



Bidding Document

Subject of Procurement:	Development and Production of a compelling and professional documentary on the Central Corridor
Procurement reference Number:	COM/500501/2025-26/001
Procurement Method	Open Competitive Bidding
Date of issue	14 th July 2025

INVITATION TO BID

Procurement Ref No: COM/500501/2025-26/001

Date: 14th July 2025

SUBJECT OF PROCUREMENT: Development and Production of a Professional Documentary on the Central Corridor

Dear Sir/ Madam,

1. The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is a Multilateral Organization established in 2006 by member countries of the Republic of Burundi, the Democratic Republic of the Congo, the Republic of Malawi, the Republic of Rwanda, the United Republic of Tanzania, the Republic of Uganda, and the Republic Zambia
2. CCTTFA intends to engage a qualified and experienced multimedia production firm to develop a compelling and professional documentary that will:

- Showcase the role, mission and vision of the Central Corridor in regional integration and trade facilitation;
- Highlight key infrastructure, institutions, and stakeholders along the Corridor;
- Document success stories, challenges, and opportunities for future development;
- Promote investment and partnership opportunities along the Corridor.

3. Scope of Work

The selected firm will be responsible for the **end-to-end production** of the Central Corridor documentary, including:

- Development of the concept and storyline in consultation with CCTTFA;
- Scriptwriting and development of the narrative structure;
- Planning and coordination of filming activities across Corridor member states;
- On-site filming, including interviews, aerial drone footage, b-rolls, and location coverage;
- Voice-over, translations (where necessary), and subtitling;
- Editing, motion graphics, sound design, and post-production;
- Production of final versions in English and French (with subtitles);
- Delivery of a 20–25-minute full documentary and 2-3 short thematic highlight videos.



4. Deliverables

The selected firm will be expected to provide the following:

- Approved concept and storyline document;
 - Approved script in English and French;
 - Filming schedule and production plan;
 - Draft versions for review and input;
 - Final full-length documentary (20–25 min) in HD, MP4 format;
 - 2-3 highlight videos (3–5 minutes each);
 - All raw footage and editable project files.
5. Selection method: The firm will be selected through the Quality Cost Based Selection (QBCS) method in accordance with Section 3 of this Bidding Document.
6. Bid Submission: The bids must be submitted by **12.00 Hours (EAT) on Friday, 15th August, 2025** to the following address:

The Executive Secretary,

Central Corridor, Transit Transport Facilitation Agency,
2nd Floor, Room 202, Acacia Estates, 84 Kinondoni Road,
P. O. Box 2372,
Dar es Salaam, United Republic of Tanzania.
Tel.: (255) 22-212 7148

Or by Email: procurement@centralcorridor-ttfa.org

Yours sincerely,



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Adv. OKANDJU OKONGE Flory,
The Executive Secretary,
Central Corridor, Transit Transport Facilitation Agency (CCTTFA)



INSTRUCTIONS TO BIDDERS

RFP No: Procurement N°.: COM/500501/2025-26/001

1.0 Introduction

- 1.1 The Client intends to select a firm as stated in the letter of invitation, in accordance with quality & cost-based selection.
- 1.2 The Client will timely provide, at no cost to the firm, the inputs and relevant content data required for the preparation of the firm's Proposal.

2.0 Conflict of Interest

- 2.1 The Firm is required to provide professional, objective, and impartial services, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its corporate interests and acting without any consideration for future work.
- 2.2 The firm has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the company/firm or the termination of its Contract and/or sanctions by the Client.

3.0 General Considerations

- 3.1 In preparing the Proposal, the Firm is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3.2 The firm shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the firm.

4.0 Language

- 4.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Firm and the Client, shall be written in the English Language.

5.0 Documents comprising the Proposal

The Proposal shall comprise both technical and financial proposals and the documents and forms shall be as below:



Technical proposal:

- 5.1.1 Company profile and experience;
- 5.1.2 Letter of Submission signed by the Authorized Representative of the firm
- 5.1.3 Valid Certificates of Business Registration
- 5.1.4 Valid Copy of Taxpayer Identification Number Certificate.
- 5.1.5 Valid Tax Clearance Certificate

- 5.1.6 Methodology and approach
- 5.1.7 Work plan and timeline
- 5.1.8 Team composition and CVs of key staff
- 5.1.9 Details and Delivery of similar documentary of at least TZS 70,000,000 single production in the past 3 years, evidence includes signed agreements, purchase orders, or completion certificates.
- 5.1.10 Samples of previous relevant work, at least two (2) documentaries in a USB flash

