

EXPRESSION OF INTEREST (EOI)

Title of Consulting Service: NFDB/EOI/C/2017/18/01

Method of Consulting Service: International

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

EOI : NFDB/EOI/C/2017/18/01

Office Name: Film Development Board, Nepal

Office Address: Chabahil-7 Kathmandu

Funding agency : Government Budget

Abbreviations

| | | |
|-----|---|-------------------------------|
| CV | - | Curriculum Vitae |
| DO | - | Development Partner |
| 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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A. Request for Expression of Interest

Request for Expression of Interest

Government of Nepal (GoN)

Name of Employer: Film Development Board, Nepal

Date: 09-05-2018 12:15

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

1. Government of Nepal (GoN) has allocated fund toward the cost of Inspection, Digitization and Restoration Services of Film Content (Feature & Documentaries) and intend to apply portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for International consulting service
2. The Film Development Board, Nepal 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, Nepal, Film Development Board, Nepal, Chabahil-7 Kathmandu, Nepal during office hours on or before 09-05-2018 12:15 or visit e-GP system www.bolpatra.gov.np/egp 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/egp Film Development Board, Chabahil, Kathmandu, Nepal on or before 24-05-2018 12:00
6. 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.
7. EOI will be assessed based on Qualification 30.0 %, Experience 50.0 %, and Capacity 20.0 % 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.
8. Minimum score to pass the EOI is 60

B. Instructions for Submission of Expression of

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.
4. In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 4 years and audited balance sheet and bio data shall be considered for evaluation.
5. The assignment has been scheduled for a period of 4 months. Expected date of commencement of the assignment is July 2018.. Expected date of commencement of the assignment is 01-07-2018.
6. A Consultant will be selected in accordance with the International method.
7. 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).
8. 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.
9. 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.
10. 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

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 services is:

1. The scope of work involved in the Digitization and Restoration of the feature films shall be carried out either in Kathmandu or in abroad. However, the final mastering of the films has to be carried out in Kathmandu under supervision of our technical experts and the same will be subject to their approval. **The digitization of the feature films will have to be carried out on the Film Scanner compliant with the specs & parameters mentioned in Annex 1.**

2. The Digitization of the 10 hours of Documentary films in 2K resolution shall be carried out in Kathmandu.

| SCOPE OF WORK for 12 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 | 4K DPX files on LTO / HDD (Raw Scans) |
| 12 | 2K DPX files (Color Graded & Restored) on LTO / HDD |
| 13 | HD ProRes HD 422 HQ with Audio Sync @ 25 fps on HDD / LTO |
| 14 | Digitized Audio as .wav file on LTO/HDD. |
| SCOPE OF WORK for 10 hours of 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 | 2K DPX files on LTO or HDD (Color Graded) |
| 7 | 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 preferably Bachelor's in business or in project related field with possess a minimum of 7 years' experience in the related field and experience of completing minimum two projects 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 6 years in the related activity of film handling, splicing and repairing. |

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 supplier itself.

D. Evaluation of Consultant's EOI Application

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

| Sl. No. | Criteria Title | Compliance |
|---------|---|------------|
| 1 | Copy of Registration of the company/firm/ or Corporate Registration | |
| 2 | Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission 2073/74. (for National consulting firm only) | |
| 3 | VAT/PAN Registration (for National consulting firm only) | |
| 4 | EOI Form 1: Letter of Application | |
| 5 | EOI Form 2: Applicant's Information Form | |
| 6 | EOI Form 3: Experience (3(A) and 3(B)) | |
| 7 | EOI Form 4: Capacity | |
| 8 | EOI Form 5: Qualification of Key Experts | |

ii) EOI Evaluation Criteria

A. Qualification

| Sl. No. | Criteria | Minimum Requirement |
|---------|---|---------------------|
| 1 | Qualification and experience of Key Experts | As mention in ToR |

Score: 30.0

B. Experience

| Sl. No. | Criteria | Minimum Requirement |
|---------|--|--|
| 1 | General Experience of consulting firm | Minimum 5 years of standing |
| 2 | Specific experience of consulting firm within last 7 years | Successfully completion of minimum 2 onsite digitization projects with at least 2000 Content hours |
| 3 | Similar Geographical experience of consulting firm | In order to show geographical competence, provide the details required as per the attached format |

Score: 50.0

C. Capacity

| Sl. No. | Criteria | Minimum Requirement |
|---------|---|---|
| 1 | Financial Capacity | Average Turnover of the company shall be at least NRs. 45 Million or equivalent in case of foreign currency |
| 2 | Infrastructure/equipment related to the proposed assignment | Equipment with minimum specification mentioned in Annex 1 |

Score: 20.0

Minimum score to pass the EOI is: 60

E. EOI Forms & Formats

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

Standard EOI Document

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.

Standard EOI Document

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):

Standard EOI Document

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.)

Standard EOI Document

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. | | | | | | |

Standard EOI Document

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

Standard EOI Document

3(C). Geographic Experience

Experience of working in similar geographic region or country

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

| No | Name of the Project | Location (Country/ Region) | Execution Year and Duration |
|-----------|----------------------------|---------------------------------------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

Standard EOI Document

4. Capacity

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.)

Standard EOI Document

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

| No | Infrastructure/equipment Required | Requirements Description |
|-----------|--|---------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

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

Standard EOI Document

5. 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)

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: 09 May 2018

1. Government of Nepal (GoN), **Film Development Board (FDB)** has allocated **toward the cost of 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 **International 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 **23rd May 2018, 17 hours** or visit e-GP system www.bolpatra.gov.np/egp 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/egp **or manually to the address Film Development Board, Chabahil, Kathmandu, Nepal** on or before **24th May 2018 at 12:00 hours**.
6. 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.
7. 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.
8. 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**.

Annex -1

4(B). Infrastructure/equipment related to the proposed assignment¹

| 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 | |

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. |

¹ Delete this table if infrastructure/equipment for the proposed assignment is not required.

| | |
|----------------------------------|--|
| 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. |