

UNHCR – Request for Quotation – Video production services (RFQ/BEL/2024/003)

Questions and answers:

1. Looking at 'Shooting crew' in the Financial offer form, we see 1 option. This could mean a team is somewhere between 1 to 4 people. In some occasions 1 person might be sufficient, while for other projects you need more hands. How would you propose for us to fill this? The roles of team members are always different, and also the costs. For instance a cameraman with equipment vs. a video director (without equipment). [It is suggested to budget for the main person in the column but specify what cost it would be for a crew member with different skills or equipment in the comment box. The cost to be reflected is per hour, always.](#)
2. Looking at 'Pre-production' in the Financial offer form, it is also restricted to 1 option. Where some projects are set to shoot after a few hours of time allocated by 1 Producer, others might take days to prepare with a creative team. How should we approach this? [The cost mentioned should be per hour.](#)
3. Do you have samples of the videos and photographs you mention in the ToR? [Examples of previous UNHCR videos can be found on social media from UNHCR Belgium and The Netherlands pages, as well as on UNHCR websites.](#)
4. For 'capturing stills', how many do you expect on average this? [The candidate companies should budget an hourly rate, the number of stills will be defined per project.](#)
5. We feel that the financial offer form leaves out many details. Will this template be upheld throughout the LTA? [No, this is a template to evaluate budget on a certain number of common costs of video production processes. They serve as examples of costs and are not exhaustive. For contracts during the frame agreement period, a quote from the selected company will be requested, of their own template, based on detailed specific terms of reference.](#)
6. In the pricing file you mention the price of a 3 minute video and 1 minute video, in the TOR you refer to different lengths, mostly 4 minute videos and very short formats (15-50 seconds). I wanted to double check if the lengths mentioned in the pricing file are indeed the correct ones for budget calculation. [Yes, the lengths mentioned in the pricing file are correct, they serve as examples for budgeting purposes.](#)
7. Post production - reformatting: you are speaking about other social media assets, could you specify what you had in mind? Or do we only put the price for a macro? [It could be macros or GIFS and prices should be referenced as an hourly rate.](#)
8. 'Collecting' selfie videos - meaning we are also in charge of briefing all the creators, give tips and tricks on how to film, co-create the videos with them, or only receiving the results and make a nice edit out of it? [Yes, you would be responsible for the full process: briefing creators + co-create the videos.](#)
9. There is no line related to project coordination, we usually calculate this separately based on the size and complexity of the project. Is it correct to assume that the project management should be already included in each of the pricing lines? [Yes, please include in each of the pricing lines.](#)

10. Voice over and music are one shot costs, are we allowed to put the price per session rather than per hour (by just putting 1h and the price per session)? [Yes](#)

11. Post production editing - Do we understand correctly that the intro already exists and we simply have to apply it, not design it? And with overlay text, are you referring to the names of the people in the video and some keywords here and there, or would you like a full mixed media format with more complex overlays? [The intro is usually text on screen so no specific design needed. UNHCR, uses a template endcard but these exist and don't need to be designed. As regards overlay text, these include location, name of speaker, and some text to accompanying the images/story or share advocacy messages \(see also following example: \[https://www.youtube.com/watch?v=CEJiAJwD_Bc&t=10s\]\(https://www.youtube.com/watch?v=CEJiAJwD_Bc&t=10s\)\)](#)