

RFP #:28022020



**THE TIMELY ENTREPRENEUR
RESOURCE AND RESEARCH CENTRE**

REQUEST FOR PROPOSAL

**TO SUPPLY VIDEOGRAPHY / PRODUCER SERVICES
FOR VIDEO PROGRAM “Entrepreneur 2 Entrepreneur”**

Due Date: February 28th, 2020

Proprietary and Confidential

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1.0 STATEMENT OF PURPOSE

The Timely Entrepreneur Resource and Research Centre is currently seeking a suitably qualified Videographer who can design, develop and produce a 9 – Episode Video Series Program entitled “**Entrepreneur 2 Entrepreneur**” for our Website and other broadcast platform, e.g., television.

2.0 BACKGROUND INFORMATION

The Timely Entrepreneur Resource and Research Centre is an organization in Trinidad & Tobago mandated to educate, create and add value to the Entrepreneurial landscape in Trinidad and Tobago, regionally and internationally.

3.0 SCOPE OF WORK

The Videographer will be responsible for:

(i) Filming, Designing, Developing and Delivering a 15-minute, 9 - Episode Video Series (Series 1) production over a three (3) month period in Trinidad and Tobago at a date and time mutually agreed by the Videographer and **The Timely Entrepreneur Resource and Research Centre**.

(ii) Providing **The Timely Entrepreneur Resource and Research Centre** with the required completed material, i.e., each Episode as is due, approximately one week prior the airing of each program. **The Timely Entrepreneur Resource and Research Centre** will be responsible for marketing and promoting the video Episode

(iii) Preparation and submission of a Report on the production no later than one (1) week after the delivery of the first quarter episodes. The Videographer must be willing to enter into appropriate non-disclosure legal arrangement to ensure confidentiality and security of the data, identities of the sample providers and related findings.

(iv) Working with cast to create a relaxed and natural look on camera, ensuring comfort and assisting with voice elements.

(v) Editing the footage, cutting out error and odds so as to ensure well-developed put together, naturally flowing videos.

(vi) Ensuring audio and lighting quality is well adjusted.

(vii) Adding effective and relevant titles to the production.

4.0 OBJECTIVES OF THE WORKSHOP

The overall objective of this videography is to create episodes of short (15-minute) video clips, that will consist of business talks, entrepreneur interviews, and economy discussions that will aid Entrepreneurial development through learning and interaction.

5.0 OUTCOME AND EVALUATION MECHANISM

Detailed below are the expected outcomes and expectations of the program:

OUTCOMES

Upon completion of the videos, viewers should:

- Understand the content put forward in the video production.
- Experience clearly audible sound, picture, motion and good video quality.

6.0 DELIVERABLES

Deliverables include:

1. Creating and Executing 9 Video Episodes (Series 1) “**Entrepreneur 2 Entrepreneur**”

2. The Videographer will be responsible for supplying all technical equipment and tools the videographer wishes to use that is needed for the production.
3. All filming sessions will be conducted in The Timely Entrepreneur's Conference Room, located within the premises of Titan Chambers, 19 Dundonald Street, Port of Spain unless otherwise advised.
4. A Production Report on the quarter series.

7.0 PAYMENTS

Payment is activity and/or output based and is made as follows:

- 20% Upon submission of first batch of three (3) videos
- 80% Upon submission of Complete Production (All Episodes)

8.0 REQUIREMENTS FOR PROPOSAL PREPARATION

Proposals submitted should contain the following clearly identified headings / subject content:

- Company Profile
- Executive Summary (Overview of the Program)
- Program Outline
- Methodology
- Experience with similar Work
- Evaluation – Explain how you will evaluate success—what will you measure.
- Critical Success Factors
- Details of Cost
- References (at least three (3)) three

Proposal submissions should also contain evidence of the following valid statutory documents:

Business Registration (Registration Certificate)

Police Certificate of Character for Owner(s)/all Partners of the business

The Videographer shall submit one (1) soft copy in PDF format to:

<https://www.thetimelyentrepreneur.com/>

The Tenders Committee

Titan Chambers

19 Dundonald Street,

Port of Spain

Soft copy is to be emailed to tenders@thetimelyentrepreneur.com in PDF format on February 28th 2020. The subject of the email must be RFP – “Entrepreneur 2 Entrepreneur”

9.0 EVALUATION AND AWARD PROCESS

The Timely Entrepreneur Resource and Research Centre awards proposals based on the evaluation of technical and other factors in addition to cost to determine the proposal that represents the best overall value to **The Timely Entrepreneur Resource and Research Centre**. **The Timely Entrepreneur Resource and Research Centre** is not obligated to award the contract to the lowest bidder; however, as offers become technically equivalent, cost may become the determining selection factor.

