



مؤسسة نهر الأردن
Jordan River Foundation

REQUEST FOR PROPOSAL

Filming Services

RFP #: JRF-P-2020-004

Issue Date: February 6th , 2020

This is the official document of Jordan River Foundation providing a Request for Proposal (RFP) to identify and select a specialized firm to provide the services of Filming Services.

Issuance of this RFP in no way obligates Jordan River Foundation to award a contract, or commit it to pay for costs incurred in the preparation and submission of the proposal. Furthermore, Jordan River Foundation reserves the right to reject any and all offers or to cancel the solicitation without prior notice, if such an action is considered to be in the best interest of the Foundation.

The timeline for the activities under this RFP is:

Description	Date
Distribute documents to offeror(s)	February 6 th , 2020
Deadline for offeror(s) to submit proposals	February 16 th , 2020 @ 14:00
Deadline to receive questions and inquiries	February 10 th , 2020 @ 14:00

Confidentiality

All material and information submitted by Jordan River Foundation must be treated as confidential and not used for any other purpose than the response to this RFP. Information submitted by any supplier will



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be considered and treated as confidential by Jordan River Foundation and any consultants acting on behalf of Jordan River Foundation.

JRF may sign a Non-Disclosure Agreement with interested bidders upon the submission of their proposals as needed.

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1. INTRODUCTION

Under the Patronage of her Majesty Queen Rania Al-Abdullah, JRF will host a high-level fundraising Ramadan event to raise funds supporting JRF's different programs that have transformed the lives of children, women and families across Jordan over the past 25 years.

Celebrating 25 years of empowerment, the welfare of the disadvantaged, excluded, and vulnerable has never been timelier. As JRF continues to build a Jordan for safer children, equal opportunities, and sustainable growth, it seeks the continuous support of donors and partners to help realize its vision of social justice, community empowerment, child protection and entrepreneurial innovation.

The film will be played during the event along with the developed visuals and graphics.

2. BACKGROUND

The Jordan River Foundation (JRF) is a Jordanian non-profit, non-governmental organization established in 1995 and Chaired by Her Majesty Queen Rania Al Abdullah. JRF works in communities adopting a multi-stakeholder approach that encourages community ownership and proactive involvement of all stakeholders; be it community members, Community Based Organizations (CBOs), local government, youth and women, striving to explore solutions to create sustainable and resilient communities.

JRF celebrates its 25th anniversary this year, marking over two decades of social, economic and cultural interventions that have enhanced the lives of hundreds of thousands throughout the Kingdom. JRF has two main programs - Community Empowerment (CEP) and Child Safety (CSP) programs; in addition to an established Training & Consultancy Division that transfers all the tested models and best practices from both programs and the Handicrafts Design Project, JRF's leading women empowerment project. JRF operates across Jordan (North, Middle, and South), through 8 JRF centers, offices, and showrooms. JRF employs 309 qualified staff with the expertise to successfully manage its operations. JRF is governed by a Board of Trustees that is chaired by Her Majesty Queen Rania Al Abdullah.

Our Vision

A Jordan where solutions are home-grown, where the opportunity to prosper is for all, and where the well-being of our children shapes our future.

Our Mission

To engage Jordanians to realize their full economic potential and overcome social challenges especially child abuse.



Our Approach

Since inception, the Foundation has initiated numerous socio-economic projects for women, children and people who are in need of help which aim to provide employment opportunities that in turn enhance their livelihoods. In tandem, these projects also work towards to enhancing the targeted population knowledge and skills in the production of traditional handicrafts, and in entrepreneurial skills.

By integrating and serving community development needs, the Foundation is now recognized nationally, regionally and internationally as an agent for positive change.

3. ELIGIBILITY

The requested services shall be provided by a professional provider, hereinafter referred to as “offeror” or ‘service provider”. “Offer” and/or “Proposal” means the package of documents the offeror submits in response to this RFP.

4. SCOPE OF WORK

Service providers are expected to execute the following as per below details;

Filming service:

- 5 days shooting
- Video to be provided in Full HD resolution
- Video duration is expected to be up to 3 minutes’ long
- To provide necessary equipment
- Perform video editing as needed
- Perform sound design as needed
- Transportation and stay of staff if needed
- Shooting includes outside Amman

Graphics (used on screens throughout the event):

- Research
- Concept adaptation
- Up to 5 minutes looped backgrounds
- Sound design



- Resolution adaptation for led screen playback
- Typography design
- Image editing
- Motion design

Direction (Event Day):

- Media server format adaptation
- 2x rehearsals
- Preparing running order
- Integration between light and sound departments
- Show calling
- Programming Arena media server software for laptop playback (in case there was no media server available)

5. TECHNICAL PROPOSAL

The offeror's technical proposal must include a comprehensive work plan and details covering all the aspects mentioned in the scope of work above.

6. COST PROPOSAL (Must be submitted separate from technical proposal).

6.1 Cost Overview

- 6.1.1. The offeror is requested to detail how rates are applied.
- 6.1.2. Additional costs that the offeror relies on that are not supplied at this time will not be met, and any items not included in the schedule of rates or skills matrix but forming part of the service for the satisfactory completion of the project, shall be deemed to be free issue to Jordan River Foundation.
- 6.1.3. Offeror's proposal should be valid for a 90-day period from the response deadline date. Prices must therefore anticipate and include any price adjustments, which may be in the pipeline quoted for.
- 6.1.4. The offeror shall clearly state any assumptions made which have a material effect on the prices submitted.



