

## Request for Quotation (RFQ) Abhivyakti Foundation

Commodity / Service Required	Documentary Videos for CEP- CESAM work in Giridih and Koderma districts of Jharkhand
Type of Procurement	ONE TIME
Type of Contract	FIXED PRICE
Terms of Contract	RESULT BASED QUALITY SERVICE DELIVERY
Contract Funding	Responsible Mica Initiative
This Procurement supports	This supports the documentation, dissemination, communication and outreach of CESAM
Submit Proposal to	<a href="mailto:procurementsavf@gmail.com">procurementsavf@gmail.com</a>
Date of Issue of RFQ	10 <sup>th</sup> December 2024
Date Question / queries from Supplier due	20 <sup>th</sup> December, 2024 Pls email your queries to <a href="mailto:probodh@avfindia.org">probodh@avfindia.org</a> mentioning the "Query AVF/RFQ/2024/306" in the subject line.
Date Proposal Due	23 <sup>rd</sup> December, 2024 by 5:00 PM IST
Approximate Date Purchase Order Issued to successful Bidder(s)	26 <sup>th</sup> December, 2024
<b>Method of Submission of proposal: Email your quotations at <a href="mailto:procurementsavf@gmail.com">procurementsavf@gmail.com</a> by 23<sup>rd</sup> December 2024, 5:00 PM IST</b>	
Respond via e-mail with attached documents in PDF format. The documents must be password protected if possible. The Bidder/ Seller agrees to hold the prices in its offer firm for 60 days from the date specified for	
<b>Solicitation No.</b>	<b>AVF/RFQ/24/306</b>

### Attachment to RFQ:

1. Attachment "A" - Technical Proposal -
2. Attachment "B" - Financial Proposal -
3. Attachment "C" - Past Performance – Reference of Any two recent Orders

All bidders/ sellers are responsible to carefully review each attachment and download and follow any instructions that may be relevant to this procurement.

**Bidders are requested to use this template, fill up all the 3 attachments mentioned above, put seal and signature of the authorized person at indicated space and submit their Quotes with a covering letter on their letter pad mentioning "RFQ for Solicitation No. AVF/RFQ/2024/306 dt. 10/12/2024)" as Subject. The PDF scan copies of all documents must be submitted over email at [procurementsavf@gmail.com](mailto:procurementsavf@gmail.com) latest by 23<sup>rd</sup> December 2024, 5:00PM (IST). Drop your queries by 20<sup>th</sup> December 2024- to [probodh@avfindia.org](mailto:probodh@avfindia.org) in case of any clarity needed.**

## Attachment "A"

### Statement of Work

The description of the activity/service that is expected from the service provider with service expectations; including deliverables, timelines, and other special terms and conditions are as follows -

#### Context:

Abhivyakti Foundation implementing a program – CESAM-Collective Empowerment and Sustainable Action on MICA with the support from Responsible Mica Initiative, a French entity. The program focuses on two districts namely Giridih & Koderma for its outreach in 50 villages along with 3 other implementing partners. AVF is the consortium lead partner and is overseeing the quality assurance of the program and its implementation.

The goal of the project is to bring all children into schools, children engaged in mica(dhibra) picking, children who have dropped out of schools, children who are vulnerable to child trafficking, children engaged in child labour of other kinds. In order to help the parents and communities to send their wards to schools, CESAM is trying to help target households and communities in a 360-degree approach. This covers four major aspects i.e. Access to Social Security Schemes from the govt., Livelihood Enhancement, Education, Health & Nutrition. The project is in its final year of implementation and wishes to capture the significant changes and challenges that it has crossed and achieved. The project aims to capture the important aspects of change in the lives of the target households and the communities as well as the lives of the children who are the prime target of this project.

**Objective of the Assignment:** To capture through audio-visual mode, the changes and challenges that the program has crossed in the last three years and the visible changes and transformation it has garnered on the way.

#### Deliverables:

- ✓ 4 Video Documentaries of 10 to 12 minutes duration on four different components of the CEP CESAM eg. Livelihood, Access to Social security schemes and services, Education and Health & Nutrition. 3 copies of each video film in a separate pen drive – 3 sets.
- ✓ Story board, script and raw footage
- ✓ A clear timeline of activity schedule for the assignment based on consultation with the CEP team.

#### Timelines, Special Terms and Conditions:

1. The vendor/service provider MUST provide specifications of all items in the bid document for which quotes are submitted on 23<sup>rd</sup> December, 2024 by 5.00 pm for evaluation by the procurement committee.
2. A phase wise time schedule regarding the execution of the assignment at the project area; Giridih and Koderma, Jharkhand India.
3. A Term of Reference (ToR) will be prepared which will guide the delivery of services during the execution of the service.
4. Abhivyakti Foundation policies provides for payment within 10 days after successful completion of the work. The vendor is required to indicate if they require alternative payment terms.
5. The vendor/service provider MUST indicate the timelines for completion of the work. However, Abhivyakti Foundation reserves the right to make change in the proposed timeline as per the field situation/unforeseen events.

## **Attachment “B” Instructions to Bidder / Sellers**

### **1. Procurement Narrative Description:**

The Buyer (Abhivyakti Foundation) intends to purchase/hire commodities and/or services identified in Attachment A. The Buyer intends to place the order for the services of documentary making. (based on deliverables identified in a Statement of Work/Technical Proposal). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offer or unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier/service provider based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier/service provider understands that units/quantities indicated in the specifications (Attachment B) are an estimate only and Abhivyakti Foundation does not guarantee the purchase quantity/hire service of any item listed/service specified.

