

STANDARD REQUEST FOR PROPOSAL

Procurement of Consulting Services (SRFP)

**For the Development and Production of a Live-action
Film**



Preface

This Standard Request for Proposal (SRFP) for the Procurement of Consulting Services has been prepared by the Public Procurement Policy Division (PPPD), Ministry of Finance to be used for the Procurement of Consulting Services for the projects that are financed in whole or in part by the Royal Government of Bhutan (RGoB). It should be used in conjunction with the Procurement Rules and Regulations.

Those wishing to submit comments or questions on this Bidding Document or to obtain additional information on procurement under RGoB-financed projects may contact:

Public Procurement Policy Division
Ministry of Finance
Royal Government of Bhutan
Email: pppd@mof.gov.bt
Telephone no. 00975 2 336962, fax no. 336961

ACRONYMS

CQ	Consultants Qualifications
CV	Curriculum Vitae
EoI	Expression of Interest
MoF	Ministry of Finance
IC	Individual Consultant
PPPD	Public Procurement Policy Division
SRFP	Standard Request for Proposals
TOR	Terms of Reference

Sample Format for Letter of Invitation (LOI)

[use agency's official letter pad]

Development and production of a Live Action Film

Project ID No- DoIM/PCD-02/2019-20/1017

Letter of Invitation

The Department of Information and Media (DoIM) has a budget provision from RGoB and intends to apply part or whole of the proceeds for the procurement of consultancy services for development & Production of a Live-action film under the activity *Promotion & Development of Local Content*. The services include developing and producing one program (live action) *during [February 2020 to April 2020]*

The Department now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, equipment, etc.). Consultants may associate to enhance their qualifications.

The selection process of a consultant shall be in accordance with the procedures set out in the Procurement Rules and Regulations.

Interested consultants may obtain further information at the address below during office *i.e. 0900 to 1600 hours*.

Proposal must be delivered to the address below by **21 January 2020**, on or before 11.00 A.M.

Director
Department of Information and Media
Ministry of Information and Communications
Thimphu
322567
www.doim.gov.bt

1. **INTRODUCTION**

- 1.1 Firms/individuals are hereby invited to submit a technical and financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as "Data Sheet"). The proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its Objectives are given in the Data Sheet.
- 1.3 The Assignment will be implemented in accordance with the procedure indicated in the Data Sheet.
- 1.5 To obtain first hand information on the Assignment and on the local conditions, firms/individuals are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference as specified in the Data Sheet. Firms/individuals must take into account the local conditions while preparing the proposal.
- 1.6 The Client will provide the inputs specified in the Data Sheet, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.8 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices specified in the Standard Request for Proposal (Large Assignments) Instruction to Consultant Clause 4.

2. **DOCUMENTS**

- 2.1 To enable firms/individual to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client in writing, and not later than seven days before the proposal submission date.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment.

3. PREPARATION OF PROPOSAL

3.1 Firms/individuals are requested to submit a technical and a financial proposal. Your proposal shall be written in the language specified in the Data Sheet.

Technical Proposal

3.2 Firms/individuals are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information will be at your own risk and may result in rejection of your proposal.

3.3 During preparation of the technical proposal, firms/individuals must give particular attention to the following:

- i) If firms/individuals consider that the firm does not have all the expertise for the Assignment, you may associate with other firms or entities, including the other firms invited for this Assignment and/or local consultants, subject to restrictions specified in the Data Sheet, to enable a full range of expertise to be presented;
- ii) The estimated budget ¹for the Assignment is stated in the Data Sheet for your information. The financial proposal for the Assignment should be substantially in accordance with the budget;
- iii) The estimated man months for the assignment are stated in the data sheet for your information. However, firms/individuals should feel free to submit your proposal on the basis of man months which firms/individuals consider necessary to undertake the assignment.

3.4 The technical proposal must provide the following information, using, but not limited to, the formats attached in Annexure 2:

- i) A brief description of the Consultant's organization and an outline of recent experience on assignments of a similar nature. The information provided on each assignment should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm involvement;
- ii) Any comments or suggestions on the TORs, and a description of the methodology (work plan) which the Consultants propose to execute the services, illustrated with bar charts of activities.
- iii) The composition of the proposed staff team, the tasks which would be assigned to each and their timing;

¹ This will apply only for fixed budget selection method

- iv) Curricula Vitae (C.V.) recently signed by the proposed key professional staff or an authorized manager in the home office.
- v) Estimates of the total time effort (person x months) to be provided for the services, supported by bar chart diagrams showing the time proposed (person x months) for each professional staff; and
- vi) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client indicated in the TORs.

