

RFP 2019 S-001 - Services for Video Production and Media Library Management

Questions and Answers (Q&A No. 2)

	CLARIFICATION REQUEST	ANSWER
2.1	<p>“In terms of a work sample, ” • Link to media Library – Proposer shall provide a link to a publicly-accessible media library that it has created, or screenshots of the same, in case the media library is not publicly accessible.” As we have previously been working with UN agencies, and acting as their library as well as coordinating their own materials over a 3-4 year period, but without metadata, can we just give a reference? Or is a screenshot with metadata required? Or should/could we bid without the media library component? ”</p>	<p>In the absence of appropriate screenshots of media libraries, kindly provide a description of the solution created and/or maintained for other UN agencies, in addition to references. GCF will prefer bids that satisfy all components of the Terms of Reference (TOR).</p>
2.2	<p>“For the financial proposal, just to be sure, so that all applying can be correctly competitive: we understand are meant to budget for the 6 videos as well as the development of guidelines and database as one budget.</p> <p>Then also budget a fixed daily rate for filming at GCF headquarters; is that fixed rate also meant to cover the approximately 5 minute edits from those films, or would you like us to come up with a post-production fixed rate as well for those videos?”</p>	<p>The fixed rate for ad hoc filming at GCF headquarters should include costs related to filming and post-production edits.</p>
2.3	<p>“Do the 90 Video Productions include local crews outside of GCF headquarters to be edited and budgeted as well, or would that be extrapolated from the 6 videos above, as referenced in question 2.”</p>	<p>The estimated 90 video productions would mainly be from (1) footage taken by the Firm in GCF headquarters and/or (2) animated graphics. For videos taken outside of GCF headquarters, GCF will provide the Firm with raw footage that will be used as material for post-production.</p>

17 January 2019

Questions and Answers (Q&A No. 1)

	CLARIFICATION REQUEST	ANSWER
1.1	<p>“Are we able to submit questions?”</p>	<p>Yes. Bidders can submit request for clarifications as instructed in the RFP.</p>
1.2	<p>“Is this the email address we can send the</p>	<p>The email address for submission is: procurement@gcfund.org</p>

	proposal to (as it's not in the RFQ itself)?”	This email is provided in the RFP Instructions.
3	“Can the company be based elsewhere, or do you prefer a Korean based company?”	The company can be based anywhere. In the case that the company is not local, then it would be useful if the firm were able to provide the option of sub-contracting filming to a local freelancer (ie.g. if filming at GCF HQ building in Songdo is required as part of a future request).

15 January 2019