### **2. Procuring Activity:**

This procurement will be made by **Abhivyakti Foundation**, located at Himani Bhawan, Besides Barganda Sub Post Office, New Barganda, Giridih – 815301, Jharkhand under the purchase/service requirement in support of a project CEP-CESAM funded by RMI, France and implemented on ground by Abhivyakti Foundation.

Abhivyakti Foundation shall award the initial quantities and/or services and any option quantities (if exercised by Abhivyakti Foundation) to vendor by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

### **3. Proposal Requirements.**

All Vendors will submit a **Technical proposal which contains background, methodology, timeline, deliverable etc. and financial proposal** which contains offers for all items/services and options included in this RFQ/RFP. All information presented in the Service provider/Sellers quote/proposal will be considered during Abhivyakti Foundation’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Service



**Solicitation No. AVF/RFQ/2024/306 dt. 10/12/2024**

provider/Seller’s offer being deemed non-responsive. Service provider /Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach Abhivyakti Foundation’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the Abhivyakti Foundation office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the Abhivyakti Foundation Procurement Officer. The Seller’s proposal shall include the following (fill up the related details here):

- (a) The solicitation number: **AVF/RFQ/2024/306 dt. 10/12/2024**
- (b) The date and time submitted: -----
- (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same: -----  
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- (d) Validity period of Quote: -----

(e) A description of the service/items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product/service literature, or other documents, if necessary.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced (if applicable).

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (Note: pricing must include guaranteed firm fixed prices for items requested.)

(j) Payment address or instructions (if different from mailing address)

(l) Past performance information (As prescribed in Attachment “C” of this document), when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, e-mail and other relevant information)

(m) Special Note: The Seller/Service provider, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

**4. Forms:**

Service provider/Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “B”. Service provider/Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP through post after submitting the email.

**5. Questions Concerning the Procurement.**

All questions regarding this RFQ/RFP to be directed to Procurement committee at this email address: probodh@avfindia.org The cut-off date for questions is 20<sup>th</sup> December 2024 (5:00 PM IST)

**6. Notifications and Deliveries:**

RESULT BASED QUALITY SERVICE DELIVERY is of the essence for this procurement. Service provider/Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Vendor shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

**7. Documentation:**

The following documents will be required for payment for each item:

- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)

**8. Payment Terms:**

The payments can be made as per the terms set in the Purchase Order. Abhivyakti Foundation prefers to settle all payments in one time against successful delivery of goods and execution of services. However, payment can also be made in phases of the if the service delivery timeline is in phases. Payment can be made via NEFT/RTGS/ bankers' cheque or other acceptable form. **Sellers may propose alternative payment terms and they may be considered in the evaluation process.**

**9. Inspection Process:**

Each item /service shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment. In case of service, it quality of service delivery must satisfy Abhivyakti Foundation prior to release of payment.

**10. Evaluation and Award Process:**

Based on the evaluation of RFQs and final recommendation of the Procurement Committee Abhivyakti Foundation will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to Abhivyakti Foundation, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to Abhivyakti Foundation. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. Abhivyakti Foundation intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, Abhivyakti Foundation reserves the right to conduct discussions if later determined by the Abhivyakti Foundation Procurement Committee to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE:** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **SERVICE DELIVERY:** Seller provides the most advantageous delivery schedule.
- (c) **QUALITY OF SERVICE:** Items/Services shall satisfy the quality expectation mentioned in RFQ/RFP Attachment A

(d) **PAST PERFORMANCE:** Service provider/Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) **PAYMENT TERMS:** Seller provides the most favourable payment term

**11. Award Notice.**

A written notice of award, **Purchase Order** or Acceptance of an Offer, mailed or otherwise furnished to the successful service provider/supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

**12. Validity of Offer.**

This RFP in no way obligates Abhivyakti Foundation to make an award, nor does it commit Abhivyakti Foundation to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.

**13. Disqualification**

The RFQs can be disqualified in case of late submissions after the time specified in RFQ, bids containing incomplete documents, missing signature and/or offer of bribe/cutbacks to the purchase committee members or key persons of Abhivyakti Foundation.

14. The Service provider/vendor/seller agrees to comply with Abhivyakti Foundation's policy on Prevention of Sexual Harassment at Work Place as per "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". Policy document and information on Internal Complaints Committee is available with the Admin & HR Manager, and the consultant is expected to comply with the policy and procedures.

15. For work which involves contact with children and vulnerable adults, Abhivyakti Foundation reserves the right to request a current disclosure form from the finally selected vendor. Failure to provide a disclosure form on request may result in the immediate termination of this contract by Abhivyakti Foundation. The Vendor must adhere to Abhivyakti Foundation's Child Protection policies and procedures. The Vendor is expected to comply with in country child protection laws such as Juvenile Justice (care and protection of Children) Act, 2015.

**Additional terms (not in contravention of above terms) proposed by the Bidder  
(to be filled in here by the Bidder)**

**Acceptance:**

Service Provider/Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Service Provider /Seller Company Name)

Title:

Signature:

Seal of the Company /Firm/Organization

Date:



## Attachment "C" Past Performance

Service Provider/Vendors are requested to provide copies of LPOs, (if request by the Abhivyakti Foundation), which they have listed as part of their past performance demonstration. The LPOs should not be dated earlier than January 2016 and each of the LPOs presented will be considered if they are one LPO /contract of significant amounts and for similar works in scope and complexity.

**Name of the Bidder/Seller Company :**

### Reference 1

Client Name :  
Date of work order :  
Client Phone Number :  
Location/Address :

Name(s) and email addresses of at least 1 contact person from the Client:  
1.

### Reference 2

Client Name :  
Date of work order :  
Client Phone Number :  
Location/Address :

Name(s) and email addresses of at least 1 contact person from the Client:  
1.

By: (Service Provider /Seller Company Name)  
Title:

Signature: Seal of the Company/Firm

Date: