



SHORT TERM CONTRACT – EVENT VIDEO PRODUCTION

Invitation to submit quotation

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INVITATION TO SUBMIT QUOTATION

The North Sea Region Programme 2007-2013 is inviting you to submit a quotation for a short term contract regarding the production of a number of videos for the Programme at the Annual Conference, 11-13 June 2013 in Tylosand, Sweden.

The costing should be as detailed as possible given the information available, with a break down of the different parts of the quotation. You are free to make suggestions and improvements other than what is stated in the specification. If so, the costing and added value should be included.

Interested agents are advised to read this document in detail before drafting and submitting a quotation.

CONTENT OF QUOTATION

The quotation should at least contain the following:

- **News video** – The cost for providing two news videos (finalised in the evening of 11 and 12 June 2013) from the event with interviews of key speakers, footage from the event and ongoing sessions at the conference, clips from the video diary (below), each edited to a approximately five minute long news reel / video which will be aired in the evening at the dinners.

Important notice:

The production implies that the contract agent has significant experience in editing and finalising materials in a news oriented fashion on location, working towards very tight deadlines. The editing will be similar to broadcast news editing in style and timelines, implying ongoing editing during the day and that the team consists of at least two to three people.

- **Intro sequence** – A template style intro sequence finalised before end of May.
- **All inclusive** – All hardware and software including relevant equipment, licensing, materials and supplies should be included in the costing, the Secretariat will not provide any of the above or accept to pay any such items on behalf of the contract agent.
- **Travel included** – The costing should include travel for all contracted personnel (employees and subcontracted if relevant) to the venue including return travels. The costing should cover

two full working days for the team (11-12 June), and set-up of equipment and relevant testing beforehand.

- **Editing** – Final editing and finalising of videos and if relevant other related materials for publication on the Programme website.
- **Blog or comments interface** – A basic account setup on a open source platform which would enable participants to post comments and questions about the event, set up no later than 30 days prior to the event and managed by the contractor during the event to enable questions to be picked up and integrated into videos, if relevant.
- **Additional work** – The costing for any work outside of the contract, should the need arise, specified per hour.

Please note

Accommodation in Tylosand (arrive 10 or 11 June as agreed, depart 13 June), Sweden, for the team will be provided by the Programme, including breakfast and dinners for the two main evenings. All other meals, extras and allowances are to be included in the quotation.

Secretariat staff will be assisting in finding relevant stakeholders and participants to interview and guide the work towards covering all relevant aspects of the event.

KEY FEATURES OF GRAPHICAL DESIGN OF THE PROGRAMME

- **Graphical identity and logo** – The Programme has a well branded profile and is recognised as a strong Programme in communications among stakeholders, all designs made should take this into consideration. Logos and other relevant materials needed for an intro sequence will be provided.

BACKGROUND INFORMATION

The North Sea Region Programme 2007-2013 is an EU programme focused on regional development in the North Sea Region. More information about the Programme can be found on the Programme website: www.northsearegion.eu

CONTRACT AGENT COMPETENCES

Essential

- **Work experience** – Several years experience working at a fully professional level in news or video production to broadcast quality
- **Independent agent** – Experience with independent work as a freelance agent is essential
- **Professional standards** – Substantial experience from daily work with all relevant professional standards in the field is essential
- **Company status** – The contract will have a freelance set-up, i.e. the contract agent must have relevant status to contract external experts in the country in which the person is registered for tax including VAT and company register

Desirable

- **Multicultural experience** – Experience from multicultural environments with different languages and communication cultures is advantage
- **International experience** – Experience from interacting with organisations and people in different countries is an advantage

SAFETY AND INSURANCE

The contractor will have responsibility for the health and safety of its employees and sub-contracted personnel, staff of the organisers working on the production, delegates and members of the public that feature in the production or may be indirectly affected by it.

The contractor must have, or be willing to obtain, adequate insurances to cover employer and employee liabilities, including third party and public liability.

COST ESTIMATE

The cost estimate for the contract is € 13,000, pending number of staff and overnights and level of detail in the contract. Please note that the quotation must be submitted in euros (€).

PRACTICALITIES

References and examples of work

In addition to the specification under the headline Content of quotation, at least two relevant and up to date references including examples of work (preferably digital, website address included) should be supplied.

The references and work examples need to confirm the work experience and competences stated in the quotation.

Assessment criteria

All submitted quotations will be assessed according to relevance, fulfilment of formal criteria, overall cost and submitted examples of work including references. The winning bid will show a competitive costing in relation to quality and creative level of submitted work examples, whilst meeting the formal criteria.

Quotations must be submitted in one complete set of print documents and one complete set of electronic documents.

All quotations submitted before 25th March 2013 4pm local time will be assessed. Quotations which do not meet the formal criteria may be exempt from the assessment. Bidders will be informed of the outcome (or if delayed, the status of the assessment procedure) of the tender within 4 weeks of the deadline for submissions.

Submit to:

The North Sea Region Programme
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