# ANNEX 1 - TECHNICAL SPECIFICATIONS

The supply of Goods and Related Services shall comply with the following Technical Specifications and Standards:

## **PRODUCTION AND EVENT**

|  |  |  |
| --- | --- | --- |
| Art. No. | Item Specifications Proposed by Bidder | Deviations, If Any |
| **1.** | **Photography & Video Services** | |
|  | Daily fee for photography services |  |
|  | Photography pool (access to photography archives and the right to use up to 10 photographs in promotional material) |  |
|  | Daily fee for video services |  |
|  | Daily fee for editing and post production services |  |
|  | Creation of videos up to 5min |  |
|  | Creation of videos up to 15 min |  |
| **2.** | **PRINT & PRODUCTION** | |
| 2.1 | Print of program FactSheets  program guide, up to A4, recycled heavy paper, up to 20 pages, color print |  |
| 2.2 | Print of quarterly The Challenger  newsletter, A3, color, recycled paper 80gr, 8 pages |  |
| 2.3 | Print of programmatic books  program book 20x24cm, glossy paper, recycled paper, (mixed paper) hard cover, up to 300 pages, cmyk color, emboss and deboss applied in the cover, cmyk applied in the cover. |  |
| 2.4 | Print of postcards  print of different greeting cards in A5 format, emboss / deboss, cmyk, offset, up to 300gr, (price per item, up to 300 items) |  |
| 2.5 | Print of Program Brochures  MFK print of brochures on eco paper, format A5, 24 pages, color print |  |
| 2.6 | Print and production of the tote bags  Size: 36cm(w)x31cm(h)+10cm(b)  Handle: 60cm (L)X 2.5cm(w)  Canvas: 170gsm(6N)  Color: TBD when designed  Printing: 1 color design on front, 1 color design on the back  Printing method: silk screen printing  Material: the bag must be made from 100% raw cotton canvas which can be reusable, is sustainable and eco-friendly. |  |
| 2.7 | Print of stationery kit: pens  - ballpoint pen with cylindrical plastic shaft, print in color |  |
| 2.8 | Print of backdrop banner  - MFK backdrop banner with premium mechanism 300x200 cm + mobility bag |  |
| 2.9 | Print of roller banners  MFK roller banners with premium mechanism  85x200 cm + mobility bag |  |
| 2.10 | Print of metallic pins  MFK branded metallic pins 3 x 3cm |  |

|  |  |  |
| --- | --- | --- |
| **3.** | **Traditional and Online Media Buying** | |
| 3.1 | Livestream of online events with cross-stream in major portals in Kosovo  (Add average price considering presence in the relevant portals) |  |
| 3.2 | Sponsored articles to advertise online or hybrid events in major news portals in Kosovo  (Add average price considering presence in the relevant portals) |  |
| 3.3 | Native articles to advertise programs in implementation or invitations to participate.  (Add average price considering presence in the relevant portals) |  |
| 3.4 | Media buying on local TVs.  (Add price per slot, up to 60 seconds) |  |
| 3.5 | Media buying in Radio Stations  (add price per slot, up to 60 seconds) |  |
| 3.6 | Manage Media Presence during and at the completion of different events (add price per event) |  |
| **4.** | **THP Closing Event** | |
| 4.1 | Rent of venue for 300 people |  |
| 4.2 | Catering Services for 300 people |  |
| 4.3 | Large projection services |  |
| 4.4 | Sound services (sound, wireless microphones) |  |
| 4.5 | Hybrid event management |  |
| 4.6 | Simultaneous translation and devices for 300 people |  |
| 4.7 | Zoom management and recording |  |
| 4.8 | Social Media cross-sharing with online media platforms and Facebook |  |
| 4.9 | Social Media support during the event |  |
| 4.10 | Boosting of the event in social media |  |