

Ref.: RFQ/KOS/619230/2021

Date: 22.09.2021

## REQUEST FOR QUOTATION

**Subject:” Production; co-production and broadcasting of six (6) TV programmes each in duration of 45 minutes utilizing the three volume book “Serbs and Albanian through the Centuries” author Petrit Imami”**

The OSCE Mission in Kosovo (hereinafter called “the OSCE”) invites you to submit your quotation as per Terms of References “TOR” (hereinafter called “the Services”) as specified in this Request for Quotation and its attachments (hereinafter called “the RFQ Documents”). The companies are invited to submit a quotation.

### NOTE:

- **QUOTATIONS SHOULD BE ADDRESSED TO:** [Tenders.omik@osce.org](mailto:Tenders.omik@osce.org) clearly marked with the RFQ reference number and title. (*please do not use email address: [procurement.omik@osce.org](mailto:procurement.omik@osce.org) for submission of quotations*)
- **QUERIES FOR CLARIFICATION SHOULD BE ADDRESSED TO:** [procurement.omik@osce.org](mailto:procurement.omik@osce.org) (*kindly note that queries and matters for clarification are accepted until 29 September 2021 - CoB*). **INTERESTED BIDDERS SHOULD REGULARLY VISIT <https://procurement.osce.org> to get updated with any CLARIFICATION, AMENDMENT, and EXTENSION issued on the RFQ, during the process**
- **DEADLINE FOR SUBMISSION OF QUOTATIONS: on or Before 06 October 2021 at 12:00 hrs (CET) LATE QUOTATIONS AND QUOTATIONS SUBMITTED TO OTHER EMAIL/ADDRESS WILL BE REJECTED**
- **Upon receipt of this RFQ, you are kindly requested to return the attached Acknowledgement Letter (Annex E) as soon as possible to [procurement.omik@osce.org](mailto:procurement.omik@osce.org) , advising whether or not your company intends to submit a quotation.**

This Request for Quotation (RFQ) consists of the following annexes:

**Annex A:** Qualification Information Form

**Annex B:** Terms of Reference

**Annex C:** Methodology and work plan

**Annex D:** Pricing Format

**Annex E:** Acknowledgment Form

**Any Contract or Purchase Order will be subject to the OSCE General Conditions of Contract** which can be viewed at <http://www.osce.org/procurement>. Detailed “Instructions to Bidders – Request for Quotation” are also provided on this website.

Delivery time: as per TOR  
Payment terms: as per TOR (multiple)

Validity of offer (60 days minimum): .....

Company name:

Authorized representative’s name and signature:

Address:

Email:

Telephone:

**Annex: A      Qualification Information Form**

**General Information**

1. Bidder's Full Legal Name:			
2. Street Address:	Postal Code:	City:	Country:
3. P.O. Box and Mailing Address:			
4. Telephone Number:			
5. Fax Number:			
6. E-mail Address:			
7. Web-site Address:			
8a. Contact Name:			
8b. Contact Title:			
9. Corporate Seat:			
10. Type of Business:			
11. Year Established:			
12. Number of Staff Employed:			
13. Parent Company, if any (full legal name):			
14. Principal subsidiaries, associates, and/or representative(s), if any, that are relevant to the Services:			

*-Please provide copy of Business Registration Form*

**Financial Information**

15. For the last five (5) financial years:		
Year	Turnover (EUR)	Working Capital (EUR)

**Experience**

16. Contracts of similar scale/volume during the last ten (10) years:				
Customer Name and Contact Details	Value (EUR)	Year	Services Provided	Country

**Key Personnel**

*Note: Please list the Key Personnel proposed for performing the Services and attach recently signed CV(s).*

<b>Name</b>	<b>Position</b>	<b>Task</b>

**Section 5: Banking details**

1. Name of Bank:	
2. Account Number:	
3. Account Name: <i>Must be in the name of the vendor</i>	
4. BIC:	
5. IBAN:	

Signature of Bidder: \_\_\_\_\_

## **Annex B.**

### **TERMS OF REFERENCE**

#### **I. Background**

Under its project “Disseminating Media and Information Literacy, Supporting Media Bodies, and Furthering the Media and Public Relations Capacities of Public Institutions”, the Media Section seeks to commission the production and airing of a six (6) TV programs to support further reconciliation and dialogue amongst communities throughout Kosovo with the aim to further cooperation, mutual understanding, and people-to-people contacts.

The programmes will utilize Petrit Imami’s book “Serbs and Albanians Through the Centuries”, which promote cooperation, mutual understanding, and increased inter-community contact by depoliticizing Serbian-Albanian relations and placing them in an appropriate historical context, void of political populism and ensuing stereotypes.

