



September 9, 2015

Dear Bidders,

**Re: Request for Proposal (RFP) for the provision of the filming and film production of the
“2015 Convening of Parliament”**

The Government of Bermuda, through the Department of Communication and Information, hereby invites you to submit a proposal for the above-referenced subject.

This RFP includes the following documents:

- This Letter of Invitation
- Instructions to Bidders
- Appendix I – Terms of Reference
- Technical proposal submission form
- Company organization profile form
- Certificate of Confirmation of Non Collusion form
- Financial proposal form

This RFP is designed to solicit proposals from qualified firms and/or individuals fully experienced and qualified in filming and film production.

It is anticipated that the successful bidder will be able to provide the following:

- A stable audio and video signal to CITV for transmission.
- A 480SD broadcast quality signal to CITV.
- All necessary production equipment to facilitate live video coverage of the Convening of Parliament.
- A recorded (audio and video) DVSP or DVCAM back-up of entire switched production.
- Have video and audio switching capability.

Bidder’s proposals must provide a detailed production budget.

The Department of Communication and Information will own all material and rights to all video created for this project and act as Producer and Director to provide the following:

- All post-production editing for rebroadcast.



Your proposal, comprising of the technical proposal submission form, certification of confirmation of non-collision form, and financial proposal form, should be submitted in accordance with the instructions herein.

Proposals must be received no later than 4:00 p.m. Atlantic Standard Time (AST), on Friday, 9 October, 2015.

Should you require further clarification, kindly communicate by email to the department contact person listed.

Department Contact Information

Name and Title	Valeria Burgess Tucker
Address	Department of Communication and Information Global House, 43 Church St. Hamilton HM 12
Phone	294-9104
Email	vbtucker@gov.bm

Project Authorities: the Cabinet Office, through Department of Communication and Information

We look forward to receiving your offer and thank you for your interest in Government procurement opportunities.

Yours sincerely,

Aderonke Bademosi Wilson
Director



INSTRUCTIONS TO BIDDERS

1. Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

2. Submission Deadline

- i. Proposals must be received no later than 4:00 p.m. Atlantic Standard Time (AST), on Friday, 9 October, 2015.
- ii. Proposals received after the stated deadline will be considered as 'NO BID' and 'VOID'. The time stamp for proposals submitted electronically will be that of the Information Technology Office (ITO) mail server. It is the vendor's responsibility to allow enough time for electronic transmission and delivery, especially in the case of large files.

3. Procedure for Submitting Questions and Enquiries

Questions pertaining to this RFP must be submitted IN WRITING via e-mail to the contact person listed under “Department Contact Information.” Please be as specific, citing the specification section/number where possible. Please submit all questions by the deadline. The Department of Communication and Information will provide a written response to all pertinent questions in the form of an Addendum which will be posted on the Government portal at www.gov.bm under the Procurement Notices section.

4. Late proposals

Late proposals WILL NOT BE CONSIDERED. The deadline is absolute and proposals received after the due date and time shall not be considered. Vendors must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

5. Submission Delivery

- i. submissions must be delivered by e-mail to: vbtucker@gov.bm;



- ii. e-mail submissions must have Request for Proposals Convening of Parliament Services for CITV in the subject line;
- iii. all submissions must be in Microsoft Word (not pdf); and
- iv. the pricing proposal shall be submitted on the forms enclosed in this RFP.
- v. All submissions become the property of the Government of Bermuda and will not be returned. All conditions contained in the RFP are considered accepted by the vendor in any information submitted.
- vi. All information submitted with the RFP will be kept confidential and access will be only by Government of Bermuda employees reviewing the RFP. The Government of Bermuda is not obliged to award orders or contracts to companies based on the information received.
- vii. The terms of reference are detailed in the attached terms of reference document” at **Appendix I.**
- viii. Submissions may be from individual vendors or partnerships. In the case of a partnership, one party must be clearly identified as the primary contractor, with all others being indicated as sub-contractors.

