | TOTAL (TSh) |
|--------|-----------|-----------|------------|------------------------|
| A&B | 25,000.00 | 40,000.00 | 35,000.00 | 100,000.00 |
| C&D | 20,000.00 | 30,000.00 | 25,000.00 | 75,000.00 |

