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**Organization of the “48 Hour Film Race”**

**short film competition event in Central Asia**

RFP 002/2025

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| Date of Issue: | 20 October 2024 |
| Closing date: | 20 November 2024 |

IREX invites organizations and individuals to submit bids for organizing a short film competition event in Central Asia.

IREX is aiming to foster cross-cultural connections and collaborative creativity among filmmakers and content creators in Central Asia by holding a competition event, where they would be engaged and challenged to produce a four-minute film within 48 hours.

Objectives:providing an end-to-end organization of the above-mentioned competition event in one of the major cities of Central Asia in Spring 2025, aimed at:

* Building a collaborative community of filmmakers and content creators, promoting collaboration, mentorship, and future partnerships
* Strengthening regional collaboration and unity through media production, that can foster creation of narratives that unify the region through shared values and stories

The bid shall include the following activities to be performed:

1. Collecting bids and screening of participants of the event.
2. Acceleration program with masterclasses and workshops on best practices, and team-building activities for the selected 40 participants.
3. Developing the competition logistics, including precise schedule of the event, the place/venue of its organization, hiring mentors/experts and support staff, preparing all necessary technical equipment, and logistics.
4. Organizing the process for final selection of a winner by forming an expert jury.
5. Promotion and distribution of the produced short films online and on television.

All activities are scheduled to begin on the 1st of December 2024 and to be completed before 30th of August 2025. The selected budder will be expected to deliver the services as defined below:

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| **PROJECT SCOPE** | **DELIVERABLE** | **TIMELINE** |
| 1. Planning | 1.1. Detailed event plan covering all aspects of the competition, including timelines, schedules, budget, and venues. The event's visual identity and branding, which includes logos, color schemes, and materials used for the event's visual appearance. 1.2. Securing and preparing the event venue(s), including all necessary equipment (e.g., screens, projectors, sound systems, lighting) and arrangements for staging, seating, registration areas, etc. Ensuring the availability of translators and technical support staff, including sound engineers, video production teams, photographers. Coordination of participants’ travel, accommodation, catering. | November 2024 |
| 2. Announcement & Screening | 2.1. Creation and distribution of marketing materials (banners, posters, social media content, press releases, etc.) that promote the competition event in relevant languages across all Central Asian countries. 2.2. Developing/organizing an online bid platform/portal for applicants to submit their bids. Creation of clear guidelines for participants on the bid process, eligibility criteria, deadlines, and requirements. Continuous monitoring of bid submissions, providing technical support for applicants if needed. Regular updates on the number of bids received and demographic breakdown of participants. Development of a comprehensive database of all bids, including all necessary information such as contact details, project titles, and submission materials.2.3. Formation of a dedicated team of reviewers/judges who will handle the screening process. Preparing a report summarizing the results of the screening, including a list of all qualified and disqualified bids with reasons for disqualification, and the total number of bids. Communication to selected participants and non-selected applicants informing them of the results. | December 2024 – January 2025 |
| 3. Acceleration Program | 3.1. Organization of acceleration program for the selected participants which shall include masterclasses, workshops on best practices in film industry and team-building activities. The program should be designed to level the playing field and equip the participants with the skills and knowledge needed to compete fairly and effectively. | until February 15, 2025 |
| 4. Event Organization | 4.1. Execution of the competition event and delivery of all planned activities, ensuring smooth operations. This includes managing schedules, participant flow, and handling any issues that arise during the event.  | until February 25, 2025 |
| 4.2. Formation of a panel of judges with clear guidelines on the evaluation criteria, scoring systems, and decision-making processes. This includes documentation of the evaluation process for transparency. Organizing the awards ceremony, which includes the physical presentation of awards, coordination of speeches, and the official announcement of winners across relevant platforms. Comprehensive documentation of the event, including photos, videos, event summaries, participant surveys, and a post-event report.  | until February 30, 2025 |
| 5. Post-event Activities | 5.1. Delivery of post-event media coverage, including press releases, interviews, and distribution of event highlights (photos, videos) on social media, websites, and partner channels. Collection and analysis of participant feedback through surveys or interviews, assessing their experience, satisfaction, and suggestions for future improvements. | February – March 2025 |
| 5.2. Ensuring that the short films created during the competition are distributed and showcased across relevant platforms, such as social media, digital streaming services, television channels or partner websites. | April – September 2025 |
| 5.3. Final narrative report about the organized event. | September 2025 |

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| **REQUIREMENTS** |

1. The bidder must be a legally registered organization or an individual entrepreneur, working in and/or with one of the states of Central Asia and operating in compliance with all applicable local laws and regulations.
2. The bidder must have at least 3 years of demonstrated experience in a related field.
3. The bidder is not an organization or individual debarred or suspended from participation in procurements funded by the United States Federal Government or otherwise prohibited by applicable United States law or Executive Order or United States policies, including under any than existing anti-terrorist policies.