Financial Proposal:

- 5.1.11 Financial Quotation for the deliverables (inclusive of all taxes and expenses) required under this invitation
- 5.1.12 Payment schedule

Interested eligible bidders may obtain further information from Central Corridor Secretariat at procurement@centralcorridor-ttfa.org

6.0 Currencies of Bid

Bid prices shall be quoted in the local currency of the Republic of Tanzania

7.0 Warranty

The period within which the Provider shall replace defective supplies shall be: 1 month

8.0 Proposal Validity

- 8.1 The Firm proposal must remain valid at least 60 days after the Proposal Submission deadline.
- 8.2 During this period, the Firm shall maintain its original Proposal without any change, including the proposed unit price and the total price.

9.0 Sub-contracting, Clarifications and amendments

- 9.1 The Firm shall not sub-contract the whole of the Services.

- 9.2 Any request for clarification must be sent in writing, or by standard electronic means, to the Client’s address. The Client will respond in writing, or by standard electronic means. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:
- 9.3 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The Firm shall acknowledge receipt of all amendments in writing.
- 9.4 If the amendment is substantial, the Client may extend the proposal submission deadline to give the firm reasonable time to take an amendment into account in their Proposals.
- 9.5 The Firm may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10.0 Submission, Opening and Evaluation

- 10.1 The Company shall submit by 15/08/2025, a signed and complete Proposal comprising all the documents and samples highlighted in Section 5.0. The submission must be physical delivery.
- 10.2 The original and all the copies of the Technical and Financial Proposals shall be placed inside of a sealed envelope clearly marked “Technical and Financial Proposals for **Development and Production of a Professional Documentary on the Central Corridor**”, name and address of the Company, and with a warning “Do Not Open until [Friday 15th August,2025].”

11.0 Opening of Technical proposal

- 11.1 The opening of the Technical Proposals shall be conducted on the same day, at the same address at 12:00 Hrs PM in the presence of bidders who will choose to attend. The envelopes with the Financial Proposals shall remain sealed and shall be opened soon after completion of technical evaluation.

12.0 Evaluation Criteria

- 12.1 Bids must fully meet all technical and financial requirements without exceptions to be considered responsive. They will be evaluated based on:

Criteria	Weight (%)
Technical	
Relevant experience and capacity	30%
Technical approach and methodology	25%
Quality of samples and portfolio	25%
Total Technical score	80%
Financial	
Financial Proposal	20%

The evaluation steps:

Technical Evaluation:

- Proposals are scored against above predefined criteria
- Only proposals meeting the minimum technical score (e.g., 70/100) proceed to financial evaluation.

Financial Evaluation:

- The lowest priced bid gets the highest financial score (e.g., 100 points).
- Other financial proposals are scored using the formula:

Financial Score (Sf) = (Lowest Bid / Bid under evaluation) x 100

Final Score:

Combine technical and financial scores using the weightings:

Total Score (St) = T x Technical Weight + F x Financial Weight

The firm with the highest combined score is ranked first and invited for negotiation.

13.0 Correction of errors

13.1. Lump-sum Contract

13.1 This being a Lump-Sum contract, the Company/firm is deemed to have included all prices in the Financial Proposal.

13.2 The final Financial Proposal shall be the price after adjustments due to arithmetical corrections.

14.0 Negotiations and Award

14.1 The negotiations will be held by 25/08/2025 with the Company or its representative(s) who must have a written power of attorney to negotiate and sign a Contract on behalf of the Company.

14.2 The Client shall prepare minutes of negotiations that will be signed by the Client and the Company's authorized representative.

15.0 Conclusion of Negotiations

15.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the firm.

15.2 If the negotiations fail, the Client shall inform the Company in writing of all pending issues and disagreements and provide a final opportunity to the Company to respond. If disagreement persists, the Client shall terminate the negotiations,

informing the Company of the reasons for doing so. The Client will invite the second-ranked firm for negotiation.

16.0 Award of Contract

16.1 After completing the negotiations, the Client shall, if applicable; sign the Contract.

16.2 The Company is expected to commence the assignment by 01/09/2025.

17.0 Coordination and reporting

The Company once awarded the tender will be supervised by the CCTTFA Communication and Advocacy Department.

18.0 Duration of the assignment

The duration of the assignment from signing of contract to the completion of the assignment is 60 days.

A handwritten signature or mark in blue ink, consisting of a large, stylized letter 'A' with a small flourish underneath.