**Request for Proposals (RFP)**

**National and International Call**

Date: July 14, 2020

**Subject: RfP for Selection of Companies to provide Services for TV Content Dubbing to Turkmen language**

Dear Sir/Madam,

1. You are requested to submit a bid for the “**Selection of Companies to provide Services for TV Content Dubbing to Turkmen language**” as per enclosed in the Technical Specification (TS).
2. To enable you to submit a bid, attached are:
	* Technical Specifications (TS) (Annex I)
	* Bid Submission Form (Annex II)
3. Your offer comprising of a technical and a financial bid, marked with “**Selection of Companies to provide Services for TV Content Dubbing to Turkmen language**” should be submitted scanned to the following address designhub.ca@irex.org no later than **August 15, 2020**, 18:00 PM, local time. Only officially registered companies are eligible to submit the bids.
4. The bids documents should be written in English and/or Russian.
5. All bids prices indicated in the financial bid should be appropriate, quoted in US Dollars (USD).

1. After the bid submission, the prices shall be fixed and are not be subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected.

1. The prices must include all costs incidental to the performance of the Services, as incurred by the Provider.

This RfP does not obligate IREX Kyrgyzstan to pay any costs incurred in the preparation and submission of the bids. Furthermore, IREX Kyrgyzstan reserves the right to reject any and all offers if such action is considered to be in the best interest of organization. IREX Kyrgyzstan has the right to suggest amendments to the bid offers in the process of negotiations prior to signing the contract if a bidder is selected. IREX is able to award more than one contract as a result of this RFP, and may increase the work assigned at any time.

IREX Kyrgyzstan does not discriminate on the basis of race, color, sex, national origin, religion, age, equal pay, disability and genetic information.

A bidder included (or previously included) in the Specially Designated Nationals list, or debarred from federal procurement, or similar list of Government of the Kyrgyz Republic, or any other similar list, will be rejected.

If you have any questions regarding this RfP, please send an email on designhub.ca@irex.org

**IREX Kyrgyzstan**

 **Annex I**

**Technical Specification**

**Date: July 10, 2020**

**Purpose**: To provide Services for TV Content Dubbing to Turkmen language

1. **Organizational setting and background**

The assignment shall be performed under the direct supervision and overall direction and procedural guidance of IREX and Program’s Donor.

**About IREX**

IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting change. IREX works with partners in more than 100 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and extending access to quality education and information. IREX has operated in Central Asia since 1992, enabling local individuals and institutions to develop key elements of a vibrant society—including quality education, free access to information and technology for development, independent media, and programming on issues of youth development and gender issues—resulting in stronger local communities. Details available at [www.irex.org](http://www.irex.org/)

**Summary of the Central Asia Design Hub Project**

The Central Asia Design Hub (CADH) is a three-year project implemented by IREX in Kyrgyzstan to increase the variety and type of television entertainment programming available to citizens of Central Asia. One of the key components of this project will support the diversification of the TV and audio entertainment programming both by providing licenses to American TV series and TV formats, dubbed and subtitled together with Central Asian media partners, as well as supporting the locally produced TV or audio programming under a license.

1. **Scope of Work:**

This request for proposal aims to identify local companies that provide quality translation and dubbing services of foreign entertainment TV programs from English (and/or Russian) language to Turkmen language or have the capacities and potential to develop such services to better meet the needs of TV viewers in Central Asian states and selected project partners.

IREX may work with the selected vendors to expand the scope of work if, and as necessary.

The provider is expected to offer the following tasks:

**Task 1. Pre-dubbing Stage** including but not limited to:

* Recruitment and identification or availability of the most qualified key staff, committed to a long-term assignment, including but not limited to interpreter/s, actor/s (male/female), video editor/sound designer, dubbing expert/director.
* The provider will be responsible for casting and recruiting actors who speak Turkmen language to try out for the different roles. Note that one actor may likely play multiple characters. The provider will be responsible to choose actors based on their fluency in target languages, performance abilities, and availability. The selected provider will be requested to produce short dubbing of a licensed TV content with the actors, selected by the vendor.

***Deliverable under Task 1:***

* + Detailed timeline that will include deliverables, deadlines and personnel assigned to each line of activity.
	+ A list of actors for relevant roles for all licensed TV content and audition folder with the actors cast for all contracted TV content title created in the chosen language for approval by IREX (format: mp4, codec h.264, resolution 1280/720 p) for approval by IREX (format: mp4, codec h.264, resolution 1280/720 p).

