

# | Request for Quotation

|             |                                                                        |
|-------------|------------------------------------------------------------------------|
| <b>FROM</b> | <b>NORWEGIAN REFUGEE COUNCIL</b>                                       |
| Address     | Prinsens gate 2                                                        |
| City        | 0152 Oslo                                                              |
| Country     | Norway                                                                 |
| Phone #     |                                                                        |
| Email       | <a href="mailto:ho.marketanalysis@nrc.no">ho.marketanalysis@nrc.no</a> |

|           |  |
|-----------|--|
| <b>TO</b> |  |
| Address   |  |
| City      |  |
| Country   |  |
| Phone #   |  |
| Email     |  |

The office of the Norwegian Refugee Council invites your company to submit a price quotation for the following items in accordance with the requirements detailed below. You may use your company format, or fill up the table below. Please read carefully the instructions on page 2.

| Request for Quotation Requirements |                                                                        |                                |                                                                                       |
|------------------------------------|------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------|
| RFQ # :                            | RFQ-MA26-02                                                            | Currency                       | EUR                                                                                   |
| RFQ Issuing Date:                  | 30 September 2026                                                      | Bid Validity Period (days):    | 30 Days                                                                               |
| RFQ Closing Date:                  | 9 October 2026                                                         | Required Delivery Date:        | First drafts 30 Oct 2026<br>Final videos 20 Nov 2026                                  |
| RFQ Closing Time:                  | 12:00 Oslo time (CEST)                                                 | Required Delivery Destination: | Digital delivery to Global Supply Chain, NRC Head Office, Oslo (secure file transfer) |
| Questions to the RFQ               | <a href="mailto:ho.marketanalysis@nrc.no">ho.marketanalysis@nrc.no</a> | Required Delivery Terms:       | Not applicable                                                                        |

| To be filled by NRC                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |                   | To be filled by Supplier |             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------|--------------------------|-------------|
| Item #                                                          | Description/ Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unit | Quantity Required | Unit Price               | Total Price |
| 1                                                               | Video editing and post-production services for Market Analysis Training Testimonials (ECHO-funded). Editing and post-production of 3 short testimonial videos (minimum 2 minutes each, interviews in English) using existing interview and B-roll footage (approx. 15 GB). Includes footage review and selection, sequencing, sound balancing, colour correction, subtitles (EN, FR, ES, AR), NRC branding and DG ECHO visibility compliance. Final deliverables in HD MP4 format suitable for online use. Full scope of services in Annex 1. | Lot  | 1                 |                          |             |
| <b>GRAND TOTAL (Including all taxes and VAT, if applicable)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |                   |                          |             |

|                                                                   |  |
|-------------------------------------------------------------------|--|
| Delivery Lead Time (in days, from receipt of NRC Purchase Order)  |  |
| Bid Validity Period (in days from receipt of NRC Purchase Order): |  |
| Defects liability and guarantee period:                           |  |
| Country of origin of the goods                                    |  |
| Name                                                              |  |
| Position                                                          |  |
| Date<br>Signature<br>Stamp                                        |  |

**Please submit the following together with your quotation:**

- ☐ Portfolio: links to at least two examples of previous video editing work, preferably testimonial, NGO or humanitarian content.
- ☐ Proposed work plan and delivery timeline in line with the dates in this RFQ.
- ☐ Number of revision rounds included (minimum two rounds per video).
- ☐ Confirmation that subtitles in EN, FR, ES and AR are included, and how translation will be done.
- ☐ Confirmation that all source, project and final files will be handed over to NRC.
- ☐ Lump-sum price in EUR, with a short breakdown (editing, subtitling and translation, graphics).
- ☐ Signed NRC Ethical Standards Declaration.
- ☐ Company registration certificate or equivalent proof of business registration.

### RFQ Terms & Conditions

**Manner of Submission:**

- By email to [ho.marketanalysis@nrc.no](mailto:ho.marketanalysis@nrc.no), with the subject line "RFQ-MA26-02 Video editing" (offers received on other email addresses will not be considered)
- Before the Closing date & Time mentioned above. Companies who do not submit their quotation by this deadline will not be considered

**Requirements:**

- All Bids must include all customs and taxes payable in the country of delivery unless the RFQ specifically requests differently
- Bids must be submitted in the currency indicated in the RFQ. Bids in other currency might not be accepted
- Bids must be valid for the validity period indicated in the RFQ. Bids not meeting this validity period might be disqualified
- All enquires and questions should be addressed to the email given in the RFQ details section. All questions and answers will be shared with all invited suppliers.
- NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
- Provide links to samples of previous similar work together with your offer (see list above)

**Assessment Criteria:**

- All bids received and accepted will be evaluated based on the following:
- **Step 1:** Administrative compliance check: Each bid will be checked to ensure compliance with all the RFQ requirements
- **Step 2:** Technical Evaluation: All bids will be technically evaluated based on “best value for money”
- **Step 3:** Financial Evaluation: Price in comparison to NRC established expectation and in comparison, to other bidders of comparable technical quality

**Payment terms:**

- Payment will be made within 30 days of NRC approval of the final deliverables and receipt of a correct invoice, by bank transfer only.