6. Letter of Submission

Each proposal must be accompanied by a Letter of Submission that (see Technical Proposal Submission Forms):

- a. identifies the submitting vendor;
- b. includes a statement indicating which vendor, if multiple vendors are proposing jointly, intends to act as primary contact for proposal evaluation questions and the delivery and maintenance of all post-proposal correspondence;
- c. Includes a brief statement of the vendor’s understanding of the work to be done and a summary of the proposed definition of services to be delivered;
- d. identifies the name, title address, telephone number, fax number, and e-mail address of each person authorized by the vendor to contractually obligate the vendor;
- e. identifies the name, title address, telephone number, fax number, and e-mail address of the vendor contact;
- f. includes a statement stating that the person signing the transmittal letter is authorized to legally bind the vendor;
- g. is signed by the person(s) authorized to contractually obligate the organization; and
- h. Acknowledges receipt of amendments to this RFP, if any.



7. Vendor Submissions

Submissions must include the following information:

- i. **Proposed Definition of Services** (Forms T1 and T2) to be delivered – a description of the services the vendor will deliver.
- ii. **Proposed Approach** – a description of the proposed approach for the delivery of the tasks outlined in the Terms of Reference document.
- iii. **Company Information** (Form T2) – including vendor qualifications and experience of working on similar projects, as well as background information on the resources proposed to work on the project.
- iv. **Costs** (Financial Proposal –Form F1) – this refers to the total cost of the services to be provided. A payment and production schedule must be included.
- v. **Certificate of Confirmation of Non-Collusion** (Form T3)

8. Pre-submission Information

- i. All prospective vendors will be provided with this documentation and the opportunity to submit written enquiries to the Department. Such enquiries will be communicated to the vendors who have responded, without identifying the source, along with the Response of the Department.
- ii. Inquiries regarding this request must be made by e-mail, with **RFP CONVENING OF PARLIAMENT SERVICES** in the subject line, no later than Monday, September 28, 2015 to Valeria Burgess Tucker, at vbtucker@gov.bm.

9. Vendor Responsibility

It is the vendor's responsibility to ensure its complete understanding of the terms of reference and instructions specified by the Department. In the event that clarification is required vendors should submit written enquiries as described in paragraph 8 above.

10. Amendments

At any time before the close of the RFP, the Bermuda Government may alter, amend, delete or add to, in whole or in part, any terms or provisions of this RFP. The Bermuda Government may modify, amend or revise any provision of this RFP or issue addendums



at any time. The Department of Communication and Information will communicate any such modification or amendment to the bidding vendors.

11. Review Process/Evaluation Criteria

The proposals submitted to the Government of Bermuda will be evaluated in a two-stage process based on the standard Government of Bermuda evaluation. The first stage is a qualitative evaluation of each proposal by the individual project team members followed by moderation and consolidation resulting in a short list of potential vendors. Subsequently, client references will be taken up for the short listed vendors; then they will be requested to make a presentation.

11.1 Proposal Responsiveness (Pass/Fail):

Required documentation: Proposals will be reviewed to determine if all required documentation was included with proposal submittal as described.

Proposals that fail to contain the required documents with their technical and cost proposals will be disqualified from further consideration.

11.2 Proposal Review and Evaluation (Phase 1) Evaluation Criteria

The evaluation is based on the Bidder whose proposal has been determined to be substantially responsive to the RFP documents and who, in the opinion of the DCI has offered the best proposal taking into consideration the bidder's capability and available resources to carry out the Contract effectively (30%) and the bidder's schedule (20%) and the price (50%),. This may not be the lowest proposal received.

11.3 Financial Proposal

The final award recommendation will be based on the proposal as determined by total points and rank using criteria and weights as stated above.

12. Confidentiality

All submissions shall be regarded as containing proprietary information that shall remain confidential from the public unless it is contained in a record that is exempt from disclosure under the Public Access to Information Act 2010. However, details regarding the final contract award (the name of recipient and price) may be publicly announced.

13. Basis of Award

13.1 Award will be in accordance with technical and financial evaluation criteria listed above and who have submitted all mandatory requirements.



- 13.2 Should the Department of Communication and Information in its sole discretion determine that a secondary award is required; the award will be to the second ranked proposal.
- 13.3 Should either of the selected vendors fail to provide post award documents as required, the Department of Communication and Information, in its sole discretion, may withdraw the award recommendation, and select the next highest ranked proposal for award. The Department of Communication and Information reserves the right to accept an offer in full, or in part, or to reject all offers.

