



Caribbean Centre for Renewable
Energy and Energy Efficiency
(CCREEE)

*Request for Quotation
for*

The Development of a CCREEE Energy
Jingle

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Response Deadline: 23 April, 2021

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1 PURPOSE FOR THE REQUEST FOR QUOTATIONS

1.1 Invitation to Respondents

This request for quotations (herein referred to as “RFQ”) is a solicitation by the Caribbean Centre for Renewable Energy and Energy Efficiency (herein referred to as the “CCREEE”) from qualified suppliers to submit proposals for the provision of services relating to the development of an energy jingle focused renewable energy and energy efficiency, highlighting key aspects of the CCREEE strategic programmes.

Only complete submissions which include all required information will be considered; incomplete submissions may be rejected.

1.2 Objective of the RFQ

The purpose of this RFQ process is to select a firm that will:

- Be capable of providing quality products and services in a timely manner, demonstrating value for money;
- Provide the CCREEE with professional and responsive support;
- Work in a cooperative manner with the CCREEE, is flexible, and innovative in providing quality products and services.

1.3 Background

The [Caribbean Centre for Renewable Energy and Energy Efficiency](#) (CCREEE) is an institution of the Caribbean Community (CARICOM), established in the framework of the Global Network of Regional Sustainable Energy Centres (i.e. the GN-SEC) and its sub-network for small island developing states (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The CCREEE is the implementation hub for sustainable energy activities and projects within the CARICOM region. The CCREEE was operationalised with the signing and ratification of the CCREEE legal agreement in May 2018.

The CCREEE has a clear vision, mission and mandate which are fully aligned with the CARICOM’s vision, mission and core values: “A Caribbean Community that is integrated, inclusive and resilient; driven by knowledge, excellence, innovation and productivity; a Community where every citizen is secure and has the opportunity to realise his or her potential with guaranteed human rights and social justice; and contributes to, and shares in, its economic, social and cultural prosperity; a Community which is a unified and competitive force in the global arena.”

The CCREEE builds on the regional intervention logic of other GN-SEC centres, creating integrated and inclusive regional markets for sustainable energy products and services by mitigating existing barriers through various tools and methodologies. The CCREEE, through its mandate, will contribute significantly to the transformation of the energy landscape into a climate resilient, sustainable and affordable sector; focused on improving the lives of the Caribbean people.

2 SUBMISSION INSTRUCTIONS AND GUIDELINES

2.1 RFQ Contact

For all purposes of this RFQ process, queries and other submissions including final submissions should be made to procurement@ccreee.org. Attempts at unofficial queries through officials

and other staff members of the CCREEE for the purpose of influencing the outcome of this RFQ may be cause for disqualification from further consideration.

2.2 Submission Delivery Requirements

All submissions **MUST** be completed in electronic form and made via e-mail. Hard copy submissions are **not** required but may also be made in addition to e-mail submissions.

E-mailed submissions (Required):

Submissions sent by e-mail must be received in **Adobe PDF format only**, no later than 17:00 h (GMT/UTC - 4h) on **23 April, 2021** in one e-mail. The e-mail subject line to be used is, “*RFQ – Energy Jingle.*” The submission must be duly signed and dated. The official address for e-mail submission will be the RFQ contact email address, as indicated above in section 2.1.

2.3 RFQ Timetable

Activity	Deadline
Issue Date of RFQ	22 March, 2021
Deadline for Questions	31 March, 2021
Deadline for Issuing Clarification Document	5 April, 2021
Deadline for Submission	16 April, 2021
Evaluation of Submissions	23 April, 2021
Anticipated Contract Start Date	3 May, 2021

2.4 Inquiries from Respondents

Respondents are required to submit requests for additional information or clarification in respect of this RFQ no later **5 April, 2021** via RFQ contact, e-mail: procurement@ccreee.org. All questions should be as clear and concise as possible. Respondents are also expected to immediately notify the RFQ contact via email of any discrepancies, ambiguities, errors, omissions, or other faults in any part of the RFQ document, providing full details.

Responses to inquiries or amendments will be issued in written addenda prior to the final proposal submission deadline. Should there appear to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

2.5 Confidentiality

Through the submission of their bid, the respondent shall agree to following measures:

Confidential Information of the CCREEE

The respondent acknowledges that any information concerning the analysis, findings and recommendations of which the respondent, its agents or employees become aware of in the course of bidding or providing any services under a resulting contract, shall be treated as confidential. In particular, such information:

- (a) is the sole property of the CCREEE and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the deliverables; and
- (c) must not be disclosed without prior written authorization from the CCREEE

Confidential Information of Respondents

Respondents should identify any information in their proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CCREEE. Respondents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to any related parties engaged by the CCREEE to advise or assist with the RFQ process, including the evaluation of proposals.

2.6 Language Guidelines

Submissions by respondents - in addition to all correspondence and documents relating to the RFQ exchanged between the respondent and the CCREEE - shall be written in the English language.

2.7 Currency

All monetary cost amounts must be quoted in United States Dollars.

2.8 Costs Associated with the Submission

All respondents shall bear all costs associated with the preparation and submission of proposals. This includes administrative costs, travel costs and costs associated with demonstrations, if and whenever applicable.

