



**Elizabeth Glaser  
Pediatric AIDS Foundation**  
Fighting for an AIDS-free generation

**REQUEST FOR PROPOSALS #S010687**

**Serviços de Produção de Vídeos de Comunicação em Saúde**

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maputo

**(Rua dos Sinais nr 50/74, Ponta Vermelha, Maputo, Maputo)**

**Firm Deadline: Monday, May 17, 2021**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

**BACKGROUND**

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) has been working in partnership with the Ministry of Health and Provincial Health Directorates since 2004 to support the Prevention of Vertical Transmission (PMTCT) and Antiretroviral Care and Treatment (ART) program, with funding of the American Government (PEPFAR). Through the ESCALA Project, EGPAF supports the government of Mozambique to achieve control of the epidemic through capacity building at all levels of the health system to deliver sustainable models of HIV and tuberculosis facilitation services and community services to continuity of care.

The Foundation's mission is to eliminate Pediatric HIV & AIDS through prevention and treatment, research and advocacy programs, ensuring access to quality health services in the provinces of Gaza and Inhambane where it currently implements projects.

Within the scope of the operationalization of the health communication plan and the close-out plan of the ESCALA project, EGPAF aims to produce health communication videos, for, among other purposes, bringing the beneficiary, the health provider and the society as a whole, themes such as the suppression of viral load, community engagement, CACUM, among others for their behavior change .

**Objectives**

The hiring of a producer (company or private freelancer) aims to produce a script, record, edit and finalize videos with a focus on achieving the 90-90-90 goals, as well as the response in terms of tuberculosis control (prevention, diagnosis and treatment).



## **SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

### **1. Contractor Profile**

Proven experience in scripting, recording, editing and finalizing videos with formats for TV, WhatsApp and other social networks

- Good planning;
- Experience in producing content that generates knowledge and evidence about causes;
- Proof of experience should be done through portfolio, all is m of two works in the manner required to approximate theme.

### **2. Work description**

The services provided for in this term of reference include the production of colored videos in the format for the TV and WhatsApp platforms. The technical informational content for the production of the videos will be provided by EGPAF, and coordinated by the Communication officers based in the provinces of Gaza and Inhambane.

2.1. The production of 4 video spots with a duration of 45 seconds on community engagement, Viral Suppression, PTV and TB;

2.2. Production of 4 videos with the duration of 3 to 4 minutes with testimonials of users, health care providers and workers to EGPAF on issues related to the 90-90-90 targets

2.3. Production of 1 15-minute documentary on the achievement of the 90-90-90 targets for the control of the epidemic, associated with the 4-5 years of implementation of the ESCALA Project, Challenges and lessons learned. Facts, interviews, data, testimonials from providers, users, EGPAF and MISAU / DPS.

### **Specification of the Service Provided**

The professional or contracted company must:

- Create script defined scenes from briefing with the projection team c to
- Make detailed recording schedule
- Deliver scripts for the 3 video models;
- Deliver the three edited and finished videos;
- Up to 2 rounds of alteration of the videos before the approval of the final version;
- Deliver *clean* version of the videos on time;
- SRT file of the video subtitles in Portuguese and in English;



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- Respect the dates and deadlines established by mutual agreement;

### **Optional Work**

The Foundation may request an Optional Work within the next few months if the rates remain fixed and this subject to need and availability of funding.

### **3.Period of execution**

The implementation period is 25 May to 25 June for delivery of the final version of the videos.

### **4.Cost and payment format**

- Payment will be discussed during the negotiation process.
- Accommodation and transportation costs in the Project areas in the provinces of Inhambane and Gaza should be included in the proposal.
- The costs with food and transfer home / 1st night, last night / home must be included in the proposal.
- Taxes and estimated transportation costs must be specified in the proposal.

### **Other Requirements**

Within the scope of Decree 66/2017 of 23 November, all proposals must strictly comply with the following criteria:

- The quotation must make a clear separation between the cost of goods and services and the cost of VAT;
- The quote must not mention the phrase “VAT included”;
- The quotation must be issued in National Currency and in the Portuguese language;

### **Documentation to be Submitted:**

Interested parties may submit s their proposals to the list of information and documentation required below, including evidence:

1. Business license or certificate
2. INSS discharge;
3. Discharge from the Ministry of Economy and Finance
4. Cover Letter (Must not exceed one page)



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Proposals must be submitted to: to the email procurement : [procurementmz@pedaids.org](mailto:procurementmz@pedaids.org)

Maputo - Rua dos Sinais, 50/74, Telephone 21488903/5;

**KEY CONTRACT TERMS:**

The anticipated contract type is Firm Fixed Price. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
Capacity and technical quality	Presentation of sample 3 videos with content and duration similar to the 3 categories presented in the object description (Check the scope of work above,	30.00 %
Service completion time	Presentation of the production schedule (including	20.00 %



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	filming, editing and more). Please indicate the time it will take to do the processes up to final product.	
Total Production Cost	Total cost for the production and delivery of the videos	50.00 %
Total		100.00%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.

**PROPOSED TIMELINE:**

<b>DATE</b>	<b>ACTIVITY</b>
<b>5/11/2021</b>	Release of RFP
<b>5/13/2021</b>	Submission of Inquiries directed to: Artur Junior, Procurement Officer, <a href="mailto:procurementmz@pedaids.org">procurementmz@pedaids.org</a> Any form of canvassing will lead to automatic disqualification of the firm  No phone calls please.
<b>5/14/2021</b>	Question and Answer Response Document posted on EGPAF website at <a href="http://www.pedaids.org/pages/contracting-opportunities">http://www.pedaids.org/pages/contracting-opportunities</a>
<b>5/17/2021</b>	Completed proposals must be delivered electronically by the deadline mentioned on page one to: Artur Junior, Procurement Officer, <a href="mailto:procurementmz@pedaids.org">procurementmz@pedaids.org</a>
<b>5/19/2021</b>	Final decision announced and Offerors notified
<b>5/25/2021</b>	Contract executed and Services begin.

**Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.**

**KEY SOLICITATION TERMS AND CONDITIONS**



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The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.
4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.



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10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://www.reportlineweb.com/PedAids). Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.