

Request for Proposals (RFP) for Photography and Videography Service Provider for ACE Project in Lebanon

“Implementation of Renewable Energy Measures in Agrifood Sectors and Communities” Project - funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the Lebanese Center for Energy Conservation (LCEC) through a Grant Agreement signed between LCEC and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH under the framework of the GIZ project “Strengthening the Resilience of Smallholder Farms, Micro and Small Enterprises, and Local Communities (ACE).”

December 2025

Prepared by the Lebanese Center for Energy Conservation (LCEC)

Beirut, Lebanon

The Lebanese Center for Energy Conservation (LCEC) reserves the right to request additional information to be added to the RFP.

Should any company interested in submitting a proposal fail to provide its contact details to the LCEC, the LCEC shall not be responsible if such a company fails to receive any updates to this document or clarifications relating thereto.

December 2025 - Beirut, Lebanon

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Background Information

A. Project Background

1. The Lebanese Center for Energy Conservation (LCEC) is leading the efforts of Lebanon in the development of energy efficiency and renewable energy, to increase energy security and decarbonization levels.
2. LCEC's plans and activities cover the implementation of renewable energy and energy efficiency measures to support national and local entities to maintain their basic operations in parallel with their energy transition.
3. The role of renewable energy and energy efficiency solutions gained more importance following the increased gap between supply and demand of electricity in Lebanon.
4. Moreover, the removal of subsidies on electricity prices and energy products presented the REEE systems as affordable alternative solutions that can generate financial savings for different types of electricity consumers.
5. As part of the agreement between LCEC and GIZ to strengthen the socio-economic resilience of vulnerable groups in Bekaa, Mount Lebanon, Hasbaya and Southern Baalbak through reliable energy solutions, the LCEC will be implementing Renewable Energy and Energy Efficiency (REEE) solutions necessary to secure energy and sustain the operation of agricultural groups, specific private sector entities and local communities.
6. The project is funded by the German Federal Ministry for Economic Cooperation Development (BMZ).

B. Project Description

7. The main goal of the project is to strengthen the socio-economic resilience of vulnerable groups in Bekaa, Mount Lebanon, Hasbaya, and Southern Baalbak through the implementation of REEE solutions.
8. The specific objectives of the project are the following:
 - **Strengthening the Agricultural Sector:** Securing energy for farmers and farmers clusters through renewable energy solutions to enhance the water and food security.

- **Private Sector Support:** Reducing the energy consumed in agrifood processes through the installation of renewable energy and energy efficiency systems, will allow MSMEs to allocate additional financial resources in the development of their businesses.
- **Local Communities Support:** Enhancing local services provided by municipalities and reducing GHG emissions at the community level, through equipping them with sustainable solutions for different electricity and water supply services.

Important Notes

9. The deadline for the request for clarifications is January 5th 2026 at 12:00 p.m. All requests received after the mentioned date and time will be rejected.
10. All requests for clarifications shall be submitted **ONLY by email** to: energy@lcec.org.lb using “RFC for Photography and Videography Service Provider for ACE Project in Lebanon” as the subject title.
11. Proposal is due on the 12th of January 2026 at 12:00 p.m. All proposals received after the mentioned date and time will be rejected.
12. The service provider is expected to hand over the final product two (2) months starting from the date of contract signature.
13. LCEC may, at its discretion, extend the deadline for the submission of proposals, in which case all rights and obligations of LCEC and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
14. Financial proposals shall be submitted in USD (\$) including VAT.
15. Proposals must be delivered to the LCEC offices at the following address: Ministry of Energy and Water (MEW), Corniche du Fleuve, 1st Floor, Room 303.
16. Proposals shall be in two (2) envelopes: Envelope (1) contains the Administrative, Capabilities and Methodology (2) contains the Financial Offer. The proposal shall be valid for 80 days from the proposal due date.

17. Proposal should include a USB containing a digital copy of the entire proposal (except the financial offer) in searchable format. The USB must be included in Envelope (1).
18. All information included in all the pages of this document and its Annexes are an integral part of this Request for Proposal (RFP).
19. For all questions, comments, suggestions, and clarifications regarding this proposal, communicate with LCEC **ONLY by email** to: energy@lcec.org.lb.
20. The Service Provider shall be solely responsible for obtaining, at its own cost and prior to the commencement of any photography or videography activities, all required licenses, permits, authorizations, and approvals, including but not limited to photography permits, location approvals, approvals and consent of individuals being photographed or filmed (including final beneficiaries, contractors, staff, or other participants), and drone operation permits, as applicable. No filming or shooting activities shall commence until all such approvals have been duly secured in accordance with applicable Lebanese laws and regulations.

