

# **TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR)**

## **PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid

## INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

#### Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part “services required / technical specifications” of this document;

#### Deadline for submission of the tenders:

The deadline for submission of tenders is **13.05.2024, at 17:00**. Any tender received after this deadline will be automatically rejected.

#### Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **standard tender submission form and technical offer available in the Part B of the tender dossier** AND
- **financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted via email at [partners@partnersalbania.org](mailto:partners@partnersalbania.org), the tenderer will provide a scan of signed original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer, the tenderer is required to provide scanned versions the following supporting documentation:

- An expression of interest to provide the required service.
- CV highlighting the expertise related to this service.
- At least two references to prove the relevant experience.
- Concise summary of the proposed approach and methodology for developing the guide.
- Copy of legal registration – if applicable
- Bank account details, to which the payments shall be made signed and stamped by the bank.

The tenders will be submitted the documents via email, containing the following information:

- Name and address of the tenderer

Title of the tender: **Production of a Video Documentary with inspirational stories of partnerships among CSOs and Businesses in implementing community actions in Albania.**

- Reference number: 1

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

## **2. TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated in the part "Required services / Technical specifications" of this document. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

## **3. ADDITIONAL INFORMATION**

The award criteria is:

- Best value for money, weighting 80% technical quality, 20% price.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 5 days from the deadline for submission of tenders.

**SERVICES REQUIRED / TECHNICAL SPECIFICATIONS**

1. Item Number	2. Services required
1	<p><b>Service: Production of a Video Documentary with inspirational stories of partnerships among CSOs and Businesses in implementing community actions in Albania.</b></p> <p>PROJECT: Strengthening Civil Society: Empowering Resilient CSOs and Fostering Public Engagement for a Sustainable Democracy Grant Contract: SAL60023GR0062</p> <p><b>1. Background</b></p> <p>The project "Strengthening Civil Society: Empowering Resilient CSOs and Fostering Public Engagement for a Sustainable Democracy" aims to enhance the capabilities of Civil Society Organizations (CSOs) in Albania, enabling them to play more influential and effective roles in societal transformation.</p> <p>Albanian CSOs currently grapple with a dependency on donors, prompting the initiative to focus on bolstering of their autonomy and long-term sustainability. This entails strengthening their skills in cultivating financial resilience, adopting innovative fundraising strategies, and forging strategic partnerships to diversify funding sources.</p> <p>Partners Albania has played a key role in advancing the skills and capacities of CSOs in this regard, through various initiatives, such as "Giving Circle" Albania, "CSOs-Business-Speed Dating," informal gathering events of CSOs, businesses, and social enterprises, and annual capacity-building programs on "Revenue Generation through Fee-for-Services."</p> <p>Notably, the "Giving Circle" events, implemented since 2018, involve live crowdfunding to bring people together for philanthropic purposes, supporting projects that drive social change. These events aim to secure financial backing from private companies, individuals, or other donors for CSO projects that have the potential to create lasting positive transformations in individuals, communities, and society, as well as the environment. Partners Albania has organized five events, supporting 16 CSO projects and raising over 11 million ALL in support of vulnerable communities, including children, youth, the elderly, the Roma community, and women.</p> <p>In addition, "CSO - Business Speed Dating" has contributed to facilitate presentation among 110 NPOs and 65 businesses, and around 30% of participating CSOs and businesses have an established partnership. Moreover, the "CSO - Business Speed Dating" initiative has facilitated presentations between 110 NPOs and 65 businesses, leading to established partnerships in approximately 30% of cases.</p>
1. Item Number	2. Services required

## 2. Scope of Work

Building on these endeavors, Partners Albania aims to further promote the spirit of collaboration by highlighting inspiring success stories of partnerships between CSOs and businesses.

To achieve this, PA will contract a “Service Provider”, responsible to produce:

- 1- A **Video Documentary** that includes videos and testimonials/interviews showing the impact of the project. The documentary should be no longer than **25 minutes**, in Albanian language with English subtitles.

The documentary will offer comprehensive insights of CSOs and Businesses, shedding light on their individual functions and emphasizing the immense advantages that can be derived from their collaborations in tackling societal issues.

Moreover, the product will go beyond mere descriptions by presenting Profiles of Successful Partnerships, showcasing a diverse range of impactful collaborations between CSOs and Businesses. Through vivid visuals, including captivating pictures and engaging videos, coupled with compelling success stories and interviews with beneficiaries, these profiles will vividly demonstrate the transformative power of these partnerships in real-life scenarios.

Highlighting of the positive outcomes and impact resulting from the partnership, sharing of insights and lessons learned from these partnerships, discussion of the challenges faced, how they were overcome, and the key factors that contributed to the success of each collaboration will serve as a valuable guidance for future partnerships. The Video Documentary should inspire, inform, highlighting the potential for positive change and societal impact that can be achieved through these collaborations.

## 3. Specific tasks

Under this assignment, the “Service Provider” will be responsible for the following deliverables:

- Develop the script of the documentary based on information provided by Partners Albania, and with the latter approval.
- Record short video interviews with involved stakeholders or/and beneficiaries (around 12) of the interventions performed. Interviews will be conducted in Korca (1), Fushë-Kruja (1), Bulqiza (1), and Tirana.
- The documentary will be in Albanian narration with English subtitles. The translation of the text will be the Service Provider’s responsibility.
- Obtain full usage rights for music and other graphic elements (or use media for which copyright has been granted).
- Present a draft documentary for comments on content.
- Provide a final copy of the documentary no longer than 25 minutes, in high-definition broadcast quality (for TV and social media).

