

# Request For Proposals (RFP) For A Documentary Series On Small Business Development In BiH

Deadline for submission of Proposals 11 December 2001

1. OHR intends to produce a series with the aim of encouraging BiH citizens to consider starting a business by providing them with practical and successful examples of small businessmen, women and companies in BiH. Each episode or story should illustrate different sectors, (e.g. service, production), experiences and ideas and be filmed in different parts of BiH. The focus will be on the human aspect of each story, and should inspire people through the experiences of others, while clearly showing the challenges and the problems inherent in trying to start up or run a business in BiH.

2. To produce the above, the successful company must undertake in consultation with OHR:

- Research and selection of subjects for filming
- Filming and post-production (including music, graphics etc.) of:
  - 15 – 20 x 5 min programmes in Beta SP or DV format, for television broadcast (with latinic and cyrillic version/titles)
  - a version of the above with English subtitles
  - a promotional clip (15 – 30sec) for the series (cyrillic, latinic)

3. The following conditions apply:

- Project is expected to start January 2002 and should be

completed by April 15<sup>th</sup> 2002.

- The series will be developed in co-operation with OHR Designated Project staff who will have final editorial control over the form and content of the project. Distribution rights together with copyright of all designs, images, ideas and similar created by the successful bidder during the course of the contract (including any unused footage) shall vest in OHR, but requests for appropriate credits to the production company will be considered.

All Proposals must contain the following information:

1. your proposal as to how to best produce the series i.e. your views on approach, content, research process, treatment etc.
2. cost breakdown of all production elements (in addition please show total costs for 15 and 20 episodes).
3. examples of your previous work
4. company profile and CV
5. list of permanent employees with their CV's
6. copy of company registration documents
7. list of companies/persons which you are intending to sub-contract for purpose of this project with company profile and CV's

All completed proposals must be submitted in a sealed envelope clearly marked "BUSINESS DOCUMENTARY SERIES" addressed as follows:

Head of Procurement  
Office of the High Representative  
Emerika Bluma 1  
71000 Sarajevo  
Bosnia-Herzegovina

The deadline for submission of Proposals is 11th December 2001.

All questions related to this RFP need to be sent in writing to Head of Procurement on fax +387 33 283 501 or on e-mail [tender@ohr.int](mailto:tender@ohr.int).

Even if you don't have any questions, please let us know if you will respond to this RFP.

Please note that communication by any other means or to any other officer or associate of the OHR may be considered as grounds for disqualification.

The OHR reserves the right to enter into unilateral negotiations with any vendor or conclude the RFP without award.

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Please note that the deadline is extended until Tuesday, 11 December 2001.