



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Videographer for USAID WKSP - Style Program Video
Type of Procurement:	One-Off Procurement
Type of Contract:	Fixed Price Contract
Term of Contract:	6 Weeks Period
Contract Funding:	USAID Kenya and East Africa
This Procurement supports:	USAID Kenya – Western Kenya Sanitation Project
Submit Proposal to:	Email: procurement@wksproject.org
Date of Issue of RFP:	December 16, 2024
Date Questions from Supplier Due:	December 23, 2024
Date Responses from RTI Due:	December 30, 2024
Date Proposal Due:	January 6, 2025, at 5pm East African Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	Within December, 2024

Method of Submittal:	
Via email to procurement@wksproject.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	WKSP/2024/0028_ Videographer for USAID WKSP-Style Program Video

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

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

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Attachment A

Statement of Work for Videographer for USAID WKSP

I. Background

USAID Western Kenya Sanitation Project (USAID WKSP) works in Kisumu, Siaya, Migori, Homabay, Bungoma, Kakamega, Kisii, and Busia to create a sustainable, locally owned sanitation marketplace. The program is implemented by [RTI International](http://www.rti.org).

Related Activity Objectives:

- Increase access to and uptake of market-based, improved sanitation and fecal sludge management products and services.
- Increased availability of sanitation products and services.
- Expanded sales and marketing channels reaching potential customers.
- Increased financing for sanitation and MHM businesses from both public and private resources.
- Increases in the number of women and youth engaged in sanitation and hygiene businesses and of women-led enterprises in the WASH sector.

2.0 Scope of Work

USAID WKSP is seeking a professional videographer to document our work in the Sanitation and Menstrual Hygiene Management (MHM) space. The videographer will be responsible for capturing high-quality footage and producing a final polished video, as well as six short clips for social media. You will be given a storyboard and have ample opportunity to ask questions prior to filming. The videographer will work closely with the project team and communications professionals to ensure the content accurately reflects the program's achievements. Regular check-ins during the editing process to ensure all feedback is incorporated. Multiple rounds of edits may be required.

Expenses for travel: Travel to various project locations, and transport and per diem will be covered by USAID WKSP.

Period of Performance: Filming to occur in late November/early December. Edits should be incorporated and returned within the required timeframe. Final deliverables due six weeks after filming.

3.0 Deliverables

All deliverables should be submitted electronically in high-resolution and web-friendly formats through an agreed-upon cloud storage platform. All raw footages, and materials developed during and after the assignment are the sole property of USAID WKSP. All raw footages must be submitted and transferred to USAID WKSP within the period of performance of the consultancy.

#	Deliverable	Quantity	Description
1	3–4-minute Video	1	Video on USAID WKSP's work in sanitation based on the provided storyboard to include direct to camera interview with three beneficiaries and USAID staff.
2	Shorter Videos of each intervention area (1-2 minutes)	3	<ul style="list-style-type: none"> • <i>Enterprise owner</i> – How has USAID WKSP training impacted his/her livelihood? What did he/she learn in USAID WKSP training? How has his/her business changed? What has USAID WKSP done that can be sustained and scaled? What additional support does he/she need? • <i>Rural artisan</i> – How has USAID WKSP training impacted his livelihood? What did he learn in USAID WKSP training? How have the products he makes for his clients changed? • <i>Community member</i> – What education/training did USAID WKSP do in your community? What did you learn? Have you shared with others? What do you hope for your family? What else does your community need to make these changes permanent? Have you done any sales of products? What has that experience been like?
2	Social Media Clips	7 short (10-30 seconds) videos	Quick highlights for USAID and RTI's social media platforms
3	Still Photography	At least 100 high-resolution (1920 x 1080 pixels or higher) photos	Capture key moments, beneficiaries, landscapes, and project activities for use in reports, presentations, and promotional materials.

4.0 Eligibility Requirements

- At least 5 years of proven experience in professional videography, with a strong portfolio that includes documentary films, community-focused stories, and other related content.
- Demonstrated experience working in rural or remote settings, particularly with local communities, conservation projects, or international development programs particularly USAID-funded projects.
- Legal permission to work in Kenya (either proof of citizenship or valid work permit required)
- Access to the following equipment:
 - Professional video camera with 4K resolution (3840 x 2160 or higher).
 - High-quality drone for aerial footage.
 - Wireless microphones for interviews and testimonies.
 - Lighting equipment for low-light conditions (interviews, indoor settings).
 - Editing software capable of delivering polished, professional-grade videos such as Final Cut Pro, Adobe Premiere, etc.

