

EOI No.: 70/08/COMMS/2024-ISA

Country: India
Issued on: 14/08/2024

Expression of Interest
For Empanelment of Video-Making Agencies



International Solar Alliance (ISA)
Secretariat, Surya Bhawan, NISE Campus,
Gwal Pahari, Gurugram, Haryana – 122003, India
Website: www.isolaralliance.org

EOI Notice

1. International Solar Alliance invites proposals for “Empanelment of Video Making Agency”
2. The content of this EOI enlists the requirements of the International Solar Alliance. It includes the terms which details out all that may be needed by the potential participants to understand the terms and the process and explain the contractual terms that the International Solar Alliance wishes to specify at this stage.
3. The Technical documents may be submitted to:

Procurement Unit, ISA: procurement@isolaralliance.org
Addressed to Procurement Officer, International Solar Alliance (ISA)
4. Last Date of Submission: August 20, 2024

About International Solar Alliance (ISA)

The International Solar Alliance (ISA) is a coalition of 119 solar-resource-rich countries to address their special energy needs. The ISA provides a dedicated platform for cooperation among solar-resource-rich countries, through which the global community, including governments, bilateral and multilateral organizations, corporates, industry, and other stakeholders, can contribute to help achieve the common goal of increasing the use and quality of solar energy in meeting energy needs of prospective ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner.

Terms of Reference for Empaneling a Video Agency

Objective

Empanel video agency/agencies to help the ISA develop films and other audio-visual aids on a need basis. The duration of the contract will be two years from the date of award with the provision for extension.

Eligibility

Selection will be based on the applicants' proven experience, qualifications, and ability to deliver quality products promptly and efficiently. They should be able to demonstrate expertise through the following:

- Minimum five years of experience in developing content strategies, production schedules, and finalizing scripts for video content.
- Capability to produce videos in at least two languages besides English (French, Spanish).
- Experience developing video content for various stakeholders, including long-duration projects, corporate films, and documentaries on development issues.
- Sound experience in working with communities, particularly regarding diversity, gender and youth.
- Proficiency in photography, adhering to branding guidelines, and delivering high-resolution images and videos
- Experience in using new technologies, such as AI functionalities in video, will be an added advantage.

Scope of work

Pre-Production:

- Conduct brainstorming sessions to generate creative ideas.
- Develop a minimum of three initial concepts for review.
- Draft detailed scripts for each video.
- Create storyboards illustrating the visual sequence and key scenes.
- Identify and secure suitable filming locations.
- Source and contract voice-over artists.
- Develop a detailed production timeline.
- Coordinate with ISA to finalise the schedule.

Production:

- Set up and manage all aspects of the shoot, including camera, lighting, camera gimbal, drone and sound.
- Direct ensuring adherence to the script and storyboard previously approved by ISA.
- Use state-of-the-art equipment to ensure optimal audio and visual quality.
- Produce making-off videos and photos during the trips to be used on social media.

Post-Production:

- Edit footage to create a cohesive and engaging narrative.
- Apply colour correction and grading to enhance visual appeal.
- Add sound effects, music, and voice-over tracks as needed.
- Ensure high-quality audio mixing for clarity and impact.
- Incorporate motion graphics to highlight key information.
- Use visual effects to enhance the storytelling.
- Allow for review and incorporate revisions based on feedback.
- Make necessary adjustments to ensure ISA's satisfaction and adherence to brand guidelines.

Final Deliverables:

- Deliver final videos in specified formats optimised for various platforms in three languages: English, French, and Spanish with subtitles.
- Provide all raw footage files.
- Create short promotional clips and teasers for social media use.
- Produce any other agreed-upon content, such as behind-the-scenes footage or interviews

Duration of Empanelment:

- The empanelment will be valid for a period of 1 year from the date of empanelment.¹

¹ ISA has the right to extend the duration of the empanelment based on internal requirements.

Prequalifying Criteria

- Minimum 3 years of experience in developing content strategies, production schedules, and finalizing scripts for video content.
- Capability to produce videos in at least 2 languages besides English (French, Spanish).
- Experience in developing video content in 5 previous projects. Any experience in longer projects such as film production etc will be beneficial.
- Proficiency in photography, adhering to branding guidelines, and delivering high-resolution images and videos
- Experience in using new technologies such as AI functionalities in video will be beneficial

Exclusion Criteria

Submission which:

1. are not sent before the specified deadline
2. do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest
3. are not submitted in English will be excluded from the selection process

Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Qualification Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
EOI reference:	[Insert EOI Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Expression of Interest No. [Insert EOI Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been an ISA staff member within the last year, if said ISA staff member has or had prior professional dealings with our firm in his/her capacity as ISA staff member within the last three years of service with the ISA;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the ISA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA and we *embrace the principles of the ISA Supplier Code of Conduct*.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should ISA accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you an ISA vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a Written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person ISA may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
EOI reference:	[Insert EOI Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by ISA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

How to submit:

Proposal Submission Address- E-mail: procurement@isolaralliance.org

Last Date of Submission: August 20, 2024

Format: PDF files only

File names must be maximum of 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Expression of interest and statements of qualification must be delivered to the email address procurement@isolaralliance.org by the deadline.

Interested Agencies must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc...). Agencies may associate to enhance their qualifications.

The EOI and accompanying documents must be received through email clearly labelled "[Expression of Interest for Empaneling Video Making Agencies](#)"

Expression of Interest and any subsequent award of work will be issued in accordance with the rule and procedures of ISA.

This EOI does not entail any commitment on the part of ISA, either financial or otherwise. ISA reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested firms may obtain further information at the below email address:
procurement@isolaralliance.org