



Organization for Security and Co-operation in Europe

The Secretariat

Department of Management and Finance

Kärntner Ring 5-7, A-1010 Vienna

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PR NO:

DATE: July 26, 2005

TO:

FAX NO:

FROM: Procurement and Contracting Unit

PAGES: six (6) incl. this cover page

SUBJECT: RFQ No. PPIS/VideoRus - Production of Russian Version of OSCE's Promotional Video Film

REQUEST FOR QUOTATION (RFQ)

Dear Madam, Sirs,

1. The Secretariat of the Organization for Security and Co-operation in Europe (hereinafter called “the OSCE”) invites you to submit your price quotation for production of Russian version of the OSCE's promotional video film as specified in Annexes A and B.
2. Your quotation shall be addressed and submitted to:

Organization for Security and Co-operation in Europe (OSCE)
Secretariat, Department of Management and Finance
Procurement and Contracting Unit
Kärntner Ring 5-7
1010 Vienna, Austria
Attn: Ms. Mirjana Janic, Procurement Assistant
Fax: + 43 1 514 36 567
E-mail: mirjana.janic@osce.org
3. Your quotation shall be made in the English language.
4. The deadline for receipt of quotations is: **August 3, 2005, 12:00 hrs (CET)**.
5. Quotations submitted by fax or e-mail are acceptable.
6. Your quotation should be submitted as per the following instructions.
 - (i) Please provide the following information in accordance with the Schedule of Requirements (Annex B).

- Brief description of the firm's organization and an outline of recent experience on assignments of a similar nature.
- Description of work plan for performing the services.
- List of the proposed key personnel and the tasks that would be assigned to them.
- The recently signed CVs for the proposed key personnel establishing to the OSCE's satisfaction their qualifications and competence to perform the services.

(ii) Prices shall be quoted in Euro and as per the Price Schedule (Annex C).

(iii) Your quotation shall be valid for a period of thirty (30) days from the deadline for receipt of quotations.

(iv) Your quotation shall bear the RFQ Reference Number and Title.

7. Prior to financial evaluation, the OSCE will evaluate the quotations on the basis of their responsiveness to the following requirements:

- Your company should have a proven expertise in all aspects of the production and reproduction of high-quality broadcast material. Therefore, please carefully list examples of similar work by your company in Annex B, section "Experience on Provision of Services of Similar Nature".
- Adequacy of the proposed work plan in responding to the TOR.
- Qualifications and competence of key personnel to perform the services.

Quotation shall be rejected at this stage if it does not respond to the above specified requirements.

8. Quotations determined to be substantially responsive to the requirements specified in this RFQ will be evaluated by comparison of their prices. The contract/purchase order will be awarded to the firm offering the lowest evaluated price among those submitted the quotations responsive to the requirements specified in this RFQ.

9. The OSCE General Conditions for Service Contracts (to be viewed on www.osce.org/tenders/) shall apply to any contract/purchase order awarded as a result of this RFQ.

10. The OSCE reserves the right to accept or reject any quotation, and to annul, in whole or in part, or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected firm or firms or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.

11. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.

12. Please note that the OSCE will not notify the unsuccessful firms.

Sincerely yours,

Mirjana Janić
Procurement Assistant

Annex A "Terms of Reference"
Annex B "Schedule of Requirements"
Annex C "Price Schedule"

Annex A “Terms of Reference”

(a) Background:

In 2004 and 2005 the OSCE completed a 35-minute promotional film, entitled “On the Frontlines of Peace: OSCE in Action”, with English narration and background music to mark the 10th Anniversary of the creation of the OSCE. The aim of the film is to promote interest among the general public in order to enhance understanding of the OSCE and generate support for its activities.

(b) Objective:

The Contractor should produce a professionally dubbed Russian version of the film, ready for use for public viewing, as well as for TV stations to broadcast. The product will be mainly used in countries hosting 12 of the OSCE’s 18 field activities, where Russian is one of the communication languages.

(c) Scope of Services:

The Contractor should provide the following services:

- 1- Professional translation of the English script into Russian.
- 2- Russian narration and voice over of soundbites (all non-Russian soundbites), done by native Russian speakers with proven experience in TV or radio broadcasting.
- 3- Conversion of all graphics into Russian. Re-doing all maps and intro section with Cyrillic script.
- 4- Creation of Russian subtitles for captions, titles and credits.
- 5- Professional studio editing of the Russian version, from the DigiBeta master tape.
- 6- 15 BETA SP and 15 mini DV copies of the final Russian product, ready for use by professional TV stations.
- 7- One (1) DigiBeta edit master, one (1) DVCam tape and one (1) DVD master in 16:9 format (ready to be used for duplicating DVDs).

(d) Time and Payment Schedule:

Payment will be released upon receipt and acceptance by the OSCE Press and Public Information Section of the **final** product and all other tapes within 21 (twenty-one) calendar days from the date of contract/purchase order.

Annex B “Schedule of Requirements”

Company Details and General Information			
Name of Firm:			
Street Address:	Postal Code:	City:	Country:
P.O. Box and Mailing Address:			
Telephone Number:			
Fax Number:			
E-mail Address:			
www Address:			
Contact Name:			
Contact Title:			
Nationality of the Firm:			
Type of Business:			
Year Established:			
Number of Staff Employed:			

Experience on Provision of Services of Similar Nature			
Customer	Year	Description of Services Provided	Country

Team Composition and Task Assignments for Key Personnel		
Name	Position	Task

Please attach the recently signed CVs for the proposed key personnel establishing to the OSCE's satisfaction their qualifications and experience to perform the services.

Description of Work Plan for Performing the Services
<i>Please describe.</i>

Delivery Schedule and Acceptance of OSCE General Conditions of Contract	
Requirement	Information required (to be completed by the invited firm)
<u>Acceptance of the OSCE General Conditions for Service Contracts.</u> <i>Please confirm acceptance.</i>	
<u>Delivery schedule.</u> The services shall be completed within 21 (twenty-one) days from the date of contract/purchase order signature. <i>Please specify the offered period in calendar days from the date of contract/purchase order.</i>	

Signature: _____

Date: _____

Annex C “Price Schedule”

Name of Activities	Unit Price in Euro	Qty	Price in EURO
Professional translation of the English script into Russian			
Russian narration and voice over of soundbites (all non-Russian soundbites), done by native Russian speakers with proven experience in TV or radio broadcasting.			
Creation of Russian subtitles for captions, titles and credits			
Professional studio editing of the Russian version, from the DigiBeta master tape			
BETA SP copies of the final Russian product, ready for use by professional TV stations.		15	
Mini DV copies of the final Russian product, ready for use by professional TV stations		15	
DigiBeta edit master		1	
DVCam tape		1	
DVD master in 16:9 format (ready to be used for duplicating DVDs).		1	
Conversion of all graphics into Russian. Re-doing all maps and intro section with Cyrillic script.			
<i>Please describe and quote any other costs for performing the services</i>			
Total Price:			

NOTE: The costs shall cover all expenses including, but not limited to the cost of the remuneration of the contractor's personnel and all other compensations, insurance and social charges as well as overheads, technical assistance and supervision costs and any other costs incurred by the contractor's personnel for the purpose of performing the services in accordance with the Terms of Reference (Annex A).

Signature: _____

Date: _____