**Instructions to tenderers**

Application Form, Terms of Reference, Applicant’s Guidelines and IPIS’ Procurement Policies are posted on the IPIS website (http://www.ipis.md). These documents can also be received by sending a request to Victoria Olari at the following e-mail: victoria.olari@ipis.md

The application documents can be sent either by mail to info@ipis.md titled as “RfP-IPIS-2019”, or by post, or delivered physically in a sealed envelope (marked “RfP-IPIS-2018”) to the following address: Institute for Strategic Initiatives, 69, of. 2, Chisinau MD-2012, Moldova.

Deadline for submission of proposals is April 26, 2019, 18-00.

For additional information on the application process, please contact Victoria Olari at victoria.olari@ipis.md.

1. selection and evaluation procedures:

Upon expiration of the deadline, an evaluation committee will verify whether the Application Form is properly filled in, the package is complete and the stated criteria are met. Then, proposals will be evaluated according to the following grid:

1. EVALUATION CRITERIA OF THE PROPOSALS

|  |  |  |
| --- | --- | --- |
| Selection criteria  | Description  | Weighting points (out of total 100)  |
| General experience | At least five years of experience in producing video content in Moldova and abroad;Possesses technical and material capacities for organizing filming process and for covering part of the costs upfront until payments are made;Proof of working experience with other organizations. | 510 5  |
| Capacity of the applicant/ professional reputation of key staff: | Overall qualified staff with experience in producing and filming;Track record of producing short videos for different social, political and economic campaigns; Good organizational, problem solving, and interpersonal skills of key staff; | 5 55 |
| Financial proposal for the “Bridging the divide between Moldovans – building a real agenda for citizens” project  | Financial proposal for the project. The lowest price will serve as the baseline and will be awarded the maximum points; others will be awarded points in a descending order on the basis of a percentage formula  | 25  |

*The company with the maximum number of points will be awarded the contract.*