

Amendment #1 - Request for Proposal

Subject: To consider Master Service Agreement for Video editing services

Reference #: P0012901

Amendment Date: August 3, 2022

The above referenced solicitation is hereby amended as follows:

TechnoServe is extending the deadline for submission to August 26, 2022.

The section labeled “Order of Events”, is deleted in its entirety and replaced with the following:

Order of Events: This procurement will be administered in accordance with the following dates (subject to change at TechnoServe’s sole discretion):

Date	Event
Wednesday, August 10, 2022	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of TechnoServe’s response to questions. Questions and/or notice of intent to bid should be emailed to: dlape@tns.org
Friday, August 12, 2022	Date that answers to questions will be distributed to all known intended bidders.
Friday, August 26, 2022	Last date that bids will be accepted by TechnoServe.

All other terms and conditions of the original solicitation remain unchanged

Request for Proposal

Date: 8/1/2022

Subject: To consider Master Service Agreement for Video editing services

Introduction: TechnoServe is an international nonprofit organization that helps people lift themselves out of poverty by harnessing the power of the private sector. Operating in almost 30 countries, we work with hardworking women and men in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities.

General Requirements: The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Statement of Work is also attached.

A blanket contract is under consideration for a firm that can offer regular services in editing together footage. The final product will require professional-looking videos. The deliverables will include applying titles, text, music, and other video elements as needed, with input from TechnoServe,

Period of Performance: The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below. Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work.

Start Date: 8/15/2022

End Date: 8/31/2024

Proposal Content Instructions: In addition to responding to the Statement of Work, all proposals must:

- Describe the qualifications, experience and capabilities of the firm in providing the type of services being requested by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
- A brief outline of the company and services offered, including:
 - Full legal name, jurisdiction of incorporation, and address of the company.
 - Full legal name and country of citizenry of company's President, Chief Executive Officer, and/or all other principal officers of the company.
- Year the business was established.

Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified (and be presented in conformity with any further instructions included in the Statement of Work).

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

Language: English

Currency: USD

**Submission
Instructions:**

All proposals must be emailed to the address below with your proposal attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, DO NOT email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failing to strictly adhere to these instructions may make your proposal ineligible for consideration.**

Email: buy+US+P0012901@tns.org

Order of Events:

This solicitation exercise will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

Date	Event
8/9/2022	Last date that questions will be accepted. Note that questions and answers will be distributed to all interested parties, so questions should not disclose trade secrets, confidential information, or information that might give another vendor a competitive advantage. Questions should be emailed to: dlape@tns.org
8/10/2022	Date that answers to questions will be distributed to all.
8/14/2022	Last date that proposals will be accepted by TechnoServe.

Terms and Conditions:

- The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFP.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFP.
- TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFP is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

Criteria for Selection:

The evaluation of each response to this solicitation will be based on the requirements set out in the Criteria for Selection and according to the requirements in this RFP. At the sole discretion of TechnoServe, the responsive bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity. After TechnoServe receives proposals and written evaluations are completed, the selected bidder will be notified. Commitments made by the bidder after selection, and final demonstration will be considered. The following points will be assigned to the proposals for evaluation purposes.

Max Points	Criterion
30	Price, inclusive of all delivery fees and taxes
30	Portfolio of past work (to include reference check)
20	Project management and quality assurance (team breakdown)
10	Timeline of response and turnaround
10	Payment terms (net 30 preferred)

The attached Statement of Work represents an integral part of this solicitation.

Exhibit 1: Statement of Work - Video Editing Services

Performance Location

Virtual/remote.

Background and Objective

TechnoServe seeks a firm that can provide on-demand video editing services. Contractor would mostly use footage provided by TechnoServe, though may also need to integrate separate b-roll and/or music.

Founded in 1968, TechnoServe is a leader in harnessing the power of the private sector to help people lift themselves out of poverty for good. A non-profit organization working in 30 countries, we work with people to build a better future through regenerative farms, businesses, and markets that increase incomes. Our vision is a sustainable world where all people in low-income communities have the opportunity to prosper.

Contractor Tasks

Edit together footage into professional-looking videos with input from TechnoServe, applying titles, text, music, and other video elements as needed.

Deliverables

Videos as needed within a 2-year Master Services Agreement

Deliverable Acceptance Standards

The Consultant will engage with TechnoServe's Director of Communications and/or a designee who will review each deliverable and be the sole judge of adequacy. The contractor will be responsible for rectifying any reasonable requests from TechnoServe for changes, clarification, corrections, etc

Operation and Logistical Considerations

Structure of Agreement

This competitive bid process will result in TechnoServe signing a Master Service Agreement (MSA) with the winning vendor. The MSA will define the terms of the agreement for a 2-year term. As projects arise, fees and deliverables will be defined later in separate Task Orders under the MSA.

Provision of Footage

The footage for the final video will be provided by TechnoServe. Shooting of video footage is not needed.

Content of Proposal (Cont'd)

Quote Requested for Sample Video

TechnoServe requests that the bidding firm provide a quote for the cost of editing together video footage for a final video similar to this example: <https://www.youtube.com/watch?v=SS-TStS50kE>. This example is typical of the projects that will need support from the vendor.

Payment Terms

Please include your payment terms in your proposal.

TechnoServe will give preference to any vendor that will accept net 30 payment terms upon invoicing.

Timeline and Office Hours

Please provide your firm's standard timeline for response and turnaround, along with office hours.

For planning and execution, it would be ideal for TechnoServe to have a full picture on when the bidding vendor is available to provide quotes on a given project/video, as well as the standard turnaround time (based on length of video).

Please include standard fees for rush delivery.