

Date: 26 February 2019

## Clarification Note No. 1

**RFQ/SMM/23/2019: Production of a series of hand-drawn explainer videos about the OSCE and the OSCE Special Monitoring Mission to Ukraine (SMM).**

**B1Q1 Could you provide any references of videos? Or creative concept can be provided by the Offeror?**

**Answer:** Creative concept will be provided. Here are some examples of the style envisioned:

<https://www.facebook.com/immigratecan.ca/videos/1951686891793417/?v=1951686891793417&t=6>

<https://www.youtube.com/watch?v=h0pCRBzmY10>

**B1Q2 Are all 5 videos to be produced simultaneously?**

**Answer:** No, one by one.

**B1Q3 Is there any forms for technical proposal and price quotation that has to be filled in?**

**Answer:** Please refer to tender document (RFQ/SMM/23/2019). On the first page there is price quotation form that has to be filled in. On the last page there is technical compliance form that has to be filled in. Technical compliance form contains explanation concerning additional documents and information that has to be included in you technical proposal.

**B1Q4 Should all documents be provided in English?**

**Answer:** Yes.

**B1Q5 We need to create 5 hand-drawn videos, duration of each 15 seconds?**

**Answer:** No, 5 videos, around 60 seconds each.

**B1Q6 Is voice-over needed by a native speaker? English-British or English-American?**

**Answer:** Yes, Northern American accent.

**B1Q7 What rights do you need to voice-over? - term / territory / location platform**

**Answer:** One year in terms of duration, all social media platforms, not sure about the territory (would require the successful bidder's advice on that).

**B1Q8 For the calculation reference on the style of the animated video is very important. Could you provide examples of the animation you want?**

**Answer:** Hand-drawn, here are some examples:

<https://www.facebook.com/immigratecan.ca/videos/1951686891793417/?v=1951686891793417&t=6>

<https://www.youtube.com/watch?v=hOpCRBzmY10>

**B1Q9 Will there be characters in the video? If so, how many characters are planned?**

**Answer:** Yes, some of the videos might have characters, the specific quantity is not known yet.

**B1Q10 Do we understand correctly, a full production cycle is required - concept - script - writing texts for voice-overs and titles - illustrations - animation - music - sound design - voice over - mastering?**

**Answer:** No, concept, script and texts will be provided by the OSCE SMM. The production company is expected to help finalize the script and texts and take care of the illustrations - animation - music - sound design - voice over – mastering.

**B1Q11 What are the technical requirements for the final video? Is video resize needed (for example, adaptation of 16 \* 9 for other resolutions)?**

**Answer:** No, resize is not needed.

**B1Q12 Would you need to translate texts into other languages? Which ones?**

**Answer:** Please refer to Amendment 1 where it is stated that “Each of five hand-drawn explainer videos has to be produced in three languages: English, Russian and Ukrainian”.

**B1Q13 Do you consider writing or buying music on stock?**

**Answer:** Buying.

**B1Q14 Do you need a sound design?**

**Answer:** No.

**B1Q15 Is there a preliminary deadline for the final videos?**

**Answer:** No, however, no tight deadline is expected.

**B1Q16 Did you have a ballpark figure in mind for the budget?**

**Answer:** We expect the bidders to estimate the cost of the project and to provide it in their quotation.