3.5 The technical proposal **must not** include any financial information.

Financial Proposal

3.6 The financial proposal should list the costs associated with the Assignment. These normally cover: remuneration for staff, accommodation (per diem, housing), transportation, for mobilization and demobilization, and equipment (vehicles, office equipment, furniture and supplies), printing of documents, surveys. Your financial proposal should be prepared using, but need not be limited to, the formats attached in Annexure 3.

3.7 The financial proposal must take into account the tax liability and cost of insurance specified in the Data Sheet.

3.8 Costs may be expressed in currency as provided in data sheet

4. SUBMISSION OF PROPOSALS

4.1 Firms/individuals must submit one original proposal and the number of copies indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet.

4.2 The completed technical and financial proposal must be delivered on or before the time and date stated in the Data Sheet.

4.3 The proposal must be valid for the number of days stated in the Data Sheet from the date of its submission during which firms/individuals must maintain available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

5.1 A two-stage procedure will be adopted in evaluating the proposals:

- i) a technical evaluation, which will be carried out prior to opening any financial proposal;
- ii) a financial evaluation.

Firms will be ranked using a combined technical/financial score, as indicated below.

Technical Proposal

5.2 The evaluation committee appointed by the Client will carry out the evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be attributed a technical score (St.).

Financial Proposal

5.3 The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of the proposals will be computed as follows: $Sf = 100 \times Fm/F$ (F - amount of financial proposal).

5.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights indicated in the Data Sheet” $S = St \times T\% + Sf \times F\%$.

6. Negotiations

6.1 Prior to the expiration period of proposal validity, the Client will notify the successful Consultant who submitted the highest scoring proposal (technical + financial) in writing by registered letter, cable telex or facsimile and invite to negotiate the Contract.

6.2 Negotiations normally finish within five days. The aim is to reach an agreement on all points, and initial a draft contract by the conclusion of Negotiations.

6.3 Negotiations will commence with a discussion of technical proposal, the proposed methodology (work plan), staffing and any suggestions made to improve the TORs. Agreement must then be reached on the final TORs, the staffing and bar charts, which will indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting. Special attention will be paid to optimize the required outputs from the Consultants within the available budget and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Assignment.

6.4 Changes agreed upon will then be reflected in the financial proposal, using proposed unit rates

6.6 The negotiations will be concluded with a review of the draft form of Contract. The Client and the Consultants will finalize the contract to conclude negotiations.

7. AWARD OF CONTRACT

- 7.1 The Contract will be awarded after successful Negotiations with the successful Consultants. If negotiations fail, the Client will invite the Consultants having obtained the second highest score to Contract negotiations. Upon successful completion, the Client will promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

- 8.1 The consultant shall acknowledge the following:
- i) The receipt of the letter of invitation by the consultant.
 - ii) Whether or not the consultant will submit a proposal.

LOI DATA SHEET

Clause No.	Clauses
1.1	The name of the Assignment is: Development and production of one live-action film
1.2	The name of the Client is: Department of Information and Media, MoIC
1.3	The description and the objectives of the Assignment are: Since the introduction of television in 1999, Bhutanese children were introduced to foreign stories in various foreign channels. So much interest has been generated that young children remain glued to the TV watching these channels. This assignment is to develop and produce one live action program based on a Bhutanese folktale. The purpose of this project is to provide our children with quality local content on issues relevant to them while familiarizing them with our own culture and traditional values. The production period is 2 months.
1.4	The assignment will be carried as: Lump Sum
1.5	Pre-Proposal Conference: No
1.6	The name(s) and address of the Official(s) is (are): Sonam Yangden, Public Communications Division (PCD), Department of Information and Media (DoIM)
1.7.1	The Client shall provide the following inputs: Storyline (to be collected in audio format from DoIM Office)
1.8	The Documents are: (TORs, Contract, and Appendices etc.)
2.2	The address is: Director, DoIM, MoIC
3.1	The language is: English
3.7	Tax liability, insurances (<i>Insert as appropriate</i>)
4.1	The number of copies of the proposal is/are: One original and one copy
4.3	The date and time of proposal submission are: 21 January, 2020 at/before 11.00 AM
4.4	Validity period (days, date): 60 days
	The location is: Department of Information and Media, Ministry of Information and Communications, Thimphu.

