

Invitation to Bid (ITB) for Services

Provision of long term time-lapse camera, Professional Videography and Photography. Events management and marketing for EU4Culture project in Albania

ITB Ref No:ITB/2021/21554

Version: v2017.2

Section IV: Schedule of Requirements

A. Summary of Requirements

UNOPS requirements are comprised of the following Lots:

- **LOT 1. Long-term time-lapse camera services for video products for various sites for up to 2 years.**
- **LOT 2. Professional Videography and Photography services for up to 2 years for various sites and events**
- **LOT 3. Events management and marketing services for up to 2 years for various events**

Events, video and photo services include the coverage of UNOPS events and activities, indoor or outdoor, in Tirana or elsewhere, between 10 and 500 participants.

The photographer/videographer, apart from technical proficiency and experience, should demonstrate how flexible they are to cover related events and activities in order to be able to meet UNOPS's needs.

UNOPS will partner with a company for a 2 year contract to conceptualize and execute photography/video projects. End products will communicate compelling, inspiring human-interest stories about UNOPS's impact in Albania with a focus on beneficiaries to internal and external audiences, and will be used in UNOPS's media library and through our communication channels.

Style guides will be defined by UNOPS in order to ensure consistency across all footage in accordance with the corporate requirements which will be communicated to the successful bidder.

The participants of the pitch are invited to provide a cost per hour, cost-per-day and cost per half day (of shooting and editing) price offer as applicable. Any other suggestions should be provided additionally to the above.

The team will participate in periodic monthly meetings during 2 years with UNOPS for filming and shootings, planning or production of materials and output materials when requested.

One company can bid for any of the lots: events management, photo services or video services or all lots.

When requested by UNOPS, the videographer team should be able to conduct pre-production including research, conceptualization, scriptwriting, storyboard or coordinate filming and interviews. The team needs to submit written materials in a Google Doc format, including but not limited to a creative brief and a script, to UNOPS in advance, prior to before the shootings when possible.

The service provider takes full responsibility for the technical part of the photographs and videos, editing of the photographs and videos (when requested), and possible conversion of archive materials into the appropriate format.

In each event the videographer and photographers must capture what is requested and approved by UNOPS

and provide a minimum of agreed minutes of exclusive video and exclusive separate photos as per UNOPS request depending on the event.

Minimum technical specifications per LOT

LOT 1. Long-term time-lapse camera services to produce the final product: Video

Systems used in research, construction and other applications proved to be successful in difficult scenarios, such as extreme weather conditions and in the long run.

Specs

Camera: Canon T6 Bundle or Nikon or similar

Panel Mount: Preferably but not limited to: 10 and 20 watt Panel Mount, Ball Mount Bolt standard 10 and 20 watt

Solar Panel: Preferably at least 10 Watt Solar Panel as an option for areas with few hours of sunlight or when combined with power-intensive electronics.

Installation : Mounting Arm, Flat, 12 inch Cyclapse Mounting Arm, Flat, 12"

Bluetooth Module: Required for camera controller to connect with the App.

Preferred Brands: Harbortronics, Cyclapse

Rights (copyrights)

UNOPS has ownership of all rights of the footage that will be produced on its behalf. The winner of the pitch will transfer all rights through a contract to UNOPS.

LOT 2. Professional Videography and Photography services

Shooting and production of videos with professional equipment.

2.1 Digital video/Audio

Video quality: full HD video, 1920 x1080p, 50FPS.

Professional sound recording: minimum of 96 kHz/24-bit.

Specs

Shot by camera: Professional camera (Bidder must describe the camera)

Format: Preferably 4K, up to 8K

Storyboarding and Script

Visual storyboard: Presentation of sketches for the video production

Language Assistance: Ability to translate (Albanian and English) and produce audio in various languages (Albanian and English)

Motion graphics and VFX: Ability to work with the latest cutting edge apps in 2D and 3D

Pre-production: DOP, Camera Equipment, Lighting

Post-Production: Film editing, Buying of Royalty, Free Stock Footage, Audio, Images if any

Applications: Use of certified Adobe Creative Suite

Radio and other audio spots/advertisements/productions (30 sec, 90 sec)

Podcast production

2.2 Digital photography

DSLR camera 18.1MP Full-Frame Sensor, wide angle lenses from 24 mm, and telephoto lenses starting from 200 mm - yes/no, if no Alternative

Photography including editing 1/2 day / 1 day on various events.

Delivered formats

Colour corrected, light balanced and cleaned up videos for archiving must be submitted in AVI, MPEG or MOV. Unedited photos must be submitted in TIF, PSD Edited (colour and light balanced), high resolution JPEG (maximum size at 300dpi, RGB, quality 100%) or low resolution JPEG (1000 pixels wide for the longest side, 72dpi, RGB, quality 80%). Final project files with linked files in the project created in Adobe Premiere Pro in PRPROJ format should also be submitted along the final video.

Expected outcomes:

Video footage that captures the impact of UNOPS's activities in Albania will be used to produce the following:

2.1.1 Video

- UNOPS visual archive -
- Documentary on UNOPS's activities
- UNOPS works progress
- UNOPS way of working
- Before and after, UNOPS consideration for the cultural heritage and environment
- TV advertisements
- Internal presentations
- Employee testimonials
- Special interviews or testimonials
- UNOPS engagement with stakeholders
- Progress and way of implementation of the restoration activities
- Community clips

2.2.1 Photo

- UNOPS visual archive
- Printed material (brochures, leaflets, posters, OOH, etc)
- Presentations (power-point presentations and more)
- Print articles
- Photo-news or photo-reportages
- Interviews
- Web
- Social Media
- Photo albums
- Photo exhibitions (before and after)

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LOT 3. Events management and marketing services for various sites and events for up to 2 years period.

Organization of a wide range of events.

Requirements:

Layout of the venue

Brainstorming and implementing event plans and concepts

Develop a professional pitch for an event idea

Produce detailed proposals for events

Manage and coordinate event logistics:

Price for Catering

Microphone sound system per person

Consecutive translation 2 languages (English- Albanian) per hour /per ½ day/per day

Simultaneous translation per hour (booths) 2 languages

Event related small printing Leaflets, agenda and name plates including design when applicable.

Sound Box for microphones

Teleprompter

Projector

LED screen small and big

Conference/Events furniture including outdoors meeting furniture (e.g. tents, umbrellas, chairs with handles)

Support in obtaining permits (when required)

Liaising and negotiating with vendors

Handle budget and invoicing

Handle post-events reports

Provide host services

Send invitations and receive confirmations (if applicable or upon request)

Assisting in management of guest list and welcoming of participants

Live Streaming

Sound Box for microphones

Teleprompter

Projector

LED screen small and big

Transportation

In case if the venue is not UNOPS dedicated, the Company must provide 3 offers for Venue rental.

Section V: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of their bid submission.

This Section comprises the following Returnable Bidding Forms:

- o Form A: Bid/No Bid Confirmation Form
- o Form B: Checklist Form
- o Form C: Bidder Information Form
- o Form D: Joint Venture Partner Information Form
- o Form E: Bid Submission Form
- o Form F: Price Schedule Form
- o Form G: Technical Bid Form with Key personnel
- o Form J: Performance Statement Form
- o DRIVE Supplier Sustainability Questionnaire
- o Business certificate
- o Samples
- o References
- o List of contracts including the budget of implemented works
- o Copyright statement in Form G
- o Any relevant statement
- o Copy of audited financial statements for the last three years