

**The project: „Interactive and virtual presentation of cultural heritage & cinema" – CINECULTURE
Programme: INTERREG IPA Cross-border Cooperation Programme Greece – Republic of North
Macedonia 2014-2020**

Reference number of Subsidy Contract: CINECULTURE – **CN1 – S.O 1.3 – SC 005**

Name and address of the Contracting Authority:

Municipality of Bitola, Boulevard 1-st of May 61, 7000 Bitola

Title of the tender: Short documentary film for TV promotion

Reference number: 08-411/1

Simplified tender dossiers for service– SINGLE TENDER

1. INFORMATION ON SUBMISSION OF THE TENDERS

PART A: INFORMATION FOR THE TENDERER

Subject of the contract:

The subject of this tender is implementation of **services Short documentary film for TV promotion** as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **26/05/2020, at 16:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the standard submission form available in the **Part B** of the tender dossier. The tender should be submitted in 1 original and 2 copies in person or via post. Any tenders not using the prescribed form might be rejected by the contracting authority.

The tenders should be submitted in person or via post/carrier services containing the following information:

- Name and address of the tenderer: **xxx**
- Title of the tender: **Production of short documentary film for TV promotion**
- Reference number: **08-411/1**

The tenders will be submitted in person, by post or courier service to the following address:

Boulevard 1-st of May 61, 7000 Bitola

Name and Address of the Contracting Authority

Project: „**Interactive and virtual presentation of cultural heritage & cinema**” – CINECULTURE

Municipality of Bitola

Contact person: Evgenija Bektash Josifovska (e-mail: cineculturebitola@gmail.com)

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- **Copy of legal registration**
- **Statement of exclusivity and availability**
- **Statement from the official representative of the company (duly signed and stamped) that there is no prohibition of activities imposed, and in no way participated in any kind of illegal activities and that no action was taken on bankruptcy**
- **Reference list and samples of similar deliverables as those required in this tender.**
- **Narrative description (in free form) of the film production**

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers should indicate more details on the deliveries, referring back to the below table.

Part 1: Production of short documentary film for TV promotion

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1	Producing a short documentary	The documentary TV publication must be published at the end of the project and the presented	6 months	Editor— minimum of 5 years experience in the

	<p>film for TV promotion</p>	<p>material should contain information, pictures and video regarding the project, with the story about the valorizing of the cultural heritage and development of tourism in the cross-border area. The footage should give visual presentation of the cinema and monument architecture and history, emphasizing the Manaki Brothers and the Balkan-related cinema history, especially for the Bitola region.</p> <p>The short documentary should contain elements that will point out the significance of the project activities regarding the boosting of tourist offers in the city, as well as the following elements: operation of the new cinema equipment, starting a tourist info center, use of modern technology to provide local tourism promotion, exhibiting at local traditional events taking place in the project implementation period and development of a cross-border cultural route.</p> <p>The film is to consist of the following phases: production and post-production, scriptwriting, camera work (filmmaking), detailed editing with implementation of all necessary effects in order to creation of a highly professional documentary.</p> <p>The audio is set to be both in English (with Macedonian subtitles) and in Macedonian (with English subtitles).</p> <p>The film should be broadcasted at least twice on local TV.</p>		<p>field, and a portfolio consisted of similar work to confirm the skill level.</p> <p>Camera operator (filmmaker) - minimum of 5 years experience in the field, and a portfolio consisted of similar work to confirm the skill level.</p> <p>Scriptwriter - minimum of 5 years experience in the field, and a portfolio consisted of similar work to confirm the skill level.</p> <p>Narrator - minimum of 5 years experience in the field, and a proof of professional English language skills.</p>
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In the offer (Part B) as annex please provide in free form (not longer than 5 pages):

- **Narrative description of the film concept (including proposal for film duration), locations for filming, scenario for filming**
- **List of staff to be engaged on film production according specification in the table above**
- **List of the equipment to be used for film production**

Also, as separate document in free form a reference list of similar previous assignments should be included together with digital copies or internet links of similar deliverables.

Short documentary film produced within this contract should respect following instructions:

- **Short documentary film** produced within this contract should follow project objectives, as follows:

-Protection and uses of cultural and natural heritage; with the valorization of the traditional architecture, as well as buildings in Varosi of Edessa and the Old Theater of Bitola, along with the cultural heritage of both cities.

-Upgrade of touristic articles and services; with the creation of useful ICT tools that operate complementary and valorize the touristic product. By the use of new technologies, the touristic resources of the CB area are promoted and highlighted.

-Horizontal and vertical networking among sectors that upgrade the touristic product (local products, gastronomy, cultural events); Cultural events are organized with workshops in the 2 cities, where young artists give their own perspective on cultural heritage. The project completes important activities, like Manaki Festival in Bitola (procurement of cinema equipment for promoting the Festival) and creates equivalent infrastructure and events in the area of Mills in Edessa. In this way, local products, as well as local architectural culture are linked to cinema and contemporary art and culture creations.

-Involvement of stakeholders and population in the development of the touristic sector in order to create employment opportunities; the project involves hotels and companies and promotes local products to visitors.

-Create a joint touristic brand for the CBC area, with the valorization of the cultural heritage of the first filmmakers, Manaki Brothers and the creation/promotion of a new touristic product, which is based on the cultural heritage and contemporary cultural creation.

The aim is to attract visitors from the wider cross-border area and prolongation of their stay in both cities. In other words, to make the visitors stay a few days in the area instead of being only in transit.

Short documentary film produced within this contract should be in accordance to the Information and Publicity Guide http://www.ipa-cbc-programme.eu/gallery/Files/Library/Information--Publicity-Guide_Name-change_November-2019.pdf

- The Contracting Authority prior its broadcasting should approve short documentary film produced within this contract.

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 4000 EUR.

4. ADDITIONAL INFORMATION

The selection criteria is:

- **Best value for money, weighing 80% technical quality, 20% price.**

Technical quality will be evaluated on the scale of 0 to 100 point on the basis of following weighting criteria:

- Relevance and creativity of proposed concept described within submitted narrative description of the deliverable - Presenting a conceptual design: max 40 points
- Relevance of the proposed staff: max 20 points
- Hi-tech professional equipment 20 points
- Previous experience (relevant list and samples of previous realized similar assignments): max 20 points.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing.

The estimated time of response to the tenderers is 10 days from the deadline for submission of tenders.

The successful tenderer that will be awarded the contract will be obliged to provide beforehand:

- Official doc issued from the Central Registry of North Macedonia – Acknowledgment letter that no bankruptcy procedure has been initiated and that no liquidation procedure has been initiated by a competent authority.