5.1 The points given to evaluation criteria are:

	<u>POINTS</u>
(i) The consultants' relevant experience for the assignment and evaluation of Samples of similar projects	30
(iii) Quality of the script	35
(iv) The quality of methodology proposed	15
(v) General Qualifications (individual experience who will be working on the project)	20
Total:	100 <u><u>=====</u></u>

The technical proposal should score at least **70 points** out of 100 to be considered for financial evaluation.

5.3 The currency is: Bhutanese Ngultrum

5.4 The weight (T%) given to the Technical Proposal is 70 percent.
The weight (F%) given to the Financial Proposal is 30 percent.

7.2. Commencement of Assignment (date, location): February 2020, Thimphu

Attachments:

1. TORs
2. Annexures
4. Draft Form of Contract

TERMS OF REFERENCE

1. BACKGROUND: Mandated to develop and promote quality local content through use of creative media, the Department of Information and Media, MoIC, is required to create relevant contents and make them accessible in the public domain. As experienced by other parts of the world, Bhutan is also facing dilution of culture and tradition with a huge influx of foreign exposure through media, especially among the youth. Children in Bhutan watch foreign animations/films and are more familiar with alien tales/stories through the invasive influence of this medium.

In its effort to address the issue concerning large number of foreign content, the Department has produced various animation and audio visual programs based on our local folktales and legends, and made them accessible in public domain like Website, Facebook page, Youtube, Cable TV and BBS. In addition to keeping intact the cultural and traditional aspects/values which are endangered and evolving with Economic Development, the Department is also required to produce programs to promote or create awareness on issues of relevance to the society. To fulfill this requirement, the Department will produce one live action film based on a local folktale selected by the department.

2. A PRECISE STATEMENT OF OBJECTIVES: The main objective of this ToR is to avail consultancy services of audio visual firms to develop and produce one live action video for Bhutanese children. This is to provide our children with quality local content on issues relevant to them and in which the culture and traditional values are also explained/illustrated.

3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT: This ToR is developed for the purpose of producing one live action video based on a local folktale with the following terms and conditions:

- The proposal must be **original, unpublished, un-produced, and un-optioned** work of the firm/consultant; The firm ensures that they are the sole author of the work and that it does not infringe on any existing copyright.
- The language used for the purpose of dialogue and narration must be in Dzongkha with English subtitles.
- The proposal must contain, among others:
 - i. Detailed script of the program with Dzongkha dialogues;
 - ii. The story must illustrate culture and traditional values along with good morals.
 - iii. One latest program produced by the firm; the quality of sample will be evaluated.
 - iv. Work schedule
- The winning firm/consultant must:
 - i. Submit raw footage(s)
 - ii. Submit the produced programs for review to the Procuring Agency and incorporate changes desired by the Procuring Agency.

- Review will be carried out as follows:
 - i. First review in 4 weeks from the day of signing contract agreement.
 - ii. Second review in 6 weeks,
 - iii. Final review in 8 weeks.

4. SCHEDULE FOR COMPLETION OF TASKS: Within two months, all reviews would be carried out as per the work schedule. No request for time extension shall be accepted.

5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT: Fund; Storyline

6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS etc.) THAT WILL BE REQUIRED OF THE CONSULTANT: The consultant must submit two copies of produced program in MOV format which is compressed with AVI format; the firm must also submit a cover design of the program and the same must be printed on the CD/DVDs.

*All copyrights remain with the Department, once submitted.

7. COMPOSITION OF THE REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK: Review Committee shall consist of the officials from the Department and if necessary, working professionals and experts in the field.

8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS: Follow the work schedule/plan submitted by the consultant/firm

9. LIST OF KEY POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED: Project Director, Artists, Established office setup and other as deemed necessary for the project.