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| **CRITERIA** |

*Submitted bids will be evaluated based on the following criteria:*

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| Description | Points |
| Professional and organizational capacity. Institutional experience (relevant qualifications and past projects with proof of samples). | 30 |
| Team Expertise and Qualifications. Team composition with relevant expertise. Clear structure of the proposed teamwork tasks for each team member. | 30 |
| Technical Approach. Clearly explains how the service provider will meet the objectives outlined.  | 20 |
| Cost. The budget is competitive and demonstrates good value for the proposed services. Reasonableness and appropriateness of cost. Clear alignment between level of effort, technical approach, and deliverables. | 20 |
| Total | **100** |

The minimum functionality points of seventy (70) is required to qualify to be evaluated for pricing.

The selection process will include a due diligence process prior to signing an agreement.

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| **BID CONTENT** |

The bidder should be familiar with the organization of similar events, and each service activity should be supported by a detailed action plan and timeline for seamless and integrated execution.

Interested bidders must provide the following documents, comprising their bid package:

1. Bid submission letter (attached template of the letter in Annex I is to be filled out and signed).
2. Proposal (template attached in Annex II) providing the bidder’s portfolio with information on relevant experience, key staff and partners, and reference letters from previous clients.
3. Budget (template attached in Annex III): Detailed, itemized cost for one (or all) categories of the services within the scope of work. All bids' prices indicated in the budget should be appropriate, quoted in US Dollars (USD) in gross rates, including local taxes and other due payments required by applicable laws. The prices must include all costs incidental to the performance of the services, as incurred by the bidder.
4. Attachments: As part of the bid package, the bidders will need to submit the following.
* State Registration Certificate.
* Team Qualifications: Key staff information and/or CVs of experts to be involved.
* References: Three (3) client references including contact information and work performed.

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| **TO NOTE** |

This Request for Proposals outlines the information required by the bidder for the development and submission of a bid for consideration. The potential bidder(s) is expected to review, understand, and conform with specifications contained in this RfP. Failure to do so will be at the bidder’s own risk. All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet the requirement of this RfP, or if it is incomplete or contains irregularities, it may be rejected.

Issuance of this RfP does not constitute an award or commitment on the part of IREX, nor does it commit IREX program to pay for costs incurred in the preparation and submission of a bid. Furthermore, IREX reserves the right to reject any and all proposals if such action is considered to be in the best interest of the organization.

After the bid submission, the prices shall be fixed for a period of sixty (60) days from the date fixed for the opening of bids for a period of sixty (60) days from the date fixed for opening of bids and are not subject to increases on any account by a bidder. Bids submitted that are subject to price adjustment will be rejected. IREX may consider price adjustments based on the volume of work at its discretion.

IREX does not discriminate based on 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 any other similar list, will be rejected.

IREX reserves the right to fund any or none of the bids submitted. Further, IREX reserves the right to make no awards because of this RfP and to extend the deadline for this RfP. The final decision and successful appointment will be made by IREX, and no correspondence will be entered into thereafter. Should the successful bidders not be able to provide the required services, IREX reserves the right to contact other service providers.

Late submissions will not be accepted; however, IREX reserves the right to accept and include late bids in the review and award process when it is considered within the best interest of IREX to do so and if bids that were received on time have not been opened and reviewed. Bids that are submitted late or incomplete run the risk of **not** being considered for review. IREX reserves the right to extend the deadline if there is an insufficient pool of bids.

Please, submit your questions concerning this announcement by email to the following address: DesignHub.CA@irex.org no later than November 1, 2024. Any information given to a prospective bidder concerning this RfP will be furnished promptly to all other prospective bidders if that information is necessary in submitting bids or if the lack of it would be prejudicial to any other prospective bidders.

**Annex I**

To: IREX

From: Organization

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the “**Organization of the “48 Hour Film Race” short film competition event in Central Asia**” 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 the 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 the 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

**Annex II**

**BID PROPOSAL**

1. Please provide your portfolio with information on relevant experience (similar assignments performed, information on relevant co-production or co-working with various entities). Please, share (if relevant) information on any contractual arrangements/consortiums under the proposed assignment and works for non-profit organizations (if available).

2. Please, provide CVs of key staff / experts that will be involved in provision of services.

3. Reference letters from three previous clients.

**Annex III**

**FINANCIAL PROPOSAL**

Please, submit the financial proposal on a separate sheet.

All prices/rates quoted must be in USD

The financial bid must provide a detailed cost breakdown. Provide separate figures for each mentioned activity.

The format shown below should be used in preparing the financial bid. The format could be adjusted according to the applicant’s proposal.

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| **No.** | **Activity** | **Cost, USD** |
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|  |  |  |
|  | **Total**  |  |

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Signature, stamp

Name, Title of the authorized person, Organization

Date