Call for tender for a provider for hybrid master classes in

DESIGN AND IMPLEMENTATION OF TWO MASTERCLASSES IN "ELECTRONIC MUSIC PRODUCTION & DIGITAL DISTRIBUTION" FOR THE GLOBAL PROJECT "JENGA CCI - CULTURE AND CREATIVE INDUSTRIES"

Dear Sir or Madam

Thank you for your interest in this call for tender.
We hereby invite you to submit your application.
Please find enclosed the general information, conditions and necessary forms that apply.

Goethe-Institut Kenya:

Annexes:
- Annex A: Description of the service
- Annex B: Selection Criteria
- Annex C: Price form - to be completed by the bidder
- Annex D: Template curriculum - to be completed by the bidder
- Annex E: Standard Contract

1. General information on the call for tenders

The Goethe-Institut is the cultural institute of the Federal Republic of Germany active worldwide. It promotes the knowledge of the German language abroad and maintains international cultural collaborations.

The project "Jenga CCI – Global Project Cultural and Creative Industries" aims to improve the economic perspectives of cultural and creative actors in Kenya. This is achieved through capacity building programs and networking of cultural and creative actors.

Since the arrival of Covid-19, digital is no longer a domain reserved for only a few sectors; it is now also essential in the cultural sector. It is in this context that the Goethe-Institut Kenya would like to develop a hybrid training program to enable music producers to improve their technical skill set as well as to better cope with a changing scene during times of a pandemic; and to use the knowledge and skills acquired in music production and distribution to access new markets and audiences, and to generate additional revenue through a diversified portfolio. The Goethe-Institut Kenya wishes to support the music sector, which is one of the sectors most affected by the pandemic, and to participate in the recovery of the activities of cultural actors.

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2. Information on the service

We are looking for a provider to design and implement two masterclasses for mid-level and advanced skill set trainings in the field of electronic music production and online distribution. The aim of the masterclasses are: deepening the knowledge of working with digital software, broadening the knowledge on mastering, understanding of the latest developments, and train on the options of digital distribution of music globally.

Please find the detailed description of the expected services in Appendix A "Service Description".

Both trainings should take place once between 01.08.2021 and 31.10.2021.

The max. cost per training should not exceed 3.250.000,00 KSH (25.000€), the total volume of the tender should not exceed 6.500.000,00 KSH (50.000,00 €).

If the masterclasses to be carried out between August and October 2021 are successful, the Goethe-Institut is reserving the option to host up to two additional masterclasses in 2022.

3. Procedure and conditions

3.1 Procedure:

The invitation to tender is a public invitation.

The type of contract referred to is a service contract (see Annex E "Standard Contract") with a maximum duration of three (3) months from August 2021 to October 2021 with the option of extension for a second instalment of the two implemented masterclasses in 2022.

3.2 Application Information:

Submission of applications/bids shall be made electronically to the project coordinator:

Susanne.gerhard@goethe.de

The documents to be submitted electronically are:

- Presentation of the structure (e.g. premises, equipment, capacity, human resources)
- Annex C "Price sheet".
- Annex D "Template curriculum Masterclass”

- Proof of previous experiences on expertise of the local scene and bidder´s professional background

The deadline for submission of applications is 15.08.2021 at 18h00 (EAT).

Questions from candidates concerning the procedure and the application documents must be submitted exclusively electronically and in text form. The deadline for any questions expires five (5) days before the submission deadline. The response is electronic.

No remuneration is granted for the preparation of the offer. The application files become the property of the client. The files are treated as strictly confidential and will not be passed on to third parties.

Each tenderer may submit only one application. The application must be complete. The application is complete when all required documents are included in full.

Subcontracting is not permitted.

The award documents shall only be provided electronically by the client.

4. Procedure following receipt of applications

After the deadline for the submission of applications has expired, the applications will be examined in the order in which they were received by at least two representatives of the client. The client may call on third parties for this purpose. The date of receipt of the submitted documents has no relevance for the selection of the tenderer(s). Documents received after the deadline for submission of applications will not be considered.

Applications will be reviewed for completeness, accuracy, appropriateness and cost effectiveness.

If the price or cost of a tender on which the contract is to be awarded appears to be abnormally low in relation to the service to be provided, the contracting authority will ask the tenderer for clarification.

- No draft-offers are entertained.
- The offer has to be perfectly legible so that there can be no doubt as to words and figures.
- Language for all correspondence and documents to be submitted is English.
- For the purposes of comparison, the prices need to be quoted in Kenya Shilling (KES)

- Company confidential information in the offer should be clearly marked as such.
- Changes and editing of the documents that are supplied by the contracting authority are strictly prohibited.
- Submission of an offer implies acceptance of all the terms and conditions set out in this invitation to tender and in the description of services. It is binding on the bidder to whom the contract is awarded for the duration of the contract.
- If, in the opinion of bidder, the tender documents contain errors, inconsistencies and/or if, in the opinion of the bidder, there is an infringement of the regulations in the award procedure, the bidder must notify the awarding authority of this immediately before submitting the tender.

5. Evaluation of tenders

The contract will be awarded to the 'most economically advantageous' offer. This will be evaluated on the basis of the following award criteria:

Criteria for selection	**Breakdown %**	**Points 0-5**
Quality of the curriculum proposal submitted (Appendix D "Curriculum Template") ; Logistics of Implementation and Planning of the Masterclass ; Logistical Capacity to conduct training (in compliance with barrier measures including space and equipment)	40	
Experience in the field of music production and distribution and local knowledge of the scenes	30	
Price (Annex C "Price Sheet")	30	
TOTAL	100	

5 points = good / 3 points = sufficient / 1 point = insufficient
4 and 2 points = intermediate values
0 points = no verifiable bid documents submitted

Price:

A total of 5 points can be achieved for the price. The offer with the lowest price, receives the full score 5. All other offers are interpolated linearly in such a way that the ratio between the lowest price and the offered price is multiplied by the maximum achievable score (5). Thus, the following formula applies:

Lowest price / price of the bidder(s) x 5 = maximum achievable score.

6. Anti-Competitive Behaviour

Anti-competitive arrangements, particularly agreements and recommendations regarding the following are forbidden:

- Profit Margin
- Profit sharing
- Prices
- Deficiency Compensation / Redundancy Pay, etc.
- Terms & Conditions for delivery of service, payment and contract which influence the pricing apart from exceptions mentioned in the GWB (German Competition Law, implementing article 101 of the EU treaty)
- Whether to submit or not to submit an offer.

7. Miscellaneous

The information, materials and documents made available by the contracting authority may only be used for the purpose of this tender, have to be kept strictly confidential and are not allowed to be re-circulated to third-parties without prior approval of the contracting authority.