**REQUEST FOR QUOTATION (RFQ)**

**Issue date: January 6, 2025**

**Deadline: January 17, 2025**

**Request No: LINK-RFQ-Ghana -2025/0001**

**WARNING**: Prospective Offerors who have received this document from a source other than the LINK Project, should immediately contact **LINKGhanaProcurement@dai.com**and provide their name and mailing address in order for amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

**Selection of vendor for the provision of Live Production and Streaming Services for Senior High School Climate Change Quiz**

# Synopsis of the Request for Quotation

POLICY LINK IN GHANA

The purpose of the Feed the Future (FtF) Ghana Policy LINK Activity (“the Activity”) is to foster behavior change that strengthens the capacity and ability of Ghanaian stakeholders to participate in a more transparent, inclusive, and evidence-based agriculture and food security policy that leads to improved food and nutrition outcomes and broad-based economic growth. Critical to the activity’s success is enabling a broader set of Ghanaian stakeholders to constructively participate directly in the policy process to contribute to the structural transformation of their agriculture and food security system. This broader set of agricultural stakeholders is necessary to improve policy analysis, formulation, advocacy for, and implementation of agricultural policies that will drive this transformation. This inclusive approach will also support and accelerate the evolution of Ghana’s agriculture by contributing to good governance (transparency and mutual accountability), greater private sector engagement, increased trade and competitiveness, and stronger market system linkages. The mandate of the Activity requires the integration of various stakeholders.

ACTIVITY BACKGROUND

Over the past two years, Policy LINK has collaborated with the Environmental Protection Agency (EPA) to commemorate the National Climate Change and Green Economy Week. As part of this year’s commemoration, Policy LINK, EPA, Ghana Education Service and the International Bamboo and Rattan Organization (INBAR) are jointly organizing a quiz competition among Senior High Schools in the five regions of northern Ghana. The quiz will take place in Tamale, capital of the Northern Region.

The quiz competition aims to promote awareness of climate change issues and inspire youth participation in government’s environmental sustainability efforts. To ensure broad engagement and high-quality dissemination, Policy LINK seeks a service provider to support the event. The provider will deliver professional live production, streaming, and documentation to engage online audiences and preserve the event for future use.

**DAI hereby invites qualified vendors to submit their quotations for the provision of Live Production and Streaming Services for Senior High School Climate Change Quiz.**

|  |  |
| --- | --- |
| 1. RFQ No. | LINK-RFQ- Ghana-2025/0001 |
| 2. Issue Date | **January 6, 2025** |
| 3. Title | **Selection of vendor for the provision of Live Production and Streaming Services for Senior High School Climate Change Quiz** |
| 4. Issuing Office & Email/Physical Address for Submission of Quotes | Policy LINK project – Accra, GhanaAll bids must be submitted by email only to the following address:LINKGhanaSubmissions@dai.com **and include the reference "LINK-RFQ-Ghana-2024/0001-Company’s name" in the subject line.** |
| 5. Deadline for Receipt of Quotes. | Quotes must be submitted no later than **10th st****December024, at 5:00 pm, Accra local time.** |
| 6. Point of Contact | LINKGhanaProcurement@dai.com |
| 7. Anticipated Award Type | **DAI anticipates creating a working relationship with the successful vendor with fixed prices for a stipulated time. This process will therefore not be targeted to a specific award.**Issuance of this RFQ in no way obligates DAI to award and Bidders will not be reimbursed for any costs associated with the preparation of their quote. |
| 8. Basis for Award | An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 13 “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and thereforebidders shall submit their best and final price. |

1. **Request for Quotation**

|  |  |
| --- | --- |
| 9. General Instructions to Bidders | * All bids must be submitted by email only to the following address: LINKGhanaSubmissions@dai.com **and include the reference "LINK-RFQ-Ghana-2025/0001 Company’s name" in the subject line.** Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.
* Bidders shall submit quotes electronically via this procurement email mentioned above.
* By submitting their quote, bidders fully understand that their quote must be valid for a period of **90 days**.
* Bidders shall sign, date and stamp their quotation.
* Quotes must be submitted on Company’s letterhead.
* **Complete Attachment C: Price Schedule template. Value Added Tax (VAT) if applicable shall be included on a separate line. (Note that these services are eligible for VAT exemption under the DAI prime contract in Ghana.)**
 |
| 10. Questions Regarding the RFQ | Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to allinterested Bidders. |
| 11. Technical Specifications and requirements for Technical Acceptability | Please refer to **Attachment A: Technical specifications and requirements** |
| 12. Prohibited Technology | Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiaryor affiliate thereof, in compliance with FAR 52.204-25. |
| 13. Determination of Responsibility | DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing a vendor’s responsibility, the following factors are taken into consideration:1. Evidence of a UEI number (explained below and instructions contained in the Annex) if applicable.
2. The source, origin and nationality of the services are not from a Prohibited Country (explained below).
 |