1. Item Number	2. Services required
	<p><b>4. Required Qualifications and Experiences of the Service Provider</b></p> <p>The service provider is anticipated to possess the following qualifications and experiences:</p> <ul style="list-style-type: none"> <li>• At least 3 years of working experience in a similar field.</li> <li>• Proven experience in required services.</li> <li>• Excellent technical capacities and resources to ensure smooth and high-quality products.</li> <li>• Experience in development communication and interaction with beneficiaries from different backgrounds.</li> </ul> <p><b>5. Duration of the Assignment</b></p> <p>The assignment is scheduled for implementation from <b>May 20<sup>th</sup> to August 30<sup>th</sup>, 2024.</b></p> <p><b>6. Intellectual Property</b></p> <p>Partners Albania retains ownership of all rights pertaining to any work generated by the “Service Provider”, encompassing copyrights, patents, and trademarks. The “Service Provider” explicitly conveys and transfers all such rights to Partners Albania. Additionally, the service provider commits to maintaining the confidentiality of any materials, information, or data provided by Partners Albania and agrees not to utilize them for any purpose beyond the scope specified herein, unless granted prior written consent by Partners Albania.</p> <p><b>7. Contractual arrangements and supervision</b></p> <p>The “Service Provider” will be engaged through a formal agreement with Partners Albania, with the primary objective of delivering the specified output within the mutually agreed timeframe. Partners Albania commits to offering essential support to the “Service Provider” facilitating the execution of the assignment according to the specified requirements and within the agreed-upon timeframe.</p> <p><b>8. Application Procedure</b></p> <p>Interested “Service Providers” are required to submit the following documents to <a href="mailto:partners@partnersalbania.org">partners@partnersalbania.org</a> on or before <b>May 13, 2024:</b></p> <p>a) <b>Letter of Interest and Scope of Work:</b> A summary of the understanding of the Scope of Work and the approach to fulfill project requirements.</p> <p>b) <b>Previous Works:</b> Presenting a curated list of relevant previous works. Attachments or links to these works must be provided.</p> <p>c) <b>Key Technical Personnel CVs:</b> Profiles of the key technical personnel engaged in the service, highlighting the qualifications and experiences.</p> <p>d) <b>Financial Proposal:</b> A detailed financial proposal outlining unit prices and additional expenses related to the assignment, providing a transparent overview of the costs (VAT included).</p>

## FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

**CONTRACT TITLE: Production of a Video Documentary with inspirational stories of partnerships among CSOs and Businesses in implementing community actions in Albania.**

**REF: 1**

### **Concluded between:**

Partners Albania for Change and Development

Address of the Contracting Authority: Rr. Elbasanit, Godina Park Gate, H.3, Kati.10,Ap.71/73

Represented by: Juliana Hoxha, Director

(Contracting Authority)

AND

**Title**

**Address of the contractor**

**Represented by:**

**(Contractor)**

### **Article 1: Subject of the contract**

The subject of the contract are the services as indicated in the contractor's offer – "Part B: Documents to be completed by the tenderer".

Specifically, the expert will:

- Develop the script of the documentary based on information provided by Partners Albania, and with the latter approval.
- Record short video interviews with involved stakeholders or/and beneficiaries (around 12) of the interventions performed. Interviews will be conducted in Korca (1), Fushë-Kruja (1), Bulqiza (1), and Tirana.
- The documentary will be in Albanian narration with English subtitles. The translation of the text will be the Service Provider's responsibility.
- Obtain full usage rights for music and other graphic elements (or use media for which copyright has been granted).
- Present a draft documentary for comments on content.
- Provide a final copy of the documentary no longer than 25 minutes, in high-definition broadcast quality (for TV and social media).

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: ..... The price cannot be revised.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor’s technical offer as provided in the tendering phase – “Part B: Documents to be completed by the tenderer”
- Contractor’s financial offer as provided in the tendering phase “Part C: Financial offer”
- Any other supporting documentation if applicable

**Article 4: General provisions**

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the US EMBASSY in Tirana. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements of the US EMBASSY in Tirana.

**Article 5: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer “Part B: Documents to be completed by the tenderer”. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		EUR
1	Maximum Pre-financing payment	30 % of the contract value
4	Final payment after the approval of the Guide	70 % of the contract value
<b>Total</b>		Total contract value

**Article 6: Duration of the contract**

The duration of the contract is 3.5 months.

**Article 7: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:



- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

### **Article 8: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Tirana Court in accordance with the national legislation.

#### **For the Contractor**

Name:

Title:

Signature:

Date:

#### **For the Contracting Authority**

Name:

Title:

Signature:

Date:

**ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)**

<b>Contract title:</b>	<b>Production of a Video Documentary with inspirational stories of partnerships among CSOs and Businesses in implementing community actions in Albania.</b>	<b>Publication reference:</b>	1
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Tender envelope number	Name of Tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1							
2							
3							
4							