

RFP-2021-005 Videography Services

Clarifications Questions and Answers

Dated 22 April 2021

Q1. The ToR mentions that a similar previous LTA was in place for these services. Is the scope the same/similar to previous, or have things changed?

A1. Things changed.

Q2. Will IRENA award the LTA to one provider?

A2. The RFP is clearly stating in the data sheet that you can bid for some regions and not all the regions, then there might be a multiple LTAs with different providers

Q3. Can you provide examples of photography which you deem suitable?

A3. https://irena-my.sharepoint.com/:f:/g/personal/mstefanides_irena_org/EsCeN0j6V3JNtFnhFvUp8XYBrttkqbEhxKPtMaJPSxeKxQ?e=rrmvjd

Q4. Regarding the financial proposal form; would every project be set-out as a 'small' quotation process to get to an exact amount?

A4. Yes

Q5. We assume quoting will currently exclude travel/DSA expenses?

A5. It must be all inclusive as per section 9 Financial proposal

Q6. Ceiling amounts are requested to be provided for videos of 1-5 minutes. The challenge with this is that sometimes you can film a 5-minute film in a day with just one person, on other occasions a 1-minute film can take a team of three five days. This all depends on access, location, circumstances, type of story. For the evaluation, are you merely looking for a quotation related to this project? Then we could estimate an amount of days required excluding travel to get to this location.

A6. Yes

Q7. Would IRENA have team members (or partners) on location in each country?

A7. Depends on the locations, sometimes yes, sometimes no. Where applicable we provide some connections (people to interview, focal points etc).

Q8. Should we include translators in the quotation? We will not need it for some countries, while we would need it for others...

A8. Yes

Q9. Is Category A in the financial proposal form only for on-location activities? Or would this include editing as well?

A9. Editing as well.