

Name and address of the contracting authority:

**Teatri Metropol - Qendra Kulturore Tirana, Bulevardi Zogu I, Tiranë**

Title of the tender: **Tender for services of Communication and Video making for AIDA project activities**

Reference number: **ITALME 493**

### **PART A: INFORMATION FOR THE TENDERER**

#### **About the action:**

Qendra Kulturore Tirana (QKT), in partnership with Koreja Cooperative Society Social Enterprise and Fondazione Molise Cultura in Italy and Nevladina Fondacija "Lika" in Montenegro, is implementing the project titled: "Adriatic Identity through Development of Arts" (AIDA).

The objective of this project is to: increase the cooperation of the relevant key actors of the area for the delivery of innovative cultural and creative products.

In the framework of this project, QKT is looking to contract enterprises for two profiles:

**Service 1: Communication (Web content, Social Media Manager and Press Office)**

**Service 2: Video making for AIDA project activities**

#### **1. INFORMATION ON SUBMISSION OF THE TENDERS**

##### Subject of the contract:

The subject of this tender is:

- Implementation of the services as indicated in the technical information in the point 2 of this call.

##### Deadline for submission of the tenders:

- The deadline for submission of tenders is **08.11.2020 at 00:00**.

Any tender received after this deadline will be automatically rejected.

##### Address and methods for submission of the tenders:

- The tenderers will submit their tenders using the standard submission form available in the Part B of the tender dossier. The tender will be submitted via email, providing a scanned original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

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In addition to the offer the tenderer is required to provide the following supporting documentation in scanned version:

- Copy of legal registration
- Copy of VAT registration

The tenders should be submitted by e-mail. The email message should clearly indicate:

- Title of the tender (in the subject of e-mail): **Tender for services of Communication and Video making for AIDA project activities "ITALME 493"**
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation will be provided as attachment to the email.

The tenders will be submitted by e-mail to the following address: [teatrimetropol@gmail.com](mailto:teatrimetropol@gmail.com)

#### **NOTES**

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

## **2. TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the table below.

### **Service 1: Communication (Web content, Social Media Manager and Press Office)**

<b>WP Communication - Deliverable D.C.6.1 -Social Media Manager</b>				
<b>No.</b>	<b>Title of item</b>	<b>Description</b>	<b>Required time frame</b>	<b>Required inputs, if applicable</b>
<b>1.1.</b>	<b>Social Media Manager</b>	Creation and publishing of web content in relation to the project Management of all social media content within the framework of the project. Press office services	01.07.2020 – 31.12.2021 (18 months)	The tenderer should be legally registered in Albania. 3 (three) years of experience in social media managing/web content development

### Service 2: Video making for AIDA project activities

WP Communication - Deliverable D.C.5.1 Podcast, spot and documentary videos				
No.	Title of item	Description	Required time frame	Required inputs, if applicable
2.1.	Podcast, spot and documentary videos	<p>Realization of video tools and thematic podcast to report activities, interviews, experiences, memory from the direct voices of the citizen and artists. In particular, we require the creation of 4 videos concerning the community albums (WP T1) and one final documentary video of the project as the “final product” of the same (WP T2 and WP T3). The videos will be realized in the pilot areas of program: Albania, Montenegro, Puglia Region (Italy) and Molise Region (Italy). The tenderer should be available to travel and accommodation in these four localities.</p>	01.07.2020 – 31.12.2021 (18 months)	<p>Appropriate video equipment and video editing software The tenderer should be legally registered in Albania. 3 (three) years of experience in video making</p>

#### Other technical specifications:

The tenderer is required to produce at least 4 video spots and one documentary film at the end of the duration of the project, spanning across four pilot areas: Albania, Montenegro, Puglia region and Molise region. The tenderer’s financial offer should also include all costs for travel and accommodation to abovementioned localities.

### 3. FINANCIAL INFORMATION

#### Service 1: Communication (Web content, Social Media Manager and Press Office)

The tenderers are reminded that the maximum available value of the contract is **4.000 EUR**.

#### Service 2: Video making for activities AIDA project

The tenderers are reminded that the maximum available value of the contract is **18.500 EUR**.

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### **The Payment**

This sum includes the travel and full accommodation costs that will be needed to carry out the services and will be paid in successive tranches and within the times indicated in the WPs of the AIDA project.

### **4. ADDITIONAL INFORMATION**

The selection criteria is

- **Best value for money, weighting 80% technical quality, 20% price.**

Technical quality will be evaluated on the scale of 0 to 100 point on the basis of following weighting criteria:

- Relevance and creativity of proposed concept described within submitted narrative description of the deliverable - Presenting a conceptual design: max 40 points;
- Relevance of the proposed staff: max 20 points
- Hi-tech professional equipment 20 points
- Previous experience (relevant list and samples of previous realized similar assignments): max 20 points.

The successful tenderers will be informed of the results of the evaluation procedure in written by email.

The estimated time of response to the tenderers is 15 days from the deadline for submission of tenders.

### **ANNEX: PART B – FORMAT OF OFFER**