5.0 How to apply.

Interested individuals /Firms should submit a proposal in a written narrative, including details of proposed production team, a budget (daily rate for each team member), CV, proposed level of effort for each team member, proposed workplan and timeline, and a portfolio of their work to procurement@wksproject.org by **January 6, 2025**

6.0 Instructions for the Preparation of Technical Proposals

Technical proposals shall be submitted on email as a separate attachment from the cost/price proposals and shall be clearly labelled as “VOLUME I: TECHNICAL PROPOSAL- **“WKSP/2024/0028 - VIDEOGRAPHER FOR USAID WKSP-STYLE PROGRAM VIDEO”** Technical proposals shall include the following contents:

7.0 Current Relevant Assignments

The applicant should provide a list describing their organizations current and ongoing similar assignments that the bidder would leverage on to enhance the effective realization of the desired deliverables for this assignment. This information will be provided in the following format:

Reference Number	Brief description of scope of work and its relevance to this assignment.	Date of Commencement & Scheduled completion date.	Clients Contacts (Name Contact person, Phone and Email address)
1			

NB: The technical proposal shall be organized in a logical flow that permits review of all the information required information shall not be provided inform of brochures attachments or website links (other than cited references). The technical proposal should be **NO MORE THAN 15** pages, 1.5 spaced with 1-inch margins and 11 point Gill Sans MT font. (Excluding attachments). Any assumptions made must be clearly stated.

8.0 Technical Evaluation Criteria

Bidders shall be ranked based on the technical score. USAID WKSP shall determine a cut/off threshold for the determination of bidders who shall proceed to financial evaluation. USAID WKSP will not select a bidder for an award based on a superior technical proposal only without considering Cost reasonableness. WKSP will perform a technical/cost trade-off analysis to determine the best value for the project.

9.0 Instructions for the Preparation of Cost/Price Proposals

9.1 Financial Proposals

Cost/price proposals shall be sealed in a separate folder from technical proposals and shall be clearly labeled as “VOLUME II: FINANCIAL PROPOSAL” **this will be sent via email as a separate attachment from the technical proposal.**

9.2 Responsibility Determination

USAID WKSP will not enter into any type of agreement with a bidder prior to ensuring the bidder’s responsibility. When assessing a bidder’s responsibility, the following factors are taken into consideration:



- i. Ability to comply with required or proposed delivery or performance schedules.
- ii. Have a satisfactory record of integrity and business ethics.
- iii. Have the necessary organization, financial, experience, accounting, and operational controls and technical skills.
- iv. Be qualified and eligible to perform work under applicable laws and regulations.
- v. Has a satisfactory past performance evidenced by background reference checks.

The following **mandatory** documents will be submitted together with the financial proposal:

- i. PIN Certificate
- ii. Current and Valid Tax Compliance Certificate (USAID WKSP shall validate the same with KRA)
- iii. Certificate of Incorporation/registration for firms.

9.3 Timeframe

This consultancy will be for a maximum of 6 Weeks.

All questions in regard to this RFP to be directed to procurement@wksproject.org. The cut-off date for questions is **December 23, 2024**.

Bidders Conference

We will be hosting a Bidders conference regarding this opportunity via Microsoft Teams on **December 30, 2024, at 11.00 AM EA Time**. To join in for this meeting please use the meeting link details below:

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

**Attachment “B”
Instructions to Bidders/Sellers**

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier 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 understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Kisumu Office
USAID WESTERN KENYA SANITATION PROJECT
3RD WHITE GATE ON YOUR RIGHT,
TOM MBOYA DRIVE MILIMANI KISUMU
BLOCK NO. 12/271

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID Kenya and East Africa

(insert client’s name)

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’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 RTI 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 RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, 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, and other relevant information)
 - (m) **Special Note:** *The Seller, 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:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to
- Procurement
- (insert name of procurement officer)
- at this email address:
- Procurement@wksproject.org copied to
Imwaya@wksproject.org/ioduro@wksproject.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- December 30, 2024, at 5pm East African Time
6. **Notifications and Deliveries:** Time is of the essence for this procurement. 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 Seller 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)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item 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.
11. **Evaluation and Award Process:** The RTI Procurement Officer 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 RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. 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. RTI 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, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

Category	Criteria	Points
(a) TECHNICAL	Proposal meets or exceeds specifications outlined in RFP Attachment A.	70
	1. Videography Experience: At least 5 years of proven experience in professional videography, with a portfolio including documentary films, community-focused stories, and similar content.	10
	2. Rural/Remote Experience: Demonstrated experience working in rural or remote settings, especially with local communities, conservation projects, or USAID-funded development programs.	10
	3. Legal Work Authorization: Proof of citizenship or a valid work permit to legally work in Kenya.	10
	4. Equipment: Access to the following essential equipment: <ul style="list-style-type: none"> • Professional video camera with 4K resolution (3840 x 2160 or higher). • High-quality drone for aerial footage. • Wireless microphones for interviews/testimonies. • Lighting equipment for low-light or indoor settings. 	20
	5. Editing Capability: Access to professional grade editing software, such as Final Cut Pro, Adobe Premiere, or equivalent.	20
(b) PRICE	Proposal with the lowest evaluated ceiling cost, reflecting reasonableness, economy, and cost efficiency.	30
TOTAL		100

Financial Evaluation:

Financial Bids shall be scored using the following formula:

$$\text{Marks awarded} = \frac{\text{Lowest Price of Technically Qualified Bid} \times \text{Available Marks for criteria}}{\text{Bidder's Price}}$$

Note: The two top-scoring bidders will be invited to present their understanding of the project scope. This final presentation will serve as a qualifier to determine the selected bidder.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.



13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI 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 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

Acceptance:

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: *(Seller Company Name)*

Signature: _____

Title:

Date: