



Expression of Interest (EOI) Document for Shortlisting of Consulting Services

***Procurement of Consulting Services
For Inspection, Digitization and Restoration Services of Film
Content (Feature & Documentaries)***

Issued By:

Film Development Board
GPO Box 4400
Chabahil, Kathmandu, Nepal
Tel.: +977 1 4812332, 4812387
Fax: +977 1 4812360
Email: fdbnepal@gmail.com
URL: www.film.gov.np

March 2018

Expression of Interest (EOI)

For Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries)

Method of Consulting Service - National

**Project Name: Inspection, Digitization and Restoration Services of Film
Content (Feature & Documentaries)**

EOI: NFDB/EOI/C/2074/075/01

Office Name and Address

Film Development Board

Chabahil, Kathmandu, Nepal

Tel.: +977 1 4812332, 4812387

Fax: +977 1 4812360

Email: fdbnepal@gmail.com

URL: www.film.gov.np

Financing Agency: Film Development Board, Nepal

Abbreviations

CV	-	Curriculum Vitae
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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Request for Expression of Interest

Government of Nepal
Film Development Board
Kathmandu, Nepal
Request for Expression of Interest
For Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries)

Date: 27 March 2018

1. Government of Nepal (GoN), **Film Development Board (FDB)** has allocated **toward the cost of Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries)** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The **FDB** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries)**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Film Development Board, Chabahil, Kathmandu, Nepal** during office hours on or before **10 April 2018, 17:00 hours** or visit e-GP system www.bolpatra.gov.np or visit the client's website www.film.gov.np.
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system www.bolpatra.gov.np or manually to the address **Film Development Board, Chabahil, Kathmandu, Nepal** on or before **11 April 2018 at 12:00 hours**.
6. EOI will be assessed based on **Qualification 30%, Experience 50%, and Capacity 20%** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
7. A Consultant will be selected in accordance with the **Quality Cost Based Selection (QCBS)** method and the minimum score to pass the EOI is **60**.
8. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.

B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm/ organization**.
4. The assignment has been scheduled for a period of **4 months**. Expected date of commencement of the assignment is **June 2018**.
5. A Consultant will be selected in accordance with the **QCBS selection** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries)**". The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

C. Objective of Consultancy Services or Brief TOR

Inspection, Digitization and Restoration Services of Film Content of FDB (Feature & Documentaries)

a) Background

Film Development Board (FDB) is established on 30 June 2000 by the Government of Nepal according to the existed Motion Picture (Production, Exhibition and Distribution) Act amended on 20th November 1991.

The constitution of the Film Development Board was with the Government's deep interest in development and promotion of motion picture sector in Nepal.

It has obviously created an environment of supporting for the promotion of differential aspect of motion picture in Nepal. The Board thus, is indeed a liaison to facilitate the conceptualisation, making, distribution and exhibition of films in Nepal. It also attempts abridging the gap between the film entrepreneurship and the government processes. However, the Board is bound to take care of safety of the people and support to interest for the inspiring films of the common populace. The Board is in reality a balance among the people at large, government and the process of filmmaking. It is therefore, the safeguard of the interest of people, watchdog of government and facilitator of filmmakers.

b) Objective and the Scope of the Consulting Service:

There are approximately 3 thousand 1 hundred set of 16 mm and 35 mm old reel prints/positives having historically important 12 (twelve) feature films and documentaries in the vaults of **Film Development Board**. Since filmic material deteriorate with time, FDB wants to save and preserve the historical Nepali movies for posterity, before they get decomposed beyond use.

Hence, considering all the above mentioned facts and importance of retaining of historical features and documentaries, Film Development Board has decided to digitize all the contents in prints / positives using the latest technology.

The scope of this consulting service is:

SCOPE OF WORK for FEATURE FILMS	
Input Source : 35 MM & 16 MM Prints (Positives)	
S. No	Scope of work
1	<u>Preparation & Cleaning:</u> Physical Inspection, Manual Cleaning, repairs, adding leaders
2	Ultrasonic Cleaning
3	Picture Digitization - 4K
4	4K to 2K Conversion
5	Color Grading on 2K resolution
6	Manual Picture Restoration (Frame by Frame)
7	Audio Digitization
8	Audio Restoration
9	Pan Scan of picture
10	Smoking & Drinking Astons
Deliverables (Outputs) :	
11	Inspection Report within 1 Month from the date of contract sign
12	4K DPX files on LTO / HDD (Raw Scans)
13	2K DPX files (Color Graded & Restored) on LTO / HDD

14	HD ProRes HD 422 HQ with Audio Sync @ 25 fps on HDD / LTO
15	Digitized Audio as .wav file on LTO/HDD.
SCOPE OF WORK for DOCUMENTARIES	
Input Source : 35 MM & 16 MM Prints (Positives)	
S. No	Scope of work
1	<u>Preparation & Cleaning:</u> Physical Inspection, Manual Cleaning, repairs, adding leaders
2	Ultrasonic Cleaning
3	Picture Digitization - 2K
4	Color Grading on 2K resolution
5	Audio Digitization
Deliverables (Outputs) :	
6	Inspection Report within 1 Month from the date of contract sign
7	2K DPX files on LTO or HDD (Color Graded)
8	Digitized Audio as .wav file on LTO or HDD

c) **Knowledge and Skill Transfer to Client : No**

d) **Composition of Team member and qualifications of key personnel**

Key Personnel	No.	Qualifications and Experience
Team Leader	1 person	Should have bachelor degree in business or in project related field with possess a minimum of 7 years' experience in the related field and should have experience of completion of at least one project related to the assignment.
Quality Check Expert	1 person	Diploma or at least 2 years on the job training course in related field with at least 6 years of experience in handling films, with expertise in checking the quality of the raw as well as color graded and restored video with knowledge of all aspects of the digitization, grading and restoration work.
Colorist	1 person	Diploma or at least 2 years on the job training course in related field with experience of at least 6 years in professional color grading (DI) of films using the latest, professional color grading suites.
Digitization Expert	2 person	Diploma or at least 2 years on the job training course in related field with relevant experience of at least 5 years in handling films, operating the latest film Scanners and related activities.
Film cleaning, repairing and Cataloguing Expert	3 persons	Diploma or at least 2 years on the job training course in related field with relevant experience of at least 5 years in the related activity of film handling, splicing and repairing.

