REQUEST FOR QUOTATION (RFQ)
(X) URGENT

To: All interested Photo & Video Editing Companies
From: AIMS-NEI through the Next Einstein Forum
Our file ref.: AIMS-SEC-NEF10/02/2020/005
Date: 10/02/2020
N° of pages including this page: 4
Re: Quotation Request for Photo & Video Editing Companies

If you do not receive all pages, please contact us immediately. Thank you.

REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences-The Next Einstein Initiative in Rwanda with incorporation number 105323881 kindly request your best firm offer.

The NEF Global Gathering will be held in Nairobi, Kenya on 10-13 March 2020 under the patronage of H.E. Uhuru Kenyatta, President of the Republic of Kenya.

OBJECTIVES

In the lead up to the NEF Global Gathering 2020, NEF would like to hire the services of a professional video and photo (AV services) company to support the NEF’s visual storytelling and public engagement efforts from 7 – 13 March 2020. The Global Gathering program is truly cross-cutting and multidisciplinary. Activities to capture include NEF Fellows spotlight sessions, panels, parallel sessions, opening and closing sessions, galas, innovation salon, etc.

Specifically, the NEF requires services of an East African based AV company to provide the following AV services:

At the NEF Global Gathering 2020

1. Live video editing of all NEF Global Gathering 2020 including pre-events, The Kifra Prize Award Ceremony, special events, opening & closing ceremonies and create summaries and edited full shows.
2. Film NEF and The Kifra Prize Chair in different sessions, capturing key soundbites to create short summaries videos and one daily summary – this includes The Kifra Prize Award Ceremony.
3. Film specific interviews of NEF management & key delegates - Based on schedule provided by NEF.
4. Create 1-minute Twitter summary for specific sessions with interesting soundbites from the session as directed by NEF.
5. Film major signings and announcements - Based on schedule provided by NEF
6. Film at least 20 short interviews from NEF COS & participants to upload on Twitter & YouTube
7. Create a mini-documentary for The Kifra Prize focused on the winners (individually and collectively) as well as the NEF CoS.
8. Create technical suite for all other AV teams
9. Other tasks as required

**Photo**

1. Capture candid shots of The NEF Global Gathering 2020 Opening & Closing Ceremony, The Kifra Award Ceremony, special events, announcements and signings etc.
2. Capture candid shots related to events of the NEF & Kifra Chair providing 30 high res/edited action photos daily
3. Take photos of major signings and announcements
4. Other tasks based on agreed schedule

**Post production & Editing**

1. Create NEF Global Gathering 2020 highlight reel
2. The Kifra Prize Award highlight reel and individual award categories reel
3. Film, document & create NEF Community of Scientist mini-documentary with key soundbites
4. Provide at least 20 video highlights from key NEF2020 sessions with key soundbites from speakers, NEF COS, key NEF partners etc.
5. Provide highlight reel for NEF & The Kifra Prize Chair for each day

**Graphics & Sound**

1. Provide all graphics composition, animation, texturing, lighting, modelling etc.
2. Provide sound track compositions
3. Sound track editing

**PROPOSAL SUBMISSION**

**Technical Proposal**

Please provide a detailed proposal, including:

- References: Examples of previous work (links to videos and photos) with certificate of completion from your previous client.
- Proof of your Company's experiences: Minimum 5 years experiences with work of similar or bigger scope. Attach contract or certificate of completion from previous clients and a table detailing:
  - Name of client
  - Year of contract
  - Contractual amount
  - Duration of assignment
  - Size of personnel assigned to the contract
- List and CVs of your team members (2 photographers, 2 cameramen, 1 editor (cameraman can be editor) to ensure efficiency: Each team member should have a minimum of 5 years' experience with similar assignment
- Please note that the team must have at least a minimum of 2-5 members including.
- Your company registration certificate

FINANCIAL PROPOSAL SUBMISSION

Please submit a detailed quotation of the total cost (in USD) for the service
- Amount excluding taxes
- Total Taxes (indicate the type of taxes applicable)
- Total amount expenses
- The total amount in US dollar currency
Please note that all costs associated with this assignment should be considered in your proposal. AIMS NEI and NEF will not be accountable for any other additional costs that may arise.

SUBMISSION DEADLINE AND MODALITIES

Kindly submit your quotation via email to procurementpanel@nef.org by **February 20th 2020 at 12:00PM CAT.** Any late submission will be rejected.

Conditions of submitting offers:

- No quotation will be received later than **February 20th 2020 at 12:00pm CAT**
- Every quotation should be submitted on the above mentioned email
- Please mention your quotations terms and conditions including the payment conditions
- Your quotation should be valid of not less than 2 months

All or None Clause:

AIMS-NEI and NEF reserve the right to accept or reject your offer.

TIMELINE

Work is expected to begin 7 March 2020 in Nairobi, Kenya.

SPECIAL NOTES

**NB:** We kindly request you to submit your best offer as we may not enter into the negotiations process

ANTI CORRUPTION

AIMS has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMS employees and its vendors and contractors. AIMS completely prohibits offering, giving or agreeing to give to any employee of AIMS any gift or commission or consideration of any kind as an inducement or reward for:
- doing or not doing (or for having done or not having done) any act in relation to the obtaining of any contract with AIMS; or
- showing or not showing favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;
The Vendor agrees that if they found guilty of offering any gift or commission or consideration of any kind (financial and non-financial) to any AIMS employee, directly or indirectly, then this contract will be terminated with immediate effect and necessary legal action will be taken as per the anti-corruption and other applicable laws of Kenya. The Vendor further agrees to report to the President and CEO (at pceoffice@nexitstein.org) of AIMS if any AIMS employee asks for any gift or commission or consideration of any kind (financial and non-financial) directly or indirectly. AIMS will ensure all necessary legal actions as per the anti-corruption and other applicable laws of Kenya.

RELATED PARTY DECLARATION

The Vendor must make a declaration in writing if they or any of their employees have any direct or in-direct relation with any of the AIMS employees. Failing to do so may result in rejections of the bids or cancellation of the contract, as the case may be.

Thank You,

[Signature]

Boris Fidele DEGAN
Acting Managing Director of Operations