

SECTION 2: RFP SPECIFIC INSTRUCTIONS

Special Conditions of Contract	Cancellation of Contract if the delivery/completion is delayed by <u>one month</u>
Duties and taxes	All prices must be inclusive of VAT and other applicable indirect taxes
Language of Proposal	English or Montenegrin Including documentation including catalogues, instructions and operating manuals.
Partial Offers	<input type="checkbox"/> Not permitted
Instructions for proposal submission	<p>Via e-mail to:</p> <p>Irena Krivokapic Financial and administrative assistant</p> <p>irena.krivokapic@mers.gov.me and irenakrivokapic@gmail.com</p> <p>File Format: All attachments must be in PDF format unless otherwise instructed by Ministry.</p> <p>File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitated review.</p> <p>All files must be free of viruses and not corrupted.</p> <p>No. of copies of Proposal that must be submitted via e-mail:</p> <p>Original: 1 electronic copy of technical proposal and 1 electronic copy of financial proposal in separate files, duly marked as Technical Proposal and Financial Proposal, with indicated tender “REFERENCE” number of tender (please see the 1st page above).</p> <p>Remark:</p> <p>Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 15MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: <proposer name–technical proposal file no. N> (N=1, 2, 3, etc).</p> <p>The financial proposals should be sent in PDF format and password protected so that they cannot be opened otherwise. Password for the financial proposal must not be provided to the Ministry until it is formally requested by the Ministry procurement focal point.</p>
Documents to be submitted	<p>Proposers shall include the following documents in their Proposal:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Proposal Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3 & Annex 4: Technical and Financial Offer duly completed and signed and in accordance with the instructions provided for proposal submission. <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> A list of at least 3 similar contracts in the past 5 years, along with the client’s contact details who may be contacted for further information on those contracts (part of Annexe 3); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;

	<p><input checked="" type="checkbox"/> Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2023 and 2024; <i>Required minimum turnover for a bidder is 50.000,00 EUR cumulative for above-mentioned years.</i></p> <p><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance (potvrda poreske uprave o nepostojanju dugovanja), not older than 6 months, confirming that all taxes by the bidder have been paid. <i>Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and Ministry reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request;</i></p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Proposal validity period	Proposals shall remain valid for 90 days from the deadline for the Submission of Proposal.
Payment Terms	<p><input checked="" type="checkbox"/> In three instalments:</p> <ol style="list-style-type: none"> 1. 30% of contracted amount after definition of the all 5 scenarios for the videos, locations and people that will be interviewed 2. 30% after production of the first three videos and approval from the project team 3. 40% after production of all videos and submission of the final report and submission of payment documentation. <p><input type="checkbox"/> Other</p>
Conditions for Release of Payment	Written Acceptance of Goods, Services and Works, based on full compliance with RFP requirements
Clarifications	Requests for clarification from proposers will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via email by no later than 3 day prior to the deadline.
Evaluation method	<p>The Contract will be awarded to the lowest price substantially compliant offer.</p> <p>Combined scoring method using a distribution of 70%-30%, Technical proposal - financial proposal.</p> <p>NOTE: To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation, and only then their financial proposals will be opened. The maximum number of technical points is detailed in Schedule of Requirements section "Criteria for the Assessment of Request for Proposal".</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Bidder is a legal entity registered for the business activity that is subject of this RFP.</p> <p><input checked="" type="checkbox"/> Bidder has implemented three (3) successful projects within the last five (5) years of similar scope, nature and complexity. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p> <p><input checked="" type="checkbox"/> The bidder proposed a team of at least two experts with the following expertise (<i>It is permissible for one person to cover two roles, provided their CV demonstrates sufficient experience for both</i>). All team members must be Montenegro nationals with proven experience in similar tasks:</p> <p>1. Producer</p> <p><i>Education</i></p> <ul style="list-style-type: none"> • University degree in film, media production, directing, cinematography, visual arts, social sciences, or a related field. • Additional diplomas or training in film production, cinematography, or visual arts are considered an advantage.

	<p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 5 years of experience in audiovisual or media production; • Proven experience managing promotional or documentary video projects; • Experience in budgeting, scheduling, and coordinating production teams; • Experience working on environment protection, tourism, cultural heritage, or rural development topics is an advantage. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Strong project management and organisational skills; • Ability to coordinate logistics in remote locations; • Excellent communication and stakeholder coordination skills; • Financial planning and contract management skills. <p>2. Director</p> <p><i>Education</i></p> <ul style="list-style-type: none"> • University degree in film, media production, directing, cinematography, visual arts, social sciences, or a related field. • Additional diplomas or training in film production, cinematography, or visual arts are considered an advantage. <p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 5 years of professional directing experience • Proven portfolio of high-quality video productions; • Experience with storytelling focused on culture, heritage, or nature is an advantage. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Strong storytelling and visual narrative skills; • Ability to lead creative teams; • Strong understanding of visual composition and scene planning; • Good communication skills when working with local communities and non-actors. <p>3. Director of Photography/Cameraman</p> <p><i>Education</i></p> <ul style="list-style-type: none"> • University degree in film, media production, directing, cinematography, visual arts, social sciences, or a related field. • Additional diplomas or training in film production, cinematography, or visual arts are considered an advantage. <p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 3 years of professional camera work; • Proven experience shooting outdoor, nature, or travel content; • Experience filming in remote/mountain environments is an advantage; • Strong portfolio/showreel required. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Advanced knowledge of camera systems, lenses, lighting, and sound basics; • Drone operation skills and license are an advantage; • Attention to visual detail and composition. <p>4. Video Editor</p> <p><i>Education</i></p> <ul style="list-style-type: none"> • University degree in film, media production, directing, cinematography, visual arts, social sciences, or a related field. • Additional diplomas or training in film production, cinematography, or visual arts are considered an advantage.
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	<p><i>Experience</i></p> <ul style="list-style-type: none"> • Minimum 3 years of professional video editing experience; • Experience editing promotional or documentary-style videos; • Proven portfolio required. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Proficiency in editing software (Adobe Premiere Pro, DaVinci Resolve, Final Cut, etc.); • Strong storytelling and pacing skills; • Ability to deliver content optimized for web and social media platforms. <p>*Only proposals that meet all mandatory requirements will proceed to the technical evaluation. The technical evaluation will be based on the following criteria:</p> <ul style="list-style-type: none"> • Expertise of the Company • Methodology, Appropriateness and Timeliness of the Implementation Plan • Qualification of Key Personnel
Type of Contract to be awarded	Service contract
Expected date for contract award.	09 March 2026