Annex - 2

FORMATS FOR TECHNICAL PROPOSAL

Annexure 2

TECHNICAL PROPOSAL

TO

Sir:

Subject: Hiring of Consultancy Service for _____

Regarding Technical Proposal

I/We _____ Consultant/Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as Consultant for

_____.

Yours faithfully,

Signature

Full Name _____

Designation _____

Address _____

(Authorized Representative)

1. Attach firm's profile (if it is not individual)
2. Relevant services carried out in the last five years which best illustrate qualifications
3. Approach and methodology if asked in the LOI Data Sheet
4. Comments and suggestions on the ToR
5. CVs of proposed personnel
6. Valid trade license & CDB certificate (if not individual)

***** Format of Curriculum Vitae (CV) For Proposed Key Staff**

Proposed Position for the Project: _____

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: _____ **Nationality:**

Membership of Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three-quarters of a page).

Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor").

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Date: _____

**Signature of Staff Member or
Day/Month/Year
authorized official from the firm**

Please attach "Work Programme and Time Schedule for Key Personnel

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL
MONTHS (in the form of bar chart)

<u>S.</u> <u>No.</u>	<u>Name</u>	<u>Position</u>	1	2	3	4	5	6	7	8	<u>Number of</u> <u>Months</u>
1											
2											
3											
4											

FORMATS OF FINANCIAL PROPOSAL

FORM FIN 1 FINANCIAL PROPOSALS

TO

Sir:

Subject: Hiring of Consultants' Services for _____

Regarding Price Proposal

I/We _____ Consultant/consultancy firm herewith enclose Price Proposal for selection of my/our firm/organization Consultant for _____

I, the undersigned, hereby declare to the best of my knowledge and belief, this information is true and correct.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

SCHEDULE OF SUMMARY PRICE PROPOSAL

FORM FIN-2 SUMMARY OF COSTS

Item	
Total Costs of Financial Proposal	

FORM FIN-3 BREAKDOWN of Costs by Activity

Group of Activities (Phase)	
Remuneration	
Reimbursable Expenses	
Subtotals	

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

(This Form FIN-4 shall only be used when the Time-Based Form of Contract has been included in the RFP)

N°	Description	Unit	Unit Cost	Quantity	Amount
1	Per diem allowances	Day			
2	Miscellaneous travel expenses	Trip			
3	Communication costs between [<i>Insert place</i>] and [<i>Insert place</i>]				
4	Drafting, reproduction of reports				
5	Equipment, instruments, materials, supplies, etc.				
6	Use of computers, software				
7	Local transportation costs				
8	Office rent, clerical assistance				
9	Training of the Procuring Agency's personnel				

(Modify as appropriate)

Request for Proposals – Selecting a Firm through CQ [implementing agencies to use their official letter pad]

Date _____

To

1. The _____ (hereinafter to refer to as the “Client”) invites you to submit a combined technical and financial proposal to provide the following consulting services: _____. More details of the services are provided in the attached Terms of Reference.
2. Please submit your technical and financial proposals in accordance with the attached forms. Your proposals will be subject to negotiation between your authorized representative and the Client and may result in a contract. A draft contract is also attached.
3. Your technical and financial proposals should be submitted at the following address, not later than _____ [insert date, month, year]. The technical and financial proposal shall each bear a weightage of _____ [insert techno-financial ratio] for the purpose of evaluating this proposal.
4. Please confirm receipt of this invitation and that you will/will not submit the proposals as requested

Sincerely

(Client’s authorized representative)

Sample Contract for Simple Consulting Services Small Assignments
Time-Based Payments

CONTRACT

THIS CONTRACT for the production and development of Live Action Film (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
- (i) The Consultant shall perform the services specified in “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the reports listed in Terms of Reference, within the time periods listed in such Annexures.

2. Term The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to ToR, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Payment Schedule

10% of the payment shall be made after the signing of the contract. No additional payment shall be entertained until the project has been completed. The remaining 90% payment shall be made

upon the submission of the final work and upon the completion notification/ letter from the Client.

C. Payment Conditions

Payment shall be made in *[specify currency]* not later than 30 days following submission of invoices in duplicate to the client.

4. Project Administration

A. Coordinator

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall

belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of *[insert government]*, and the language of the Contract shall be *[insert language]*.
- 12. Dispute Resolution** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Kingdom of Bhutan.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annexure 1: Letter of invitation

Annexure 2: Formats for Technical Proposal

Annexure 3: Formats for Financial Proposal

Annexure 4: Request for Proposal (RFP)

Annexure 5: Sample Contract