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract.</p> <p>NRC also expects suppliers who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing / sharing agreement as part of the contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the contract on the part of the supplier.</p> <p>If the activities of the contract take place in areas with Explosive Hazards, NRC accepts no liability for injury and/or death to contractor's staff or damage to contractor's property.</p> | <p>Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.</p> <p>NRC aims to purchase products and services with minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p> <p>All suppliers doing business with NRC should maintain high standards on ethical and environmental issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. <b><u>Suppliers will be required to sign and submit an Ethical Standards Declaration, together with their bid.</u></b></p> <p>NRC reserves the right to reject quotations provided by suppliers not meeting these standards.</p> |
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*Signature & Stamp*

# Annex 1: Scope of Services

## 1. Background

The Norwegian Refugee Council (NRC) runs a global Market Analysis Training programme, funded by the European Union Civil Protection and Humanitarian Aid (DG ECHO). The training builds the capacity of the wider humanitarian sector across country operations to use the market analysis methodologies Stoplight and MSMA for cash preparedness and tactical supply chain planning.

As part of its donor commitments, NRC is producing three short videos about the training journey and the value of market analysis in humanitarian work. The videos are about the training programme and market analysis as whole, not about one country or one context. The aim is to turn technical training content into clear, engaging and human-centred storytelling that meets NRC standards. Read more about the project here: [Market analysis: building stronger aid programmes | NRC](#)

## 2. Available footage

Existing training footage (approximately 15 GB, 53 minutes in total):

- Three recorded interviews with training participants: 4 min 10 sec, 5 min 00 sec and 5 min 40 sec (about 15 minutes in total). The interviewer asks the questions off camera. Only the answers are to be used.
- About 38 minutes of B-roll of the training (group work, tools, facilitation moments).
- All files are MP4, 1920x1080 (Full HD), and all speech is in English.
- Interviewees were filmed standing in front of a banner showing the DG ECHO and NRC logos.
- The footage was filmed during an in-person training in Damascus, Syria. It is the only training footage available and is used to illustrate the training in general. The videos should not be framed as being about Syria.
- Quality varies and not all B-roll is usable. Reviewing the material and selecting the strongest clips is part of this assignment.

New studio footage for video 3:

- NRC will record an interview with two members of the Head Office market analysis team (Omar Nagi and Jeanette Fogstad) in the NRC Head Office studio in Oslo, speaking about market analysis. Expected length is 10 to 15 minutes of raw footage, in English, MP4 1920x1080.
- NRC will do the recording and share the files with the supplier by 16 October 2026.
- No filming by the supplier is required. All footage will be shared through a secure file transfer link after contract signature.

## 3. Tasks

- Review all raw footage and select the usable and strongest clips.
- Propose a short storyline for each of the three videos for NRC approval before editing starts.
- Videos 1 and 2: participant testimonials built from the training interviews, showing the learning journey.
- Video 3: built around the Head Office studio interview on market analysis, illustrated with training B-roll.
- For videos 1 and 2, cut and sequence the interviews around a simple narrative: Before (challenges and gaps in market analysis), During (key learning moments), After (concrete changes in work and decision-making).
- Integrate B-roll throughout (group work, tools, facilitation moments) to illustrate the training.
- Basic sound balancing, noise reduction where needed, and colour correction.
- Transcribe the interviews and produce subtitles in English, French, Spanish and Arabic, including translation. Arabic subtitles must display correctly (right to left).
- Add titles, speaker name captions and a short intro and outro using NRC branding and visual style. Simple graphics only, no animated explainer graphics. NRC will provide logos and guidelines.
- Visibility: the DG ECHO and NRC banner seen behind the interviewees is the only visibility in the raw footage. The supplier must add DG ECHO and NRC visibility at the start and end of each video, and within the video where appropriate (for example a discreet logo on screen or in captions), in line with DG ECHO visibility requirements. NRC will provide the logos and guidance.
- Use only licensed or royalty-free music, with licences valid for NRC online and donor use.

## 4. Tone and audience

- Authentic and practical, not scripted. Focus on real operational use cases.
- Global framing: the videos present NRC market analysis training in general. Do not add country or location captions unless agreed with NRC.
- Clear and accessible to non-technical audiences. Avoid overly technical or abstract presentation.
- Main audience: donors (DG ECHO / EU), NRC external stakeholders and partners. Secondary audience: humanitarian practitioners and NRC internal teams.

## 5. Deliverables

- Three edited testimonial videos, each at least 2 minutes long (target 2 to 3 minutes).

- Format: HD 1920x1080 MP4 (H.264), widescreen 16:9 only, suitable for website, social media, presentations and donor reporting.
- For each video: one clean master file, one version with burned-in English subtitles, and subtitle files (.srt) in EN, FR, ES and AR.
- Handover of all project files, selected clips, graphics and music licences to NRC at the end of the assignment.

**6. Timeline**

- RFQ closing: 9 October 2026, 12:00 Oslo time.
- Contract signature and footage handover: expected week of 12 October 2026.
- Storyline proposal for each video: within 5 working days of receiving the footage.
- First drafts of all three videos: 30 October 2026.
- NRC consolidated feedback: within 5 working days of each draft.
- Final videos with all subtitles and files: 20 November 2026 at the latest.

**7. Revisions**

A minimum of two rounds of revisions per video must be included in the price. NRC will send consolidated feedback for each round.

**8. Consent, data protection and ownership**

- NRC has collected consent from the participants featured in the footage.
- The supplier must use the footage only for this assignment, store it securely, not share it with third parties, and delete all raw footage after final handover, confirming this in writing.
- The supplier may be asked to sign a data processing agreement, as set out in the terms and conditions.
- All rights to the final videos and materials belong to NRC. The supplier may not use the videos in its own portfolio or promotion without written approval from NRC.

**9. Contacts**

- Main contact: Omar Nagi, Market Analysis Project Coordinator, [omar.nagi@nrc.no](mailto:omar.nagi@nrc.no)
- In copy: Jeanette Fogstad, Global Project Manager Market Analysis, [jeanette.fogstad@nrc.no](mailto:jeanette.fogstad@nrc.no)