The first book, published in 2016, covers the events from the earliest times until 1944, the second volume, deals with the events from 1945 to the present, while the third volume is entirely dedicated to Serb-Albanian cultural ties.

Petrit Imami books provide a comparative review, which follows the history of ethnic, historical and political relations between Serbs and Albanians from the arrival of the Slavs in the Balkans until today.

The books "Serbs and Albanians through the centuries", Petrit Imami have laid the foundations for two peoples to better understand each other. Better knowledge of each other softens tensions and conflicts, creates the basis for mutual respect and dialogue. Petrit Imami’s work is important for our time, but perhaps even more important for the times to come, when the ties between the two peoples will be spoken of calmly, reasonably and amicably.

His three-volume book is considered more reliable than many historical books that have been written in an extremely biased manner.

While utilizing the three-volume book, the OSCE Mission will contract one TV station with national frequency in Albanian language for the production of six (6) forty-five (45) minutes TV programmes on Serb and Albanian relations throughout history through selective portion of the three-series of books.

#### **II. Scope of Services**

The scope of the work performed by the service contractor will include the following:

- Produce and broadcast six (6) TV programmes utilizing the three volume book “Serbs and Albanian Through the Centuries”, each in duration of 45 minutes;
- Prior to production work, deliver to OSCE project/activity manager storyboards and timelines for each programme;
- Co-produce the TV programmes in cooperation with a Serbian language Kosovo based audio-visual media outlet. Financial obligations for coproduction and the payments thereof will be borne by selected service contractor.
- Brand the six (6) TV programmes “Serbs and Albanians Through the Centuries”;
- Broadcast the TV programmes on a television channel with national frequencies during prime time between 18:00 – 22:00 to ensure high viewership rates;
- Co-produce by editing the contents and subtitles of TV programmes in consultation with the OSCE project/activity manager and other relevant offices;
- Provide qualitative translation to the other official language for all programmes. Ensure error-free and high-quality subtitles for the TV programmes in Albanian and Serbian language;
- Keep in regular contact with the OMiK Media Section throughout the production of TV programmes, acquire approval of the storyboards, and oversee the overall implementation of the activity;
- Submit invoices to the OSCE upon completion of the production and broadcasting of each TV programme;
- Ensure that at the end of the TV programme, the OSCE logo and disclaimer is displayed and visible as a supporter of the programme.

### **III. Expected Outputs/ Deliverables/ Reports**

1. Detailed script and structure/plan for the six (6) TV programmes, which tackle the most important and positive aspects of the book: the history of the two peoples who have lived in the neighbourhood for over a thousand years, their relationships: what they have been, what brought them together, and what distanced them from one another; what led to friendships and to hostilities, covering internal and external flows in the historical vertical that have influenced the actions of their members, leaders and ordinary people;
2. Prepare and submit a broadcasting schedule for all six (6) TV programmes during prime time;
3. When talking about major disputes between Serbs and Albanians of the modern time to ensure that opinions of the both sides were presented accordingly and positively.
4. Produce and broadcast six (6) TV programmes in duration of 45 minutes on the three-volume book and in agreement with the Activity manager on the selected theme and guests;
5. Upload all six (6) shows on the television's official social media;
6. Deliver services without delay at given time-frames as per terms of references;
7. Provide copies of the TV programmes to the activity manager.

### **IV. Performance Indicators**

- Submit the plan and structure of TV programmes within one week after signing of the contract as well as broadcasting schedule;
- Prior to production work, deliver to OSCE project/activity manager storyboards and timelines for each programme;
- Produce and broadcast all six (6) TV programs between 15 October 2021 until June 2022 latest;
- Broadcast the TV programmes within the given time-frame.
- On time payment to the co-production company.

### **V. Liaison arrangements/ OSCE data, services, personnel or facilities to be provided**

- The activity will be closely overseen by the Media Section Project/Activity Manager and the focal point of the service provider.

### **VI. Minimum Qualifications of Bidder**

- The service provider, media outlet/television station is legally registered in Kosovo with national frequency/reach;
- The service provider specifies in the proposal the production team for the programme, including their CVs;
- At least ten (10) years of experience in the production of TV programmes;
- Ability to provide at least three (3) samples of at least 30 - 45-minute length previously produced programmes on a similar subject focusing on interethnic relations which contribute to the mutual respect and dialogue amongst the K-Albanian and K-Serb communities;
- Ability to provide at least one (1) sample of docuseries of at least 30 – 45 minute length previously produced and broadcast on interethnic relations which contribute to the mutual respect and dialogue amongst the K-Albanian and K-Serb communities;
- Previous collaboration with regional media outlets in coproduction and broadcasting of material on living conditions of different ethnicities in the region and Kosovo which were produced and broadcast regionally and in Kosovo;
- Ensures excellent technical capacities (High Definition Video) to ensure smooth and high-quality production.

