



**FAMILY AND CHILDCARE CENTRE**

Postal Address: Str. Skoufa 75, 10680, Athens

Tel: +30 210 36 37 547

Fax: +30 210 36 39 758

**Date: 16/12/2020**

**SUBJECT: INVITATION No.01/16.12.2020**

Invitation for the submission of offers to award the provision of services for the production of an awareness raising video, involving a subcontractor who will assume the below tasks in the context of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903)

To Whom It May Concern,

The Family and Childcare Centre in the context of the implementation of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903), intends to proceed to an award for the provision of services for the production of a promotional video in order to raise awareness on the available support of the civil society organisations as well as the state and local authorities with the economic assistance of the European Union for the economic empowerment of victims of trafficking and domestic violence in Albania. The associate company will be engaged on a basis of a service contract agreement.

**DESCRIPTION OF THE PROJECT**

The overall objective of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims" is to facilitate the socio – economic reintegration of former victims of trafficking and/or domestic violence in Albania, in the areas of Tirana, Kukes, Diber and Saranda by supporting and strengthening the capacities of local CSOs in evaluating former victims needs and in developing and delivering individualised re/integration services. In the framework of the project a Social Cause Club for former victims is set up and is serving as a common informal place to socialize, organize activities and provide support services (mentoring, vocational training etc.), as a resource centre – sharing information on where to receive assistance, and as a fundraising point.

<b>No.</b>	<b>DESCRIPTION OF WORK / DELIVERABLES</b>
1.	Professional A/V service to provide full and professional video service
2.	Professional video editing, graphic design, narration, animation, voice recording, (sound/background music), insertion of subtitles in English, audio-video, post production
3.	Recording and video editing/montage (including subtitles in English) in line with the EU visibility requirements (in cooperation with the Communication officer of the project consortium)
4.	Delivery of a promotional video in Albanian (of approx. 2 minutes) with English subtitles.



<b>Service provider's total involvement</b>	<b>In the provision of the above mentioned services, the Service provider's total involvement will be provided within the period: 12/2020 – 01/2021, following the actual progress of the project.</b>
<p>Natural or legal persons can submit the following documents for evaluation of the offer:</p> <ul style="list-style-type: none"><li>- Financial offer (including delivery timeframe) (Annex II)</li></ul> <p>The offer, all correspondence and any other documents related to the tender must be written in English.</p>	
<p><b>Period of validity of offers:</b> the offers submitted should remain valid for an overall period, at least equal to 60 calendar days from the submission date of the offer.</p>	
<p>Based on the above we hereby invite interested providers to submit their financial offer (in English) via email in the following email address: <a href="mailto:xhaferraj.j@kmop.org">xhaferraj.j@kmop.org</a>, <a href="mailto:rama.d@kmop.org">rama.d@kmop.org</a></p>	
<p>The email should bear the following information as a subject: AL_VoT: contract No. 2017/394-903 (INVITATION No.01/16.12.2020 – Provision of services for the production of an awareness raising video).</p>	
<p><b>Deadline for the submission of offers is the 22<sup>th</sup> of December 2020 at 17:00 (CET).</b></p>	
<p><b>Annexes:</b></p> <ul style="list-style-type: none"><li>- ANNEX I: Brief Description &amp; Table of Technical Specifications</li><li>- ANNEX II: Sample of offer to be submitted</li></ul>	



**Annex I - Brief Description of the Project**

in the context of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903)

**Project Outline:**

The overall objective of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims" is to facilitate the socio – economic reintegration of former victims of trafficking and/or domestic violence in Albania, in the areas of Tirana, Kukes, Diber and Saranda by supporting and strengthening the capacities of local CSOs in evaluating former victims needs and in developing and delivering individualised re/integration services. In the framework of the project a Social Cause Club for former victims' is set up and is serving as a common informal place to socialize, organize activities and provide support services (mentoring, vocational training etc.), as a resource centre – sharing information on where to receive assistance, and as a fundraising point.

**Table of Technical Specifications**

	Required equipment for the successful provision of services
1	Professional A/V camcorder (microphones, earphones, etc.)
2	Professional equipment for video editing



**Annex II - Sample of offer to be submitted**  
in the context of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903)

**FROM:**

**TO:**

**FAMILY AND CHILDCARE CENTRE**  
Postal Address: Str. Skoufa 75, 10680, Athens  
Tel: +30 210 36 37 547  
Fax: +30 210 36 39 758  
email: [xhaferraj.j@kmop.org](mailto:xhaferraj.j@kmop.org), [rama.d@kmop.org](mailto:rama.d@kmop.org)

Date: DD/MM/YYYY

**SUBJECT: SUBMISSION OF OFFER - INVITATION No.01/16.12.2020**  
Invitation for the submission of offers to award the provision of services for the production of an awareness raising video, involving a subcontractor who will assume the below tasks in the context of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903)

To Whom It May Concern,

With the present financial offer we hereby accept your invitation for the submission of offer according to your initial document (**INVITATION No.01/16.12.2020**) for the provision of services for the production of a promotional video in the context of the project "Cooperation between CSOs and groups of former victims of trafficking and domestic violence for the economic empowerment of victims", (contract No. 2017/394-903). The video will be produced in order to raise awareness on the available support of the civil society organisations as well as the state and local authorities with the economic assistance of the European Union for the economic empowerment of victims of trafficking and domestic violence in Albania.

**OFFERED SERVICES**

No.	DESCRIPTION OF WORK / DELIVERABLES
1.	Professional A/V service to provide full and professional video service
2.	Professional video editing, graphic design, narration, animation, voice recording, (sound/background music), insertion of subtitles in English, audio-video, post production
3.	Recording and video editing/montage (including subtitles in English) in line with the EU visibility requirements (in cooperation with the Communication officer of the project consortium)
4.	Delivery of a promotional video in Albanian (of approx. 2 minutes) with English subtitles.
<b>Service provider's total involvement</b>	Within the period: 12/2020 – 01/2021



**FINANCIAL OFFER**

Our financial offer for the provision of the above requested services amounts to ..... **EUR in total**, exclusive of applicable VAT (The project is exempted from VAT).

Delivery timeframe: .... **working days**

This offer remains valid for 60 calendar days from the submission date of the current offer.

Sincerely,

*[signature/ stamp]*

*[Name & Surname]*