Service provider application form for the Photography and videography service

FSM-2024-03-14

**Contracting Authority:**

Solidarity Fund PL in Georgia

20 Chavchavadze Ave. Apartment N3| Floor 2,   
0179, Tbilisi, Georgia

georgiarep@solidarityfund.pl

1. **Economic Operator/Applicant:**

…………………………………………………………………………

*(Full name (Physical person)/company (name, address, e-mail, phone number, tax identification number if relevant)*

represented by:

…………………………………………………………………………

*(Name, surname, position/the basis for representation)*

by joining the public procurement procedure conducted by Solidarity Fund PL in Georgia for the **selection photography and videography services** submit the following offer and:

1. I declare that I have read the requirements of the Contracting Authority regarding the subject of the order, included in the Call for Service and I do not raise any objections to them.

2. I undertake to perform the subject of the contract on the financial conditions specified in the request for proposal.

3. I declare that I have fulfilled the information obligation on the protection of individuals with regard to the processing of personal data and on the free movement of such data towards natural persons from whom personal data (employees, associates) or indirectly (third parties) have been acquired and made available in order to apply for the award of a public contract in these proceedings.

4. I declare that I consider myself bound by this offer for a period of 30 days from the deadline for submission of tenders.

5. I declare that I am not subject to exclusion due to the fact that I haven’t been convicted for a crime of:

1. participation in an organized criminal group or association aimed at committing a crime or a fiscal offence
2. human trafficking
3. supporting terrorist offences
4. money laundering
5. crime against credibility of documents
6. tax offence

6. I declare that I am not subject to exclusion due to the fact that I am not a person against whom a final court judgment or a final administrative decision has been issued in arrears with the payment of taxes, fees or social or health insurance contributions and who has not complied with the above indicated judgments or administrative decision.

7. I declare that I am not subject to exclusion due to the fact that I haven’t been legally prohibited from applying for public contracts.

8. I declare that I am not subject to exclusion due to the fact that in relation to the entity I represent, liquidation has been opened, bankruptcy has been announced, assets are managed by a liquidator or court, an arrangement with creditors has been concluded, business activity is suspended or the entity is in a different situation of this type resulting from a similar the procedure provided for in the provisions of the place of initiation of this procedure.

9. In the event of the offer being secret, the Contractor shall be able to demonstrate that the proprietary information is a trade secret not later than on the submission date. A trade secret is specific information if it meets 3 conditions in total:

9a. is technical, technological, organizational of the enterprise or is other information of economic value,

9b. has not been disclosed to the public,

9c. the necessary measures have been taken in order to maintain confidentiality.

**APPLICATION FORM**

1. **Description of the experience of the individual/company designated to provide Photography Service**

*(year, name of the project, contractor/donor – please, provide links to the sample products)*

……………………………………………….

Tick a box

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of years | 1 | 2 | 3 | 4 | 5 | 6 | more |
|  |  |  |  |  |  |  |  |

1. **Description of the experience of the individual/company designated to provide Videography Service**

*(year, name of the project, contractor/donor – please, provide links to the sample products)*

……………………………………………….

Tick a box

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of years | 1 | 2 | 3 | 4 | 5 | 6 | more |
|  |  |  |  |  |  |  |  |

1. **Responsiveness**

Please, mark below how much time it usually take you to respond to emails.

|  |  |  |
| --- | --- | --- |
| 24 hrs | 48 hrs | 72 hrs or more |
|  |  |  |

1. **TECHNICAL AND PROFESSIONAL CAPACITY:**

*Please answer the following questions*.

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| Criterion | YES | NO |
| Do you have a minimum of 3 years working experience in producing photo materials during events in outdoor and indoor settings? |  |  |
| Do you have a minimum of 3 years working experience in producing social commercial videos? |  |  |
| Do you have a minimum of 3 years working experience in preparing animated promo video or a video with elements of animation? |  |  |
| Do you have a minimum of 3 years working experience in preparing animated promo videos? |  |  |
| Do you have an experience in creating scenarios for videos based on supporting materials? |  |  |
| Can you apply English and Georgian subtitles to videos? |  |  |
| Do you offer dubbing service? |  |  |
| Do you have capacity and ability to travel to targeted locations (please refer to “Place(s) of Assignment” in the Call for service)? |  |  |
| Are you able to assign a dedicated focal point for SFPL? |  |  |
| \*If your answer is yes in the previous question, please indicate the person and his/her contact details |  |  |

1. **Price**

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 3 | Column 4 |
| **What price do you offer for the following services?** | Price | Time of Preparation |
| Photography service for 2 hours at an event in Tbilisi |  |  |
| Photography service for 2 hours at an event in one of the targeted regions |  |  |
| Producing a social commercial video (ca. 30 seconds long) on internet accessibility and digital transformation (to be shot in one or several target regions) |  |  |
| Producing a project promotion video (ca. 2 minutes long) on internet accessibility and digital transformation (to be shot in one or several target regions) |  |  |
| Producing an animated promotion video (ca. 2 minutes long) about internet accessibility and digital transformation |  |  |

1. **Regarding the price offer**

*Please mark one of the following options:*

* I declare that the price includes all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), computer equipment, cellular communication and software (word processor / spreadsheet) as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).
* "I declare that the price offer does not include the following costs incurred by the Economic Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"

7. I declare that all information and statements given in the above offer are up-to-date and truthful and have been presented with full awareness of the consequences of misleading the ordering party in presenting the information.

8. The attachments to this form, which form an integral part of the offer, are:

1. Links to previous photo and video production (Portfolio)
2. Service Provider Fiscal Statement Form

|  |  |  |
| --- | --- | --- |
| *(place, date)* |  | *(Signature of an authorized representative*  *to represent the applicant)* |