The intent is to ensure that only capable Videographers are considered, and that the best overall proposal is selected. A capable Videographer will have the capacity to fulfill required responsibilities. Of considerable importance will be reliable evidence of the Videographer’s successful prior experience in similar circumstances. Therefore, Videographers should prepare the qualification submission with great care to amply demonstrate their capability to perform as required.

The Videographer will be evaluated based on the following:

Table

FACTORS	DESCRIPTION	WEIGHT
Approach & Methodology	The extent to which the Videographer's proposal presents an efficient and realistic approach to achieving The Timely Entrepreneur Resource and Research Centre's objectives including its ability to effectively and efficiently manage the proposed contract.	5
Experience with Similar Projects	Demonstrated experience and past performance in the related topic to be considered as the lead Videographer.	5
Delivery Timeframe	Demonstrated evidence that the Project can be delivered in the requested timeframe.	2
Effectiveness	The degree to which the Videographer's proposal presents an efficient and realistic approach to accomplishing the project. i.e. Ensuring outcomes are achieved.	4
Cost	The cost is acceptable given the qualifications and experience of the Videographer; the extent of work involved in executing the project.	4

The Timely Entrepreneur Resource and Research Centre reserves the right to select proposals where it has determined that the superiority of the Videographer's technical ability or quality to be equal to or more important than the proposed cost or price.

10.0 PROCESS SCHEDULE

DUE DATES

A Letter of Intent emailed to cherise@thetimelyentrepreneur.com properly addressed in letter format with the subject of the email being - Letter of Intent – RFP “**Entrepreneur 2 Entrepreneur**” of the Proponent’s intent to respond to this RFP is required by **February 20th, 2020**. All proposals are due by **February 28th, 2020 12noon**. Any proposal received after the required time and date specified shall be considered late and non-responsive. Any late proposals will not be opened to be evaluated for reward under any circumstances.

11.0 COMMUNICATIONS

Contact with **The Timely Entrepreneur Resource and Research Centre** personnel pursuant to this RFP shall be restricted to **The Timely Entrepreneur Resource and Research Centre** contact identified and in accordance with the terms described herein. Only those communications that are in writing from **The Timely Entrepreneur Resource and Research Centre** contact may be considered as a duly authorized expression on behalf of **The Timely Entrepreneur Resource and Research Centre**.

12.0 RFP CLARIFICATION

Videographers shall be given one opportunity prior to submitting their Proposal to ask questions related to the RFP. All questions should be clear and concise and must be consolidated into one submission per Videographer. **Questions submitted after the due date February 28th, 2020 will not be entertained.**

The text of select questions and answers of a substantive nature will be forwarded to all Videographers being solicited. Questions of a similar nature may be combined into a common question for a response based on **The Timely Entrepreneur’s Resource and Research Centre** discretion.

All communication with The Timely Entrepreneur Resource and Research Centre Contact must be in writing only and can be emailed to:

tenders@thetimelyentrepreneur.com

13.0 VIDEOGRAPHER'S REPRESENTATIVE

Each Videographer must, within a maximum of two (2) days after receiving the RFP, advise **The Timely Entrepreneur's Resource and Research Centre** Representative, in writing, of the name, business and email address, mobile, telephone and number of the individual who is designated as the Videographer's Representative for the purposes of this RFP. The Videographer's Representative is the only person authorized to communicate with **The Timely Entrepreneur Resource and Research Centre** for the purposes of this RFP and **The Timely Entrepreneur Resource and Research Centre** is not required to communicate or otherwise deal with any other person on behalf of the Videographer.

14.0 AMENDMENTS, MODIFICATIONS AND CANCELLATIONS OF RFP

Receipt of a Proposal and/or any and all discussions occurring during this RFP does not obligate **The Timely Entrepreneur Resource and Research Centre** in any way. **The Timely Entrepreneur Resource and Research Centre** reserves the right to accept or reject any and all Proposals. **The Timely Entrepreneur Resource and Research Centre** reserves the right to revise, amend, cancel, and/or reissue this RFP at any time for any reason, in which event such action shall be communicated in writing and provided to all proponents.

15.0 USE OF PROPOSALS

The Timely Entrepreneur Resource and Research Centre reserves the right to use any and all concepts contained in the Proposals submitted in response to this RFP. All materials and concepts included in the Proposals shall become the exclusive property of **The Timely Entrepreneur Resource and Research Centre**. Selection or rejection of a Proposal shall not affect this right.

