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## Request for Quotation (RFQ) 2022\_YMWS

### Video Production YMWS

#### Purpose:

Generations For Peace is seeking a video production company/freelancer to produce, film, and edit a fictional video series.

#### Scope of Work

GPF is looking for companies/freelancers with previous experience in video production to produce a fictional video series with the below conditions.

1. Develop ideas from scratch and write fictional scripts for 20 episodes.
2. The duration of each episode is up to 5 min.
3. The Head of Production at GFP will be the director and general supervisor for the fictional series.
4. The company/freelance should run full production services under the supervision and approval of GFP's Head of Production, including contracting professional script writer/s, casting professional actors, contracting professional crew, locations, equipment rentals, logistics, etc.
5. The company/freelance should use state-of-the-art cinema equipment (including cinema cameras, cinema lenses, drones, sliders, dolly, lights, etc.) and facilities including ARRI Alexa mini LF camera, prime cinema lenses, or similar equipment level.

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Generations For Peace is a charitable non-profit organisation based in Jordan  
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6. The filming location can take place across the Kingdom based on the written script. Thus, the company/freelance should consider that.
7. The company/freelancer should be flexible with the filming dates and responsive to urgent/emerging requests.
8. The expected time frame is up to 60 days for pre-production, including script development and writing. Up to 20 days for production and up to 40 days for post-production.
9. The production may be divided into two stages: 10 episodes in the first 60 days and ten episodes in the second 60 days. For example, GFP might ask to develop, film, edit and deliver ten episodes within 60 days and then take a month gap and do another 60 days to deliver the remaining ten episodes.
10. The episodes may or may not be connected to each other in the narrative structure.
11. The video outcomes should be in 4K. Post-production services include excellent audio mastering, and coloring grading is a must.
12. The fictional series should have English translation and subtitles.
13. Filming, editing, and delivery of all videos should be finalized by the end of **October 2022**.

## Company/Freelance Experience and Requirements

The consultancy firm/freelancer will be required to have;

1. At least five years of experience in video production.
2. Proven experience working and making films and videos for NGO/INGO in Jordan.
3. The company/freelancer must have previous experience making at least one fictional video series or one acclaimed short video selected in at least three international film festivals.
4. Video samples showing the competence in the field. Samples MUST include a link to one of a fictional video series or short film episodes.

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5. Excellent technical capacities and access to state-of-the-art filming equipment to ensure smooth and high-quality production.

## How to apply

Prepare the below documents, compile them in one PDF file, send them to [tenders@gfp.ngo](mailto:tenders@gfp.ngo), and include **Video Production YMWS** in the email subject.

1. CV for freelancer or Company profile should be submitted.
2. Official documents of the company, including (Valid Commercial Registration Certificate, Sales Tax Registration Certificate if applicable)
3. Price quotation in JOD filled as per the schedule below and an Annex of the total budget breakdown showing the cost per day per item.
6. Links to 3 video samples similar to the assignment produced by the company/freelancer. Samples MUST include a link to one of a fictional video series or short film episodes.
4. Two References with complete contact information.
5. Generations For Peace has the right to cancel this RFQ any time before or after receiving any proposals without mentioning any reason.
6. The amount will be subjected to income tax if the selected vendor is a freelancer.
7. For companies, the amount should include sale tax.
8. For any questions, contact us by email only at [tenders@gfp.ngo](mailto:tenders@gfp.ngo).
9. Failure to write the correct title or missing any of the above requirements will automatically disqualify your application.
10. **The deadline for submission is May 31, 2022.**

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- Please fill the schedule below, please add price only, and don't amend, add or change any text.
- Please include an Annex of the total budget breakdown showing the cost per day per item.

### Pricing Schedule

Item	Price per day	Total Price
<b>Cost of pre-production per episode Up to 5 min</b>  The cost must include professional writer/s, locations scouting, casting, recce days, main crew, etc.	_____JOD * 20 Episodes	_____JOD
<b>Cost of production per episode Up to 5 min</b>  The cost must include professional actors, professional crew, cinema equipment rentals, locations, transportation, food, set expenses, etc.	_____JOD * 20 Episodes	_____JOD
<b>Cost of post-production per episode Up to 5 min</b>  The cost must include professional editor/s, audio mastering, color correction and grading, English translation, and subtitling, etc.	_____JOD * 20 Episodes	_____JOD
<b>Total offer budget</b>		_____JOD

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## Frequently Asked Questions:

### 1. What type of actors do you need?

Professional mid-career and above, highly acclaimed actors, actors who did a couple of professional productions on TV or Cinema.

### 2. We can't determine the budget of actors because each one has different fees?

Please calculate your actors' fees based on an average basis. You may pay some less than that and others more than that. As GFP, we can't determine which actors we'll work with, this is something to be discussed and agreed upon, but the final decision will be for our Head of Production. The company/freelancer will cover any cost variation.

### 3. Which equipment do you need exactly? There are different types of sliders; do you need 0.5, 1, 2, or 3 meters?

We can't choose which one to price for; we aim for a state-of-the-art production, meaning that 0.5, 1, or even 2 meters sliders won't be used on such a professional set.

The equipment selection is up to the company/freelancer based on his understating and abilities to deliver a high-end product.

### 4. We can't determine how much the episode will cost in the three stages. This is not how we calculate the budget.

GFP will evaluate the offer based on several elements and a standard total budget is a key to selecting the winning bid. Thus, we need to unify the cost received by all bidders. However, the Annex will play an important role in evaluating the general cost requested in the required table.

### 5. Is it ok to use another camera instead of ARRI Alexa Mini LF?

Yes – you can choose any other camera you want as long as the level of this camera is the same as the intended outcome and ARRI Alexa Mini LF can deliver





**6. How long is each episode exactly? We need to know that because it's a different cost for 3 min to 5 min video?**

We can't decide how long each episode will be, but we don't want to exceed 5 min. Calculate your cost based on the max duration to avoid any cost implications.

**7. What is the subject of the episodes?**

The subject and concept of each/all episode/s will be developed by the company/freelancer, writer/s, and GFP team.

**8. We have our own crew; can we use them?**

The Head of Production must approve all the cast and crew and may ask the company for other options to ensure the quality of deliverables is met.

**9. We have our own director; can't they be the director?**

No – the director and general supervisor of this project is the GFP Head of Production. The needed services from the company/freelancer are not directing. Its production services to produce the fictional video series in the best way possible.





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