

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

**Questions and Answers (Q&A No. 3)**

|            | <b>CLARIFICATION REQUEST</b>   | <b>ANSWER</b>  |
|------------|--|--|
| <b>3.1</b> | <p><b>“You note that the footage will all be provided by GCF. As part of the brief entails the vendor setting up style guidelines which should be followed by local crews (the filming outside of GCF), in our experience, such a vendor needs to often choose and select the local crews and direct them in order to achieve the best and most consistent quality.</b></p> <p><b>Should we attach a sample financial budget of this as well, without putting in shoot days for the 6 films that are in the proposal? Or should we budget 1 or 2 shoot days per film as well?”</b></p> | <p>We do not require this service within the current TOR. Should the engagement of the vendor (or other supplier) be required as part of location shoots, then this could be procured separately at a later date, depending upon specific needs.</p>   |
| <b>3.2</b> | <p><b>“In terms of animated graphics, there is of course a wide range of styles. To budget this better, can you provide an example of the kind of graphics GCF has in mind?”</b></p>   | <p>Since the Firm is expected to help identify a style that will be suitable to GCF, we cannot provide examples at this time.</p>  |
| <b>3.3</b> | <p><b>“To future proof the raw footage being filmed at GCF headquarters or elsewhere, should an attempt to film in 4k be preferable?”</b></p>  | <p>Yes.</p>  |
| <b>3.4</b> | <p><b>“The online media library will host videos and images. Is it also intended to host unedited video footage – camera rushes from filming allowing the raw footage to be searched and downloaded?</b></p> <p><b>If this is required it would be a very much larger online archive than if limited to edited videos and images.”</b></p>   | <p>We expect all suitable video assets will be cataloged within the media library – even unedited ones. But while the record of the assets is present in the media library, the actual location of the footage may be separate, with the record only pointing to the location. For example, the media library could have an entry for a 1-hour unedited video interview, and the record could merely say that the file is stored in disk X, folder Y, in Division Z.</p> |
| <b>3.5</b> | <p><b>“We would like to include a subcontractor to add their more extensive experience on Digital Asset Management. Can we assume this is all right to include their information in our brief?”</b></p>  | <p>Using a subcontractor or submission in association is permitted under this RFP. The leading entity shall be clearly identified and required qualification documentation/elements set out in the TOR and the RFP shall be provided by the concerned entities.</p> <p>Also refer to Section 37 “TRANSFER AND SUBCONTRACTING” of the General Terms and Conditions included in the Model Contract.</p>  |

21 January 2019

Questions and Answers (Q&A No. 2)

|     | <b>CLARIFICATION REQUEST</b>  | <b>ANSWER</b>  |
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| 2.1 | <p><b>“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? ”</b></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><b>“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.</b></p> <p><b>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?”</b></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><b>“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.”</b></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)

|     | <b>CLARIFICATION REQUEST</b>  | <b>ANSWER</b>   |
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| 1.1 | <b>“Are we able to submit questions?”</b>   | Yes. Bidders can submit request for clarifications as instructed in the RFP.  |
| 1.2 | <b>“Is this the email address we can send the proposal to (as it's not in the RFQ itself)?”</b> | The email address for submission is: <a href="mailto:procurement@gcfund.org">procurement@gcfund.org</a><br>This email is provided in the RFP Instructions.  |
| 3   | <b>“Can the company be based elsewhere, or do you prefer a Korean based company?”</b>           | 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