

CLARIFICATIONS

Contract title: Framework contract for the provision of videography services to Enabel in Uganda

Reference: 2800UGA-10265

Please note that the contracting authority will not further respond to any other question as provided for under section 3 clause 3 “Further Information”. As a reminder, tenders must be received **before 31st August 2026 at 10:00 am Kampala time**. The hard copy bids must be sent to: Contracts Service Centre, Enabel in Uganda, Lower Kololo Terrace, Plot 1b, Kampala, Uganda. **Late bids will not be accepted.**

N°	Issue / question raised	Response
1.	Eligibility of foreign companies: Could you please confirm whether companies legally established outside Uganda are eligible to participate in this procedure without prior registration in Uganda?	Yes, foreign companies legally established outside Uganda are eligible to participate in this procedure without prior registration in Uganda
2.	Submission by courier: May the original proposal be submitted by an international courier service (e.g. FedEx, DHL, UPS), or must it be delivered in person to the Enabel office in Kampala?	The proposal can also be delivered by courier services. The tenderer should ensure the courier delivers the proposal at the address stated in the tender document
3.	Language and translation of administrative documents. May company registration documents originally issued in Ukrainian be submitted together with English translations prepared by a professional translator? Is notarisation or certification of the translations required?	Section 3. Award procedure under clause 5 “Data to be included in the tender” states that the tender and all annexes to the tender form must be drawn up in English hence any document submitted in any other language must be translated to English.
4.	Articles of Association: Is it necessary to submit a full English translation of the company’s Articles of Association, or would a partial translation containing the company registration	A company shall be required to submit a full translation of the company’s Articles of Association.

	details, legal form and powers of representation be acceptable?	
5.	We noticed references to both an 8-page and a 10-page limit for the technical proposal in the tender documentation. Could you please confirm the applicable maximum length and whether annexes (CVs, references, equipment lists, certificates, etc.) are excluded from this limit?	The technical proposal shall not exceed eight pages with the exception of CVs and academic document and poof of equipment
6.	For the “list of main similar assignments”, would certificates of completion, acceptance certificates or reference letters be sufficient, or are copies of the underlying contracts mandatory for each assignment?	Certificates of completion and or any supporting document like contracts, Local purchase order, invoices and award notification letters shall be sufficient for similar assignments.
7.	Script writer requirements. The tender requests copies of past written scripts for the proposed Script Writer. Would excerpts or selected scripts be acceptable, or must complete scripts be submitted?	Selected scripts can be submitted if they clearly demonstrate the tenderer's experience and ability in script development for video production. Selected but complete scripts NOT excerpts are required
8.	For the minimum required equipment (cameras, sound equipment, drone, editing facilities), is a signed equipment availability declaration sufficient, or are ownership documents, rental agreements or invoices required?	A signed equipment availability declaration shall not be sufficient. A tenderer shall be required to provide proof of ownership or lease of the equipment.
9.	Drone operator: If drone filming is subcontracted to a licensed local operator in Uganda, should that operator be presented as a subcontractor, and are copies of the Ugandan drone licence required at the submission stage?	Yes, the drone filming operator can be presented as a subcontractor and; No, copies of the Ugandan drone licence shall not be required at the submission stage.
10.	Financial statements: Would financial statements prepared in accordance with Ukrainian accounting standards be acceptable, provided that an English translation and explanatory summary are attached?	Yes, financial statements prepared in accordance with Ukrainian accounting standards shall be acceptable provided an English translation and explanatory summary is attached.

11.	Section 3 of the tender specifications indicates that the technical proposal should not exceed eight pages, comprising: Technical methodology – maximum five pages; and Project management – maximum three pages. However, Section 7 states that the technical proposal may be presented in free format and should not exceed ten pages. Could you please confirm: a) Whether the applicable maximum length is eight pages or ten pages; and b) Whether the following are included within this page limit: Cover page; Table of contents; Workplan; Risk management matrix; Quality management matrix; Equipment schedules; Portfolio/reference information; and Other annexes or supporting schedules.	The applicable maximum pages are eight pages as stated under section 3 “technical proposal” of the tender document. The page limits shall be applicable to - Technical methodology (max. 5 pages) - Project management (max. 3 page)
12.	The tender instructions indicate that the Tender Form – Prices constitutes the Financial Proposal. However, the overview of documents to be submitted also lists the Tender Form – Prices within the Administrative Proposal documentation. As the tender requires the Administrative, Technical and Financial Proposals to be submitted in separate sealed envelopes, kindly confirm: a) In which envelope the completed Tender Form – Prices should be placed; and b) Whether any copy of the financial information should also be included in the Administrative Proposal.	The Tender Form – Prices shall be presented in the financial proposal envelop. The tenderer shall use the tender form included in section 8. Forms (3. Tender form-price) to present the financial offer. The tenderer shall present approved financial statement (audited books) as part of the administrative proposal.
13.	Under the qualitative selection criteria, the tender requires a minimum of: Two assignments in the production of result and educational videos which were totally and successfully completed in the last three years. Could you please clarify whether:	The tender must present one similar assignment per category; results video (1) and educational/instructional video (1).

	a) Each of the two qualifying assignments must individually involve both results/impact video production and educational/instructional video production; or b) The requirement may be satisfied through two assignments which collectively demonstrate the two areas of experience, for example: • One results/impact documentary assignment; and • One educational or instructional video assignment. We would also appreciate confirmation of whether documentary videos showcasing development programme results would qualify as “result videos” for purposes of this criterion.	Yes. Documentary videos that clearly showcase the results or impact of development programmes qualify as similar previous assignments for this work.
14.	The tender separately requires the tenderer to demonstrate relevant corporate experience and the proposed Coordinator/Producer to demonstrate at least two relevant video projects from two separate companies that he or she led from concept development through post-production. Could you please confirm whether the same assignments may be used to satisfy both requirements, provided that: • The assignments meet the corporate experience criterion; • The proposed Producer personally led the assignments; • Appropriate video links are submitted; and • The required recommendation letters and client contacts are provided.	Yes. The same assignments can be presented to demonstrate both the tenderer’s experience and the experience of the proposed producer. For the producer, it should however be clear that he/she led the relevant assignments from concept development, through production and post-production. The recommendation letters should confirm that the producer indeed led the assignment.
15.	The tender specifications state that unit prices should encompass costs including travel, transportation and insurance. At the same time, the Financial Proposal provides for: • Person-day rates with overnight stay;	The tenderer shall use the financial form under section 3. Financial proposal on page 49 for the financial proposal. The tender form has broken down all the required cost to execute this framework.

	• Person-day rates without overnight stay; • Vehicle hire; • Mileage to work sites; and • Certain reimbursable/miscellaneous expenses. To avoid either double-counting or underpricing these costs, could you please clarify: a) Which costs should be incorporated into the expert person-day rates; b) What specifically should be included in the rate for a person-day with overnight stay; c) Whether accommodation and per diem should be included in the overnight person-day rate; d) Whether local transport should be included in the person-day rates or quoted separately under vehicle hire/mileage; and e) Which travel-related expenses, if any, Enabel expects to be treated as reimbursables rather than included in the unit rates.	In the tender form – prices, the tenderer shall quote for professional fees for each of the expert in person days; • person day with overnight stay is professional fee plus accommodation • person day without overnight stay is professional fee without accommodation The transport costs shall be reimbursed as per the items stated in the table under reimbursables/miscellaneous expenses.
16.	The award criteria indicate that price will account for 40% of the total evaluation, using the formula based on the amount of the lowest tender compared with the amount of the tender being evaluated. Could you please confirm: a) Whether the reimbursable/ miscellaneous expense rates form part of the tender amount used for the financial evaluation; b) If so, what quantities or assumptions will be applied to these reimbursable items for purposes of comparing tenders; and	The reimbursable/ miscellaneous expense rates shall form part of the tender amount that will be used for the financial evaluation. The quantities or assumptions to will be applied to the reimbursable items are stated in the table below reimbursables/miscellaneous expenses on page 50 of the tender document i.e vehicle hire shall be per day

	c) Whether only the expert/person-day rates will be used in calculating the evaluated tender price. This clarification would assist tenderers in ensuring that financial proposals are comparable.	
17.	The tender specifications indicate that a performance bond is required for orders exceeding € 50,000 and that the bond is set at 5% of the total value of the contract, excluding VAT. Given that this is a four-year framework contract under which individual orders will be issued, could you please confirm: a) Whether the 5% performance bond is calculated on the value of the specific individual order exceeding € 50,000; or b) Whether another contract/reference value is used to calculate the bond.	For any individual order that exceeds 50,000 euros, a performance bond of 5% shall be required.
18.	The Terms of Reference require the Contractor to provide Enabel with all raw footage as part of the deliverables. The contractual provisions on intellectual property also state that the Contracting Authority does not generally acquire intellectual property rights created, developed or used during performance of the public contract, subject to the applicable provisions. Could you please clarify the intended rights applicable to: • Final edited videos; • Raw video footage; • Audio files; • Graphics and motion graphics; • Project/editing files; and	Enabel will have the right to store and archive all the materials, use, reproduce, edit, and repurpose them for distribution or publication through its communication platforms. This will include reuse beyond the duration of the contract. The usage rights will apply to final videos, raw footage, recorded audio, graphics, graphics and motion graphics, project editing files and scripts developed for the assignment. Regarding third party, the contractors should ensure that any third-party materials incorporated into the productions, including music,

	- Scripts developed under individual assignments. In particular, we would appreciate confirmation of whether Enabel will have the right to: - Store and archive the raw footage; - Re-edit or adapt the footage for future communication products; - Distribute the footage and final videos across its communication channels; - Share material with its partners, donors and implementing stakeholders; and - Reuse the material beyond the duration of the framework contract. This will enable us to make appropriate provision for copyright, licensing, music rights and third-party materials during production.	stock footage, photographs, fonts, graphics or other copyrighted materials, are appropriately licensed for use. Other pre-existing third-party materials shall also remain subject to the applicable license conditions (license certificates shall be required where necessary).
19.	The technical specifications require access to at least one 4K drone and a licensed operator compliant with Uganda Civil Aviation Authority requirements. Could you please confirm: - What documentary evidence of drone ownership/access and operator licensing is required at tender submission stage; - Whether a lease or formal commitment from a qualified drone service provider would be acceptable where the drone is not owned directly by the tenderer; and - Whether flight-specific UCAA authorizations are expected only when a particular assignment requiring drone footage is commissioned.	The tenderer shall provide evidence demonstrating access to the required 4K drone, such as proof of ownership or a valid rental agreement from a qualified drone operator. A copy of the Ugandan drone operator license is relevant during implementation to ensure compliance with the applicable Uganda Civil Aviation Authority requirements for flying a drone.