<https://www.thetimelyentrepreneur.com/>

16.0 COST OF PROPOSAL PREPARATION AND/OR RFP PARTICIPATION

Any and all costs incurred by the Videographer associated with preparation of Responses and/or participation in this RFP are entirely the responsibility of the Videographer and shall not be chargeable in any manner to **The Timely Entrepreneur Resource and Research Centre**.

17.0 CONFIDENTIALITY OF PROPOSALS

Videographers are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of **The Timely Entrepreneur Resource and Research Centre**.

18.0 VIDEOGRAPHERS NOT TO CONTACT EVALUATION OFFICIALS

Videographers are advised that there should be no contact between their staff and the evaluation committee or officials.

19.0 NO COLLUSION

Videographers must not communicate, directly or indirectly, with any other Videographers (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal to **The Timely Entrepreneur Resource and Research Centre** is deemed to be a representation and warranty by the Videographer submitting that proposal that it has complied with the requirements of this paragraph. If **The Timely Entrepreneur Resource and Research Centre** determines that a Videographer has violated this section, **The Timely Entrepreneur Resource and Research Centre** is entitled to disqualify that Videographer and to reject his/her proposal as being invalid.

20.0 CORRUPT AND FRAUDULENT PRACTICES

Videographers shall adhere to the highest ethical standards and refrain from engaging in corrupt or fraudulent practices. Corrupt practices shall include the offering or giving by Videographer or any officer, employee, or person acting on their behalf to any officer employee or person acting on behalf of **The Timely Entrepreneur Resource and Research Centre** any gift or consideration of any kind as an inducement or reward for doing or fore-bearing to do or for having done or fore-borne to do any act in relation to this RFP process including the evaluation of proposals and the negotiation and execution of the agreements.

Fraudulent practice means any misrepresentation of the facts in order to influence the evaluation and selection process described in this RFP or the negotiation and execution of the agreements to the detriment of **The Timely Entrepreneur Resource and Research Centre** and includes collusive practices among **Videographers** (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive **The Timely Entrepreneur Resource and Research Centre** of the benefits of free and open competition. **The Timely Entrepreneur Resource and Research Centre** determines that a Videographer or any officer, employee or person acting for the Videographer has engaged in a corrupt or fraudulent practice, **The Timely Entrepreneur Resource and Research Centre** will, without prejudice to any other right or remedy reject that Videographer's Proposal.

21.0 BEST OVERALL ACCEPTABLE PROPOSAL

The objective of the evaluation process is to rank proposals in ascending order based on their responses to the stated Objectives and the requirements set out in the RFP. The first ranked proposal will be the one which provides the best overall acceptable response.

22.0 AGREEMENT

Upon completion of the evaluation exercise, **The Timely Entrepreneur Resource and Research Centre** will select as the Preferred Videographer, the Videographer with the best overall acceptable proposal with whom it will enter into negotiations. If negotiations are unsuccessful, **The Timely Entrepreneur Resource and Research Centre** may, in its sole discretion, enter into negotiations with the next ranked Videographer, and this procedure may be repeated by **The Timely Entrepreneur**

Resource and Research Centre as many times as **The Timely Entrepreneur Resource and Research Centre**, in its sole discretion considers necessary.

The Timely Entrepreneur Resource and Research Centre expects to enter into an agreement (draft attached) with the Successful **The Timely Entrepreneur Resource and Research Centre**. The final documents will incorporate those provisions and terms as shall be agreed between **The Timely Entrepreneur Resource and Research Centre** and the Successful Videographer. **The Timely Entrepreneur Resource and Research Centre** reserves the right to open up any aspect of the Preferred Videographer's proposal for negotiations prior to entering into any agreements.

The agreements shall contain Cross-Default provisions entitling **The Timely Entrepreneur Resource and Research Centre** to regard a default by the Successful Videographer under any agreement as default in all other agreements between **The Timely Entrepreneur Resource and Research Centre** and the Successful Videographer. It may be necessary that other agreements may be required to completely define all arrangements between **The Timely Entrepreneur Resource and Research Centre** and the Successful Videographer. Videographers are invited to identify any agreements in addition to those listed in the RFP which would be required if their proposal is accepted.

If a Videographer intends that any aspect of its proposal is non-negotiable, it should clearly identify that aspect.

Videographers are asked to indicate as clearly as possible, all terms and conditions and all other agreements necessary to make their proposals viable.