### **VII. Duration of service provision**

- The duration of the service agreement will be October/2021 until June/2022.
- By December 2021 the service provider will provide a detailed script, structure/plan for the six (6) TV programmes and will produce at least three programmes.
- By June 2022 the service provider will produce and broadcast all six (6) programmes as indicated in the ToR

The contractor will be paid into two instalments:

- 1<sup>st</sup> instalment or 60% upon completion of a detailed script, structure/plan for the six (6) TV programmes and production of at least three programmes as indicated in ToR- by Dec 2021
- 2<sup>nd</sup> Instalment or 40% upon successful completion of production, coproduction and broadcasting of all six (6) programmes as indicated in ToR by June 2022

## **VIII. Evaluation Methodology**

### **Technical Evaluation**

#### **Least Cost Selection: (Point system)**

Each quotation will be evaluated on the basis of its responsiveness to the technical requirements contained in the RFQ Documents by applying the “point system” evaluation criteria as per below specified criteria:

#### **Specific experience (including but not limited to)**

- i. The service provider, media outlet/television station is legally registered in Kosovo.
- ii. Minimum ten (10) years of relevant professional experience in the production of TV programs.
- iii. Documented work experience of the company and ability to provide at least three (3) samples of at least 30 - 45-minute length previously produced and broadcasted programmes on a similar subject focusing on interethnic relations which contribute to the mutual respect and dialogue amongst the K-Albanian and K-Serb communities;
- iv. Previous collaboration with regional media outlets in coproduction and broadcasting of material on living conditions of different ethnicities in the region and Kosovo which were produced and broadcast regionally and in Kosovo;
- v. The company must have excellent technical capacities (High Definition) to ensure smooth and high quality production.

#### **Qualifications and competence of the proposed Key Personnel**

- i. The company should assign qualified and experienced staff in producing TV programs, references acquired from the implementation of similar projects,
- ii. CV's of the proposed team should be provided with quotation documents/package.

#### **Proposal, work plan, applied methodology in response to TOR**

- i. The company should provide a proposal/work plan for the implementation of the activity in respond to each points of ToR and demonstrating the capability to provide the required services.

#### **The minimum technical score required to pass technical evaluation is 70 points.**

A quotation shall be rejected at this stage if it does not respond to important aspects of the RFQ Documents, particularly the Terms of Reference, or if the quotation fails to achieve the minimum technical score indicated above.

Only the quotations that pass the minimum technical score will be evaluated further. Award will be made to the Bidder whose quotation is the lowest priced among those that pass the minimum technical score.

**Annex: C**

***Description of the Approach, Methodology and Work Plan for Performing the Services:***

*[Provision of this Annex with bid is mandatory – **DO NOT INCLUDE ANY FINANCIAL INFORMATION IN THE TECHNICAL PROPOSAL**]*

Signature of Bidder: \_\_\_\_\_

**Annex D:**

**PLEASE SUBMIT THE SIGNED/STAMPED FINANCIAL OFFER (ANNEX D) AS A SEPARATE DOCUMENT TO THE TECHNICAL PROPOSAL**

**Pricing Format**

<b>Cost Component</b>	<b>Quantity (if applicable)</b>	<b>Unit Price in Euro</b>	<b>Extended Price (excl. VAT)</b>
Production, co-production and broadcasting of six (6) TV programmes each in duration of 45 minutes utilizing the three volume book “Serbs and Albanian Through the Centuries” author Petrit Imami” as per ToR requirements ref. Annex B.	<b>6</b>		
<b>TOTAL PRICE in Euro (without VAT)</b>			

**NOTE:** *The service provider will bear all the costs of all equipment and personnel needed to accomplish the task.*

**Payment:** *1<sup>st</sup> instalment or 60% by Dec 2021 and 2<sup>nd</sup> Instalment or 40% by June 2022.*

Signature of Bidder: \_\_\_\_\_





**Annex E: Acknowledgement Letter**

Reference: **RFQ/KOS/619230/2021**

Subject: **Production;co-production and broadcasting of six (6) TV programmes each in duration of 45 minutes utilizing the three volume book “Serbs and Albanian through the Centuries” author Petrit Imami”**

Closing date/Time: **06 October 2021 at 12:00 hrs (CET).**

Company Name: .....

Contact Points: .....  
(email, phone, fax etc.)

We

INTEND

DO NOT INTEND

to submit a bid/proposal in response to the above-mentioned tender.

If you do not intend to submit a bid, please specify the reason:

.....  
.....  
.....  
.....  
.....  
.....

Signature:

Date:

Please return this form to [Procurement.OMiK@osce.org](mailto:Procurement.OMiK@osce.org) by no later than 12:00 hours (CET) on 29 September 2021.