**Task 2. Production part**: part including but not limited to the:

* Submitting for approval translated and adapted texts of all the content, with consideration for minor edits due to cultural considerations and nuances.
* Submitting voice recording for approval to IREX using criteria to assess adequate and accurate performances.

Dubbing audio tracks into episodes, ensuring correct and well-timed vocal tracks

***Deliverable under Task 2:***

* Translated and adapted scripts of all contracted episodes in the chosen language adapted to cultural references and nuances, submitted to IREX and approved by license holder.
* High quality dubbing for all episodes, that are in the same quality as they have been provided by IREX submitted to IREX (ex: Video Format: QuickTime Movie, Compressor Type: Apple ProRes 422 HQ 1920/1080P 25 fps; Audio - PCM Wave File, Channels: Stereo, Rate: 48 kHz, Sound Level: -12 dB);

**Task 3. Post-production part** including but not limited to the:

* The final step will be to export full resolution versions of dubbed licensed TV content and to return the hard drive with all available content to IREX and/or to the broadcaster provided by IREX with a certificate of erasure of all available copies after that.

***Deliverables under Task 3:***

* + All contracted episodes dubbed into selected language, approved with IREX, ready for TV airing and same quantity and quality videos for on line placement submitted to IREX and to TV station (name to be provided) on hard disc drives (ex: Video Format: QuickTime Movie, Compressor Type: Apple ProRes 422 HQ 1920/1080P 25 fps; Audio - PCM Wave File, Channels: Stereo, Rate: 48 kHz, Sound Level: -12 dB);
	+ Final quality and quantity report on the completion of the assignment.

Requirements

* Collaborate with IREX assigned staff and consultants, as needed, during all stages of the dubbing process mentioned above.
* Meet the deadlines and deliverables agreed with IREX and project selected partners based on a joint timeline.
* Submit relevant intermediate materials (translated dialogues/scripts, test videos with dubbed audio) for coordination and approval.
* Provide all video files ready to air (TV placement) in due time, meeting the deadlines and in accordance with the agreement provisions.

**Translation and Dubbing Languages**: Turkmen

**Technical specifications of the licensed TV content:** Animated educational TV series for kids – one season, 40 episodes (each episode – 11 minutes)

**Ownership and Copyright:** **The Bidder has no ownership or copyright rights to any of the material created during the dubbing process.** Any material and information performed under this assignment vests with IREX. The Provider will ask a prior approval from IREX in Kyrgyzstan to use any of provided information, including all public posts, press-releases. All input and output files are IREX right owned and are subject of national and international copyrighting laws.

**Projected Timeline:**

|  |  |
| --- | --- |
| **Activity**  | **Date** |
| Bid submission deadline | August 15, 2020 |
| Contract signed | September 15, 2020  |
| Development and submission of the deliverables under Task 1. Preparation Stage | September 25, 2020 |
| Provision of the pilot episode dubbed | October 20, 2020 |
| Provision of dubbed episodes based on a joint timeline agreed with IREX and selected project partners \*Between 15 to 30 dubbed episodes per month. | October 2020 – February 2021 (depending on the number of seasons to be dubbed by the provider) |
| Contract end and final report | April 30, 2021 |

**III. Bid Content**

The Bidder will present the following documents.

1. Bid Submission Letter.
2. Technical Bid Form with information about Organizational Capacity, Key staff and Technical approach description that includes:
* Information about the organization (not more than 2 pages) with examples of completed similar assignments, including dubbed programs or videos (if available).
* CVs of experts, including but not limited to the following proposed personnel: dubbing director, translator, adaptor/dialog writer/s, actor/s, technical experts.
* Clear description of the vision and process of dubbing, including but not limited to the stages mentioned in the current request for proposals. List of the main Sub-Contractors and Partners (if available).
1. Financial Bid.

**IV. Bid Evaluation Methodology and Criteria Area Percentage weighting**

|  |  |  |
| --- | --- | --- |
| **Area** | **Percentage Weighting (%)** | **Comments** |
| Organizational Capacity  | 15 | 1. Institutional experience (relevant qualifications and past projects with proof of samples and references)  |
| Key Staff | 10 | 1. Strong backgrounds and CVs  |
| Technical Approach | 35 | 1. Demonstrated understanding of project goals and tasks; 2. Availability of appropriate facilities; 3. Clear and comprehensive vision for each stage of the dubbing process |
| Cost | 40 | 1. Reasonableness and appropriateness of cost; 2. Clear alignment between level of effort, technical approach, and deliverables; 3. No arithmetic errors; 4. Best quality and quantity to the best price. |
| **Total** | **100** |  |

**1. Preliminary Examination:**

**1.1 Verification**

The Bidders shall verify that the bids have all required documents, including (but not limited to):

1. The validity of bid is for the period requested in Annex no. II. A bid with a shorter validity shall be rejected.
2. All documents, including technical and financial documentation, requested in the clause III have been submitted, are complete, and clear.