14. Notification of Award

- 14.1 Prior to the expiration of the period of bid validity prescribed in the RFP. The successful Bidder will be notified in writing that their proposal has been accepted. The Department of Communication and Information will arrange for the contract signing.
- 14.2 Upon signing of the contract, the Government will promptly notify the unsuccessful bidders that their proposal were unsuccessful.

15. Protest procedures

If an unsuccessful vendor wants to dispute the award recommendation, the protest must be submitted in writing to Aderonke Bademosi Wilson @ abwilson at the Department of Communication and Information no later than ten calendar days after announcement of the successful vendor. The details of grounds for dispute and all supporting information must be provided. Failure to submit a timely written protest to the Department of Communication and Information will bar consideration of the protest.

The address for submitting a written protest is:

Attention: Aderonke Bademosi Wilson, Director,
Department of Communication and Information
Global House, 43 Church Street, Hamilton HM 12

16 Grounds for disqualification

- i. Contact regarding this procurement with any Department official or employee or evaluation team member in any way other than specified in the RFP from the time of issuance of this solicitation until the end of the protest period.
- ii. Evidence of collusion, directly or indirectly, among vendors in regard to the amount, terms, or conditions of this proposal.



- iii. Influencing any Department staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- iv. Evidence of submitting incorrect information in the response to a solicitation or misrepresentation or failure to disclose material facts during the evaluation process.
- v. In addition to violations of the guidelines, the following conduct may also result in disqualification.
- vi. Offering gifts or souvenirs, even of minimal value, to Department officers or employees.
- vii. Existence of any lawsuit, unresolved contractual claim or dispute between vendors and the Department.
- viii. Evidence of vendor's inability to successfully complete the responsibilities and obligations of the proposal.

17. Negotiations

The Government of Bermuda reserves the right to enter into discussions or to negotiate with a vendor as it sees fit, or with another vendor or vendors concurrently. In no event will the Government of Bermuda be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other vendor before entering into a binding contract. The Government of Bermuda shall incur no liability to any vendor as a result of these discussions, negotiations or modifications.

18. Acceptance and Authority to Cancel this RFP

The Government of Bermuda will not be obliged to accept the lowest price or any of the proposals submitted. Each vendor acknowledges and agrees that the Government of Bermuda will have no liability or obligation to any vendor, except to the party, if any, awarded a contract by the Government of Bermuda in its sole discretion and it shall be fully and forever released and discharged of all liability and obligation in connection with this Request for Proposal (RFP). The Government of Bermuda will not make public the vendor submissions and reserves the right to cancel this RFP without any obligation or reimbursement to vendor.

19. References

Before awarding any contract, the Department reserves the right to require the vendor to submit evidence of qualifications as it may deem appropriate. This evidence may include financial, technical and other qualifications as well as the relevant experience and skills of the vendor.



20. Ownership

- 20.1 All information produced as part of the project is owned expressly by the Government of Bermuda. The vendor can only take possession of relevant Government of Bermuda information when granted by the Project Authorities, and only for the purposes of carrying out the objectives of this project. Use of the data for purposes other than this is strictly prohibited and requires written authorization by the Government of Bermuda.
- 20.2 The Department of Communication and Information will own all material and rights to all video created for this project and act as Producer and Director to provide the following – all post-production editing for rebroadcast.

21. General

- 21.1 The Department reserves the right to accept or reject any item or group(s) of items in response. The Department also reserves the right to waive any informality or irregularity in any proposal. Additionally, the Department may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP. The Department shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of the proposal.
- 21.2 All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time stated above.
- 21.3 The successful bidder shall be responsible for all permits, licenses, or certificates necessary for the performance of the requirements.
- 21.4 Upon awarding and acceptance of a contract for goods or services, a Government of Bermuda purchase order will be issued as a guarantee to pay. Payments will be authorized on invoices 30 days after receipt of the contracted goods or services. All responses must include any proposed variations to these standard payment terms for discussion and negotiation.