|  |  |
| --- | --- |
|  | 1. Ability to comply with required or proposed delivery or performance schedules.
2. Be qualified and eligible to perform work under applicable laws and regulations.
3. Minimum of five (5) years of relevant experience in providing Photography and Videography services
 |
| 14. Geographic Code | * Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.
* Geographic **Code 937**: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.
* DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.
* By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
 |
| 15. SAM UEI | All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $25,000 and above **are required** to obtain a SAM UEI number prior to signing of the agreement per the terms of this Cooperative Agreement.For those required to obtain a UEI number, please see Attachment D: Instructions for Obtaining a UEI Number. |
| 16. Compliance with Terms and Conditions | Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B. |

|  |  |
| --- | --- |
| 17. Anti-Corruption and Anti- Bribery Policy and Reporting Responsibilities | DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:*** Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
* Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
* Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.
* Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in

future U.S. Government business.Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:* + Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
	+ Hotline website – [www.DAI.ethicspoint.com,](http://www.DAI.ethicspoint.com/) or
	+ Email to Ethics@DAI.com
	+ USAID’s Office of the Inspector General Hotline at

hotline@usaid.gov. |

|  |  |
| --- | --- |
|  | By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government. |

* 1. **Attachment A: Technical specifications and requirements**
1. **Overview**

Over the past two years, Policy LINK has collaborated with the Environmental Protection Agency (EPA) to commemorate the National Climate Change and Green Economy Week. As part of this year’s commemoration, Policy LINK, EPA, Ghana Education Service (GES), and the International Bamboo and Rattan Organization (INBAR) are jointly organizing a quiz competition among Senior High Schools in the five regions of northern Ghana. The quiz will take place in Tamale, capital of the Northern Region.

The quiz competition aims to promote awareness of climate change issues and inspire youth

participation in government’s environmental sustainability efforts. To ensure broad engagement and high-quality dissemination, Policy LINK seeks a service provider to support the event. The provider will deliver professional live production, streaming, and documentation to engage online audiences and preserve the event for future use.

# SCOPE OF WORK AND DELIVERABLES

The selected service provider will be responsible for the professional live production, streaming, and recording of the quiz event. The provider is expected to deliver high-quality audiovisual output and ensure a seamless live experience for both in-person and remote audiences. The following are the key Deliverables for the service:

# Pre-Event Preparation:

* Conduct a site visit to the venue to assess technical requirements.
* Develop a comprehensive production plan, including equipment setup, testing, and streaming configurations.
* Coordinate with event organizers, i.e., Policy LINK, EPA, GES, and INBAR, for branding, graphics, and other media inputs.

# Live Event Production:

* Provide live coverage of the quiz, ensuring clear video and audio output.
* Integrate branded graphics, animations, and overlays (e.g., logos, scoreboards, lower thirds).
* Offer multi-camera coverage for dynamic visuals, including wide-angle shots, close-ups, and audience reactions.
* Produce compelling photos that adequately communicates, visually, the nature of the event.

# Live Streaming:

* Stream the event on designated online platforms (e.g., YouTube, Facebook) with reliable and uninterrupted service.
* Monitor and troubleshoot the stream in real-time to address any technical issues promptly.

# Post-Event Outputs:

* Provide high-resolution recordings of the event for archival and promotional purposes.
* Deliver an edited highlights reel summarizing key moments from the event.

Bidders are asked to carefully read the below instructions and specifications to ensure` that their quote contains all the required information.

# Services Specifications Target Audience

* + Students and youth
	+ Policymakers and government officials
	+ Agricultural stakeholders
	+ Donors and funding organizations
	+ General public
	+ Media

# The Approach

Policy LINK will engage the services of a multimedia agency experienced in streaming live on the selected locations and capture evidence (video and photography) during the quiz competition.

The agency will be required to do the following:

# Pre-Production:

* + **Technical Consultation:**
		- Collaborate closely with your team to determine the optimal setup for live production and streaming. This includes identifying suitable cameras, audio equipment, lighting, and stage design.
		- Discuss potential challenges and develop contingency plans to ensure smooth operations.

# Content Planning:

* + - Work with our team to finalize the script, including introductions, question segments, and transitions.
		- Develop engaging visuals, such as slides, graphics, and video clips, to enhance the presentation.

# Live Production:

* + **Crew Deployment:**
		- Assign experienced technicians to operate cameras, audio equipment, and other production tools.
		- Ensure a smooth workflow by coordinating with the host, panelists, and participants.

