

**RFQ/BEL/2024/004**  
**ANIMATED VIDEO PRODUCTION**  
**Technical Offer Form**

**Bidder must enter these details here:**

Name of Company	
Address	
Telephone	
Email	
Contact name and job title	
VAT no.:	

**Technical Offer Information Form**

For the establishment of a Frame Agreement for the provision of Animated Video Production Services with an initial period of two (2) years with a possible extension of one (1) year based on satisfactory performance.

Please provide detailed information on the topics numbered below in the template section. Please only use the text boxes for your reply. There is no limit to the amount of text you can enter for each item, but we encourage you to be as concise and precise as possible, providing as many arguments as possible to defend your proposal.

Please include relevant supporting references. If needed, you can add weblinks to online materials in the text boxes. Please make sure these weblinks are live and accessible to external users evaluating your proposal. The links may be password protected, but please make sure this does not impede accessibility.

<b>A. Company qualifications</b>	<b>Maximum no. points</b>
Experience of animation production, including with UNHCR or similar organizations, or any other relevant experience (please add links to website)	10 points

<b>B - Company's qualifications</b>	<b>Maximum no. points</b>
Describe your creative, technical and managerial capacity (including how many staff or other resources you would allocate to each animated video project)	10 points

Please provide proof of 2 high-quality original videos that your company has produced (provide links) within the last two years, for different audiences. Experience in the humanitarian, asylum and migration field and in different languages (voice-over and, or subtitles) would be an asset.	10 points
Please provide the names and contact details (emails) of two references for recent projects. Note that the people named as references will be contacted during the technical evaluation, during the period 23 to 26 July 2024.	10 points
Provide links to any videos that you have reformatted for use on social media (vertical, horizontal or square formats).	5 points
Please provide examples of assets for social media macros, GIF, still images etc.	5 points
Provide an example timeline, describing the steps, for the completion of the entire process to produce a 50-second animated video in two languages (English and French) with voiceovers and subtitles, about the opportunities and challenges faced by an Afghan refugee family that has been resettled to the Flemish countryside.	20 points
	<b>TOTAL: 70 points</b>

**Submission:**

<b>B. Company qualifications</b>	<b>Company's inputs</b>
Experience of animation production, including with UNHCR or similar organizations, or any other relevant experience (please add links to website)	
B - Company's qualifications	
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