End of Instructions to Bidders



Appendix I Terms of Reference

Introduction

In order to disseminate information about current affairs as well as raise awareness about Government events, there is need to use various public information channels that appeal to the wider public. The Department of Communication and Information (DCI) - CITV, is seeking proposals from experienced and qualified firms and individuals to provide filming and film production of the live television coverage of the 2015 Convening of Parliament. The successful vendor for this project will work with DCI-CITV to produce coverage of the 2015 Convening of Parliament to air on CITV – The Government of Bermuda Television Station.

Background Opportunities and Challenge

Providing live coverage of the 2015 Convening of Parliament is in keeping with the station's continued mission to provide information on Government programmes and initiatives and to provide educational, informative and culturally-based programmes that offer vital information for the health, safety and welfare of our community and which enrich the lives of Bermudians.

Vendor Roles and Responsibilities: The successful vendor will provide:

1. A stable audio and video signal to CITV for transmission.
2. A 480SD broadcast quality signal to CITV.
3. All necessary production equipment to facilitate live video coverage of the 2015 Convening of Parliament.
4. A recorded (audio and video) DVSP or DVCAM back-up of entire switched production.
5. Video and audio switching capability.

Overriding Considerations:

1. The vendor will invoice the Department of Communication and Information Services on completion of the project and provide receipts of any unexpected expenses incurred on the project for approval and reimbursement by the department.
2. Live coverage of the Convening of Parliament will air on CITV at 10:30 a.m. and continue until 1:30 p.m.



End of Terms of Reference
TECHNICAL PROPOSAL DOCUMENTS

Technical documents must be completed and duly signed

T1 - TECHNICAL PROPOSAL SUBMISSION FORM

T2 - COMPANY'S ORGANIZATIONAL PROFILE

T3 - CERTIFICATE OF CONFIRMATION OF NON COLLUSION



FORM T1 – TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

Valeria Burgess Tucker
Department of Communication and Information
Global House, 43 Church Street
Hamilton HM 12

Dear Ms. Tucker,

We, the undersigned, offer to provide the filming and film production services for the live television coverage of the 2015 Convening of Parliament in accordance with your Request for Proposal (RFP) dated [insert date] 2015 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, Certificate of Confirmation of Non Collusion and a Financial Proposal.

We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant if any.*]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Request for Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated RFP.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



FORM T2 – COMPANY’S ORGANIZATIONAL PROFILE

Please provide here a ONE PAGE outline description of your firm/entity and each associate firm or staff, if any, for this assignment. Your description should include brief information on the following:

- Company or individual history & origins
 - Professional history
 - Core business activities and key consulting competencies
 - Types of SERVICES
 - Capacity, qualifications and experience
 - 3 client references with contact details
 - Particular attributes of your firm/you which make it/you well suited to provide the services described in this RFP.

In addition please complete the following statements:

COMPANY INFORMATION/QUALIFICATIONS AND REFERENCES

1. Legal Name of Company* _____

(*Please included registered company name and any other name under which the business operates)

2. Names of Principal(s) and Director(s) of the Company:

3. Physical and Mailing Addresses

4. Email: _____

5. Website: _____

6. Company Insurance details:

Workers Compensation Insurance carried: BMD\$ _____

Professional Indemnity Insurance carried: BMD\$ _____

Commercial Grade Liability Insurance carried: BMD\$ _____



7. Company Bermuda Payroll Tax No.: : _____
8. Company Bermuda Social Insurance No.: _____

9. Company Banking Details:
Name and address of primary bankers:

10. Do you have any involvement with other entities that may be seen as a conflict of interest? If so, please provide details:

11. The Company/Person has been engaged in business, under the present business name for _____ years.

12. Experience in work of a nature similar to that covered in the proposal documents extends over a period of _____ years.

13. The following contracts have been satisfactorily completed in the last three (3) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				

14. The following person may be contacted for information concerning the work listed above (list a reference for each contract named):

	Name	Title	Address	Telephone
(a)				
(b)				
(c)				

15. The following contracts are no longer current but have been satisfactorily completed in the last five (5) years for the persons, companies or authorities indicated:

	Year	Type of Work	Contract Amount	Location and for Whom Performed
(a)				
(b)				
(c)				



16. TOTAL NUMBER OF STAFF

NUMBER OF BERMUDIAN	
NUMBER OF NON-BERMUDIANS	
PERCENTAGE OF BERMUDIANS	

17. Please list the name and titles of staff who will be assigned to this proposal

Number	Name	Title
1.		
2.		
3.		
4.		
5.		