**1.2. Eligibility**

Bids shall be examined to verify whether the Bidder and all parties constituting the Bidder (members of the consortium, partners in a Joint Venture and/or Sub-contractors) are eligible for Contract award.

If the Bidder or its Partner and/or Sub-Contractor is suspended or debarred from doing business with the US government and is on the Specially Designated Nationals And Blocked Persons (SDN) List, the bid will be automatically rejected.

Bids submitted by ineligible Bidders or proposing ineligible Sub-contractors shall be rejected.

**2. Technical Evaluation**

The bid will be evaluated with maximum 60 points assigned for technical bid.

A bid shall be rejected at this stage, if it fails to achieve the minimum technical threshold of 20 points prior to any price bid being opened and compared.

1. Organizational Capacity – 15 points.
2. Key staff – 10 points.
3. Technical approach – 35 points.

**3. Financial Evaluation**

As a result of the financial evaluation each bid shall be given a score, with a maximum of 40 points, to be considered in the combined evaluation of bids.

The total number of points for Financial Evaluation which a Bidder may obtain for its bid is as follows:

1. Reasonableness and appropriateness of cost - 5 points.
2. Clear alignment between level of effort, technical approach, and deliverables - 10 points.
3. No arithmetic errors – 5 points.

 **Annex II**

**BID SUBMISSION FORM**

*Please, use the following three forms as templates to develop the submit the bid*

*(1. Bid submission letter, 2. Technical Bid, 3. Financial Bid)*

* + - 1. **BID SUBMISSION LETTER**

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the “**Selection of Companies to provide Services for TV Content Dubbing to Turkmen language**” services at the order of IREX for the sum as may be ascertained in accordance with the Financial Bid attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete assignment of all deliverables specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of sixty (60) days from the date fixed for opening of Bids in the Invitation for Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this day /month of year

Signature

Name of the authorized person to sign the Bid

Position

Organization

* + - 1. **TECHNICAL BID**

The bidder is asked to prepare the Technical bid and submit it along with the signed Bid submission form. The technical bid should include information about Organizational Capacity, Key staff and Technical approach description that includes the following.

**Organizational Capacity and Key staff**

*Please, provide the information and documents requested below*

* Information about the organization (not more than 2 pages) with examples of completed similar assignments, including dubbed programs or videos (if available) and references;
* Copy of the certificate of registration of the organization, issued by the national state registration entity (e.g.: Ministry of Justice)
* CVs of experts, including but not limited to the following proposed personnel: dubbing director, translator, adaptor/dialog writer/s, actor/s, technical experts;
* Pictures of the sound-recording studio set-up (control room for sound designer and dubbing director, workplaces for video editor(s)) and a list of equipment and sound design software (ex: Adobe Audition, Protocols etc.)

**Implementation Stages**

*Please, provide a description of the vision and process of dubbing, including but not limited to the following stages.*

Pre-dubbing Stage:

* Information about the recruitment and identification or availability of the most qualified team members, committed to a long-term assignment, including but not limited to interpreter/s, actor/s (male/female), video editor/sound designer, dubbing expert/director
* Information about casting and recruiting actors who speak Turkmen language to try out for the different roles.
* List of the main Sub-Contractors and Partners (if available).

Production and Post-production Stages:

* Information about the process of dubbing and adaptation/editing of the TV content.
* Information about possibilities to receive/transfer video files online and offline.
	+ - 1. **FINANCIAL BID**

*Please, use the format shown below in preparing the financial bid. The financial bid must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. All prices/rates quoted must be in USD.*

*The Financial Bid must be submitted on separate page.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Licensed TV Content Titles** | **№ Seasons, Episodes** | **Episode Length** | **Cost requested from IREX, USD** (All tasks. Preparation, production, Post-production)**, per episode, in USD** | **Number of episodes**  | **Total, USD** |
| Full dubbing (English – Turkmen)  |
| Animated educational TV series for kids | One season, 40 episodes | 11 minutes |  | 40 |  |
| **TOTAL, USD** | USD |  | USD |

*\* - No lump sum is accepted*