# Live Streaming:

* + - Set up reliable streaming platforms (e.g., YouTube, Facebook Live) to reach a global audience.
		- Optimize the stream for various devices and internet speeds.
		- Implement live chat moderation to engage with viewers and address questions.

# Recording and Archiving:

* + - Record the entire event in high-quality format for future reference and archival purposes.
		- Store the footage securely and provide us with accessible copies.

# Post-Production:

* + **Video Editing:**
		- Edit the recorded footage to create a polished final product, including adding graphics, music, and transitions.
		- Highlight key moments and create shorter clips for social media distribution.

# Content Distribution:

* + - Share the final video with Policy LINK and social media channels.
		- Distribute the video to relevant government agencies, NGOs, and educational institutions when approved.

# Collaboration and Communication:

* + **Regular Check-ins:**
		- Schedule regular meetings to discuss progress, address concerns, and make necessary adjustments.
		- Track tasks and deadlines.

# Open Communication:

* + - Maintain open and transparent communication channels to ensure efficient collaboration.
		- Provide timely updates and feedback throughout the process.

# Evaluation Criteria

The agency must meet the following criteria.

* + **Agency Credentials:** Must be a legally registered Ghanaian agency or organization with a minimum of 5 years of relevant experience in live event production and streaming.
	+ **Technical Expertise:** Demonstrated experience producing educational or public awareness events. Strong portfolio showcasing previous work, particularly with development-oriented organizations and stakeholders. Access to professional-grade resources, including cameras, lighting, audio equipment, and skilled crew.
	+ **Creativity and Collaboration:** Proven ability to integrate innovative ideas into event production to enhance audience engagement. Strong storytelling and editing skills to deliver compelling visuals and videos. Excellent coordination and communication skills, with responsiveness to client feedback and vision.
	+ **Operational Efficiency:** Capability to manage budgets and timelines effectively, ensuring quality outputs within agreed deadlines. Flexibility to adapt to unforeseen challenges during live production and streaming.
* **Client Collaboration:** The agency should be responsive to the Policy LINKideas, feedback, and vision while offering expertise.
* **Flexibility and Adaptability:** Must show the ability to adapt to changing circumstances when unexpected challenges arise.

# Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

1. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
2. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.sam.gov/)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\_sanctions\_list.shtml).](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml%29) This provision must be included in all subcontracts/sub awards issued under this Contract.
3. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
4. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203- 11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
5. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
6. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
7. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
8. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
9. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is not in violation of any certifications required

in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

# Attachment C: Price Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Numbe r** | **Item Name** | **Specifications** | **Quantity** | **Unit Price** | **Total Price** |
| 1a1b1c | *List the goods/services that are to be supplied/ rendered* |  |  |  |  |
| 2 | VAT |  |  |  |  |
| **GRAND TOTAL IN GHS:** |  |
| **GRAND TOTAL IN UNITED STATES DOLLARS** | **$** |

We, the undersigned, provide the attached quote in accordance with RFQ #

 dated Our attached quote is for the total price of

 (figure and in words).

I certify a validity period of days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

# Should a contract be awarded, we confirm that we accept the proposed payment terms based on cost reimbursement specified in Attachment A.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp

# Attachment D: Past Performance

**Please list three clients to whom you have provided similar goods/services: Client # 1**

|  |  |
| --- | --- |
| **Name of Client:** |  |
| **Location of Client:** |  |
| **Total Value of Goods/Services Provided:** |  |
| **Summary of Goods/Services Provided:** |  |
|  |  |
| **Reference Contact Name:** |  |

|  |  |
| --- | --- |
| **Reference Contact****Number:** |  |
| **Reference Contact Email:** |  |
| **Reference Contact****Address:** |  |

**Client # 2**

|  |  |
| --- | --- |
| **Name of Client:** |  |
| **Location of Client:** |  |
| **Total Value of Goods/Services Provided:** |  |
| **Summary of Goods/Services Provided:** |  |
|  |  |
| **Reference Contact Name:** |  |
| **Reference Contact****Number:** |  |
| **Reference Contact Email:** |  |
| **Reference Contact****Address:** |  |

**Client # 3**

|  |  |
| --- | --- |
| **Name of Client:** |  |
| **Location of Client:** |  |
| **Total Value of Goods/Services Provided:** |  |
| **Summary of Goods/Services Provided:** |  |

|  |  |
| --- | --- |
|  |  |
| **Reference Contact Name:** |  |
| **Reference Contact****Number:** |  |
| **Reference Contact Email:** |  |
| **Reference Contact****Address:** |  |