7. RESPONSE PROCEDURES

7.1 General observations and conditions of RFP

The offeror should be aware of the following points when submitting their response to this RFP:

- 7.1.1. It is the offeror's responsibility to ensure that all the information necessary to permit the preparation of the response has been provided in sufficient detail and in sufficient time.
- 7.1.2. No claims as to lack of clarity of information concerning the services within the RFP documentation shall be accepted. It is the responsibility of the offeror to seek such clarity if it is required.
- 7.1.3. The offeror must ensure that they are fully aware of all information required in order to provide a complete response with accurate costs. It is the responsibility of the offeror to ensure that the requirements comprised within the RFP are clearly understood prior to the submission of their response.
- 7.1.4. The requirements and specification detail within are not to be altered in anyway by the offeror. If the offeror wishes to propose modifications (which the offeror may consider to provide a better way to achieve the proposal objectives) these will be considered as an alternative offer. The offeror must make alternative offers in a separate letter to accompany the response. Jordan River Foundation is under no obligation to accept alternative offers.
- 7.1.5. The offeror's response document must address in full all of the requirements for all services that will be provided during the term of the contract.
- 7.1.6. The offeror will accept full responsibility for actions arising from information misinterpreted or misunderstood by the offeror or for any errors or omissions thus caused.
- 7.1.7. A response may be rejected if the offeror does not furnish all the information required in this RFP.
- 7.1.8. The offeror is advised that nothing in this RFP or in any other communication made between Jordan River Foundation and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Jordan River Foundation and any other party (unless a formal award of contract is made by Jordan River Foundation).
- 7.1.9. Jordan River Foundation does not accept any responsibility for any pre-contract representations made by it or on its behalf, or for any estimates by the offeror of resources to be employed in meeting Jordan River Foundation's requirements or for any other assumption the offeror may be drawn or will draw from any pre-contract discussions.



7.1.10. Jordan River Foundation accepts no liability to pay for any proposal or other preparatory work undertaken in connection with this RFP.

7.1.11. All offerors are advised that Jordan River Foundation is not committed to any course of action as a result of issuing this RFP and/or receiving responses from the offerors in respect of the RFP. In particular, it should be noted that Jordan River Foundation may reject any response, which does not conform to any instruction or specification in this RFP. It should also be noted that Jordan River Foundation will not accept responses after the closing date without prior formal agreement or may not accept any or all proposals if Jordan River Foundation so decides. Jordan River Foundation reserves the right to discuss or clarify the offer with the offeror at a later date. Jordan River Foundation also does not commit to accepting the lowest price of any response.

7.1.12. The proposal supplied by the offeror shall include all costs involved in the provision of the service specified in this RFP and the offeror may add no other costs after the response has been submitted.

7.2 Evaluation criteria

Jordan River Foundation is interested in obtaining a complete service to the requirements contained in the RFP. Proposals that meet the RFP instructions and requirements will be given a thorough and objective review.

Jordan River Foundation will evaluate proposals according to the following criteria:

Evaluation Criteria	Score
Quality of proposal, details & Creativity of implementation	50%
Compliance to requirements of the RFP	10%
Previous Work Experience	10%
Cost Reasonableness and Competitiveness	30%
Total	100%

Only proposals that have passed the technical evaluation with a minimum technical score of 50 out of 70 will be carried forward to the cost evaluation.

These will be the main award criteria; however, this will not preclude the offeror from placing emphasis on other subjects that they also deem to be important.



7.3 RFP responses

- 7.3.1. Offerors must confirm receipt of this document within 48 hours by email to Procurement@jrf.org.jo.
- 7.3.2. Should the offeror wish to respond to this RFP, they are required to formally acknowledge receipt of this RFP document and also acknowledge acceptance of the conditions specified herein.
- 7.3.3. The response to this RFP must include:
- A completed pricing table.
 - A clear statement as to whether the services referenced or offered within the response document are currently available.
- 7.3.4. Proposals, all documents and all correspondence relating to this RFP must be written in English.
- 7.3.5. Submissions should be delivered in the formats and to the address detailed below by no later than **14:00 on February 16th, 2020**. Receipts will be provided on request.
- 7.3.6. The responses to the RFP document **MUST** be supplied **in paper form (BY HAND)**. Delivery details can be found below.

Paper submissions must be delivered through same form of registered service (courier is recommended) within sealed envelope(s) addressed to:

Wisam Quteishat
Procurement & Logistics Manager
Jordan River Foundation
Masoud Bin Sa'ad Street
Al Rawnaq Area
Amman, Jordan
Tel: +962 6 593 3211

- 7.3.7. On the front of the envelope(s) below the address also write: "Request for Proposal, Response to RFP # JRF-P-2020-004, to be opened by addressee only"



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7.3.8. Offeror must ensure that the courier service obtain signature for receipt of delivery.

END OF DOCUMENT