All of the above statements as to experience, financial qualifications are submitted in conjunction with the proposal, as a part thereof and the truthfulness and accuracy of the information is guaranteed by the Company.

Signed: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

Ensure to attach a copy of the Company`s Certificate of Incorporation with your response.



FORM T3

Form COP24

CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the tenderer/bidder

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The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Tenders from all persons Tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.



T3

Form COP24

Certificate of Confirmation of Non-collusion

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Title _____ Date _____

(2) _____ Title _____ Date _____

For and on behalf of _____



FINANCIAL PROPOSAL DOCUMENTS

Refer to Instructions to Bidders, clauses on submission

Bind these documents into one document clearly named 'FINANCIAL PROPOSAL', marked 'ORIGINAL', with your firm's name, and the RFP name and place in sealed envelope with the TECHNICAL PROPOSAL

The following forms must be completed and returned with Submission

F1- FINANCIAL PROPOSAL SUBMISSION FORM - PRICE



FORM F1 – FINANCIAL PROPOSAL SUBMISSION FORM - PRICE

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We agree to abide by this tender for Ninety (90) calendar days from the date fixed for receipt of bids, and understand that you may accept/reject any bid you may receive. We undertake to commence the works no later ONE calendar days after **[Insert Date]**.

We, the undersigned, offer to provide filming and film production services for the live television coverage of the 2014 Convening of Parliament in accordance with your Request for Proposal dated **[Insert Date]** and our Technical Proposal.

Our Financial Proposal is for the hourly rate of **[Insert amount(s) in words and figures]**.

(Figures) BD\$ _____

(Words) _____

Or we having examined the tender documents for the above work, we the undersigned, offer to undertake the whole of the said works for the sum of:

SCHEDULE OF RATES

All rates and prices (in Bermuda dollars) in the schedule are to be **inclusive of materials and related accessories, products, placement, overhead and profit**. These rates shall be used for determining additions and deletions from the contract sum.

	<u>ITEM</u>	<u>Number of staff</u>	<u>Unit Rate</u>	<u>COST</u>
1.0	Labor Rates			
1.1	(add more lines as needed)		per hour	



**FORM F1 – FINANCIAL PROPOSAL SUBMISSION FORM – PRICE
(CONTINUATION)**

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



SUBMISSION FORM

(Note: all sheets form part of the proposal)

1. We confirm that we have submitted a bona fide Tender, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
2. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax and Public Works (formerly Works & Engineering) fees.
4. 3. Having examined all information, Acknowledgment Addendums Nos. _____ inclusive for the execution of the Services, we, the undersigned, offer to provide the Services in accordance with the Instructions to Bidders and Terms of Reference.
5. We confirm that our proposal shall remain open for acceptance by the Government of Bermuda for a bid validity period of ninety (90) calendar days from the date of this undertaking and we shall not withdraw this Proposal during this period.
6. We undertake, if our Proposal is accepted, to commence the Services as soon as is reasonably possible after the receipt of written notice to commence, and to provide the Services comprised in the *Contract Documents* for the duration.
7. Unless and until a formal Agreement is prepared and executed this Proposal, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We understand that the Government of Bermuda is not bound to accept the lowest or any proposal that may be received.
9. We confirm having completed all parts of required forms received are completed and complied as follows:
10. **All Forms documents have been completed and duly signed:**
 - i. Organization data of Company/Financial/Reference;
 - ii. Technical and Financial Forms;
 - iii. Certificate of Confirmation of Non Collusion; and
11. I/We consent to the collection and use of the information I/we give to the Government of Bermuda in response to the solicitation document and agree to waive any right to challenge any decision made by the Government to disclose the information.

SIGNED:

(Signature) _____

(Block letters)
ON BEHALF OF:(Firm) _____

(Address) _____

DATE: _____