2.9 Validity Period of Submissions

Bids shall remain valid for a total of 60 days after the closing date prescribed by the CCREEE for the receipt of bids. A bid valid for a shorter period may be rejected by the CCREEE and deemed nonresponsive. In exceptional cases, the CCREEE may solicit the respondent's consent to an extension of the bid validity period. The request and response thereto shall be made in writing through letters and/or emails.

3 SCOPE OF SERVICES

3.1 Procurement

In reference to the information provided by this RFQ document, the respondent shall produce 1 energy-themed jingle. The jingle should include the following considerations:

- Catchy melody and lyrics
- Caribbean focused and themed
- Includes at least one stanza and a catchy refrain/chorus
- Lyrics should focus on the key areas of work for the CCREEE ([strategic programmes](#))
- Recognise the CCREEE as a CARICOM institution
- At least three (3) minutes in length and accompanied by a simple music video (graphics, lyrics, audio and possibly the artistes)

The CCREEE will provide sustainable energy content for consideration during the creative writing process. The CCREEE will also provide benchmarks to the successful candidate, depicting the quality of work anticipated.

The contractor should note that the CCREEE will need to approve lyrics and artistes to ensure they are technically accurate and compelling and, proposed artistes to ensure alignment with the CCREEE's values. The CCREEE will approve deliverables at each stage of the process.

3.2 Delivery of Services

The respondent shall bear all risks and costs related to the development of the specified items until provisional acceptance by the CCREEE is provided.

The respondent is fully responsible for organising and guaranteeing timely delivery. Close coordination with the contracting authority, the CCREEE, is recommended.

4 OTHER TERMS AND CONDITIONS

4.1 Taxes, Levies and Duties

The final cost shall be quoted and itemized to include a breakdown of all relevant costs. The contract cost, however, shall be exclusive of direct and indirect taxes since the CCREEE is exempt from taxes. This is in accordance with Article VIII of the 'Headquarters Agreement between the Government of Barbados and the CCREEE' entered into effect in May 2018.

4.2 Force Majeure

Respondents shall not be considered in default if delays in delivery occur due to causes beyond the respondent's control, such as, *inter alia*, acts of God, natural calamities, civil wars, strikes, fires and floods. Only those causes which have a duration of more than seven days shall be considered cause of force or calendar majeure. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure, or at the option of the CCREEE the order may be cancelled. Such cancellation would be without any liability on the part of the CCREEE. In event of such cancellations the respondent shall refund any amount advanced or paid to the respondent by the CCREEE.

Further, the CCREEE retains the right to cancel the bid without liability.

5 SUBMISSION REQUIREMENTS

The submission should contain the following components:

5.1 Qualifications & Experience

The individual or firm most suited to complete this assignment must have:

- Proven expertise and excellent knowledge of similar productions;
- Demonstrated ability to create innovative and visually appealing outputs while taking technical information and simplifying for a generalised audience;
- Prior experience in developing materials for NGOs or development agencies is considered an asset.

Respondents should provide proof of capability including relevant experience (samples). Respondents should also provide information on products and services offered in relation to this RFQ. Any legal and ongoing litigation should be declared.

5.2 Subcontractors

Respondents should declare if subcontractors will be engaged to meet the scope of works described in this RFQ. The information provided should include the subcontractor's responsibilities, business information, qualifications and any experience relevant to their

responsibilities related to the RFQ. The CCREEE further requests that a letter, signed by potential contractors be submitted indicating their agreement to undertake the task.

5.3 Other Submissions

Interested firms or individuals must also submit the following documents/information to demonstrate their suitability:

- Curriculum vitae for key personnel;
- Portfolio with samples of previous work (particularly for development agencies and within the scope of the items listed under the 'Scope of Services' section above);
- A financial proposal quoted in United States dollars (US\$) according to deliverables as outlined in Attachment 1 below

5.4 Timeline

Respondents should provide a proposed timeline for completion of the products outlined in this RFQ, particularly where they differ from the timelines articulated by the CCREEE in 'Bid Schedule of Prices/Payments' Attachment 1. Lead times should be clearly illustrated.

5.5 Project Pricing Information

Respondents should provide a price breakdown which includes pricing associated with all aspects of the procurement. This must be summarised in a 'Bid Schedule of Prices/Payments' as provided in Attachment 1.

Price proposals shall be valid for a minimum of 60 days.

5.6 Criteria for Assessment

The firm scoring the highest cumulative score in technical and financial evaluations will be awarded with the contract. Technical and financial evaluation will carry 70% and 30% weightages, respectively.

Submissions will be evaluated per the criteria below:

- Work samples provided by firm [50 points]
- Qualification/expertise/experience of key personnel proposed for the assignment [20 points]

ATTACHMENT 1 BID SCHEDULE OF PRICES/PAYMENTS

Deliverable	No. of Days Work	Deadline	Payment (%)	Payment (USD)
Inception Report (including work plan, associated external costs [where necessary] & recommendations)	1	5 May, 2021	10%	
Submission of draft lyrics and intended artistes (artiste biographies should also be submitted)	7	19 May, 2021	20%	
Submission of draft melody	5	28 May, 2021	30%	
Submission of music video storyboard	2	4 June, 2021	20%	
Submission of final audio files (melody only, melody and lyrics) and music video	5	18 June, 2021	20%	
TOTAL (USD)				

NB: In case of a discrepancy between unit and total prices, the unit price shall prevail.

Name of Bidder: _____

Signature of Bidder: _____