In addition to the above mentioned key personnel, for the purpose of Picture and Audio Restoration more than 100 technicians shall be required for 1 month period.

e) **Estimated time required for the assignment to be performed by the consultant: 4 months.**

f) **Details of the information, physical facilities and equipment to be provided to the consultant**

Workstation(s), Power Supply, network and Air-conditioned premises will be provided by client for installation of the equipment and carrying out the assigned project. Other equipment required for digitization and restoration should be brought and installed by consultant itself.

D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	
VAT/PAN Registration (<i>for National consulting firm only</i>)	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2073/74. (for National consulting firm only)	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Minimum Requirement	Score
A. Qualification		
<i>Qualification & Experience of Key Experts</i>	<i>As mention in ToR</i>	30%
B. Experience		
<i>General of Experience of consulting firm</i>	Minimum 5 years of standing	50 %
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Successfully completion of minimum one digitization project involving at least 2000 Content hours within last 7 years.</i>	
C. Capacity		
<i>Financial Capacity</i>	Average Turnover of the company shall be at least NRs. 45 Million	20 %
<i>Infrastructure/equipment related to the proposed assignment</i>	<i>Equipment with minimum specification as mentioned in Annex 1</i>	

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **[Insert brief description of Work/Services]**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

[Phone, Fax, Email]
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience**Details of similar assignments undertaken in the previous seven years**

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- **Average Annual Turnover**

(Note: Supporting documents for Average Turnover should be submitted for the above.)

4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.	Film Scanner	With features and complying specifications as specified in Annex 1
2.	Ultrasonic Cleaning Machine	Suitable
3.	Color grade suite	
4.	Film winding table	

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

4. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

Annex -1

Film Scanner with following features and complying specifications

Parameter	Specification
Film formats	35mm 2,3,4- perforation (any perforation with sprocket-less transport), 16mm and super 16mm
Imaging Device	Line based sensor
Illumination	High power LEDs (R,G,B, IR) with long term stability
Optical System	Customized lens with adjustable pitch and Autofocus
Resolutions	True 2K & 4K sensor resolution without any mechanical / electronic interpolation. Bayer Technology based sensors will be not be considered.
Bit depth	True 14 bit for color & True 16 bit for black & white.
Contrast Range	High Dynamic Range - 3.8 ND for color & 5.0 for B&W
Film transport	Capstan driven servo system, using touchless , sprocket-less, non-pin ; digital servo system with automatic shrinkage compensation capability of upto 4% .
Shuttle Speed	User adjustable : 0 m/s - 2.0 m/s
Data formats	DPX 10 bit log, 16 bit log & 16 bit linear TIFF 16bit
Color Calibration	Status M density, printing density, Custom matrix, custom LUT, print film
Reel handling	The scanner should be able to handle shrinkage of the films Must be able to provide over-scanning capabilities around 25% over scan of full height 35mm in vertical to facilitate perforation over scanning and film rack bar height variation.
Handling fragile or damaged film	Sprocket less transport and No Skid plate, No edges, No friction, No abrasion, No harsh audible noise
Warping, buckling	Ability to handle warping & bulking of film without applying any mechanical pressure & stress on film material
Damages or missing perforations	Scanner with ability to handle damaged / torn / missing perforations without any manual intervention
Scratches and Dirt	Scanner with ability to scan IR channel with dirt & scratch concealment while scanning.
Optical and Magnetic Audio	Scanner with ability to scan picture & audio simultaneously while digitizing positive film material.
Wetgate	Scanner should have wetgate capability & should be changeable between Dry & wetgate.

Annex -2

Procedure for e-GP submission of EOI Application (e-GP Phase I) (for uploadable only)

Consultants shall follow the electronic application submission procedures specified below:

- i. The consultant is required to register in the *e-GP Phase I System* <https://www.bolpatra.gov.np> for downloading EOI Document and submitting their EOI application electronically.
- ii. If Consultants choose to submit their EOI Application electronically, **the cost of the EOI document is not required.** However as per system provision, consultant should upload a scanned PDF file stating “**Not Applicable for this EOI**” under **Payment section** along with the complete set of EOI response.
- iii. The consultant shall prepare the EOI response based on information/documents requested in EOI Document issued by employer.
- iv. The required documents shall be prepared and uploaded in e-GP System in PDF format only.
- v. The e-submitted EOI response must be readable through PDF reader.
- vi. The consultants are fully responsible to use the e- submission facility properly in e-GP system as per specified procedures and in no case the Employer shall be held liable for consultant’s inability to use this facility.
- vii. When a consultant submits electronic EOI Response through the PPMO e-GP system www.bolpatra.gov.np, it is assumed that the consultant has prepared the EOI Response by studying and examining the complete set of the EOI documents.
- viii. The consultant are advised to contact Public Procurement Monitoring (PPMO), IT Section for e-GP technical support if required.