Objective

21. To document and showcase the ACE project, through capturing the installation of different solar PV solutions (solar PV generation, solar pumping, and solar street lighting) on-site during different phases of implementation in different site locations. This includes documenting technical processes, milestones achieved, and challenges addressed.
22. The service provider will conduct interviews with final beneficiaries. These interviews should highlight how the ACE project has positively impacted their lives and demonstrate the social, economic, and environmental benefits of the project.
23. All photographs and videos must reflect the objectives and visual identity of the ACE project.
24. The service provider will be provided with relevant manuals and guidelines related to the project and its commissioning parties to ensure full compliance.

25. The resulting material should clearly communicate the phases of implementation as well as the importance of the ACE project to stakeholders, government institutions, communities, and the wider public.

Eligibility Criteria

26. The service provider must have:
- Team leader should have a BA university degree in Radio, TV and Film and/or proven experience for more than 10 years in the field of photography/videography.
 - At least 2 team members with 5 years of high level of knowledge in photography/videography, as per Form 4.
 - Experience with International Agencies and local NGOs, as per Form 4.
 - At least five (5) links reflecting high quality documentation videos and social media reels, as per Form 4.

Required Deliverables

27. The service provider must deliver the following:
- One (1) professional documentation video with a duration up to 5 mins. The video must include progress of works on site as well as testimonials from beneficiaries.
 - At least ten (10) social media reels to be posted on LCEC's social media platforms according to a preset timeline set by the service provider.
 - Professional pictures of project implementation and finalization to be used to further document the project.
28. This assignment requires travelling outside of Beirut to the project sites provided in Annex A. The Photographer/Videographer will be responsible for his/her own transportation.
29. The final deliverables will be submitted to LCEC by no later than the agreed-upon date.

Evaluation Process and Scoring Method

30. All proposals will be scored based on the following scoring method.

31. *Technical offer Scoring (S_T) (100 points).*

a. *Methodology Scoring (S_s) (100 points).*

The evaluation will be based on creativity and consistency with the message to be delivered, as well as on the identification of the most detailed and appropriate methodology in terms of timeline, equipment used (camera, drone, etc.), different shots and perspectives (e.g., timelapse, low-light filming, aerial shots, etc.), staff involved, and any other information the Service Provider deems necessary.

Methodology Scoring

Ref.	Item	Max. Score	Criteria	Score
1	Formatting, Organization and Visual Clarity of the Submittal	10	Weak	0
			Good	5
			Excellent	10
2	Timeline	20	> 60 days	0
			< 60 days and ≤ 30 days	10
			< 30 days	20
3	Diversity of Selected Equipment	20	Weak	0
			Good	10
			Excellent	20
4	Shooting Perspectives	20	Weak	0
			Good	10
			Excellent	20
5	Understanding of the Assignment and Appropriateness of Proposed Measures, Visual Approach, and Creativity	30	Weak	5
			Fair	10
			Good	20
			Excellent	30
Maximum Obtainable Score		100		

b. *Company profile and team scoring (Sc) (100 points).*

The evaluation will be based on past experience, especially on similar projects, as well as the experience of the team members.

Company Profile and Team Scoring

Ref.	Item	Max. Score	Criteria	Score
1	Team Leader- Total Years of Experience	20	< 10 years	0
			≥ 10 and < 15 years	10
			≥ 15 years	20
2	Staff Involved in the Project (as per Form 4)	20	< 4	5
			≥ 4 and < 6	10
			≥ 6 and < 10	15
			≥ 10	20
3	Overall Evaluation of the CV's of Team Members (Relevant Experience as per Form 4)	20	Weak	0
			Fair	10
			Good	20
			Excellent	30
4	Distribution of Tasks Assignment (as per Form 4)	10	Weak	0
			Good	5
			Excellent	10
5	Previous Relevant Experience (as per Form 3)	10	< 5 projects	0
			≤ 5 and < 10 projects	5
			≥ 10 projects	10
6	Company Year of Incorporation	10	≤ 5 years	0
			> 5 and ≤ 10 years	5
			> 10 years	10
	Maximum Obtainable Score	100		

c. The formula for determining the technical score is the following:

$$S_T = (0.7 \times S_S) + (0.3 \times S_C)$$

32. *Financial offer scoring (SF) (100 points).*

The budget should include all upstream and downstream costs leading to the complete implementation of the project.

a. The formula for determining the financial score is the following:

- $S_F = 100 \times F_m / F$,
 in which S_F is the financial score,
 F_m is the lowest price
 and F the price of the proposal under consideration.
- b. The total score (T_s) for each proposal will be calculated independently by formula:
 $T_s = (0.5 \times S_T) + (0.5 \times S_F)$
33. The bidder with the highest score (T_s) will be selected to proceed to the signing of the contract.
34. In case the winning bidder does not sign the contract within fifteen (15) days of the announcement of the award, the LCEC reserves the right to disqualify the winning bidder and choose the next bidder.
35. The evaluation committee reserves the right to disqualify bidders who provide conflicting, contradictory, implausible, or in any other way misleading information.
36. The LCEC reserves the right to negotiate the proposed financial offer with the selected bidder before signing the contract.

General Terms and Conditions

37. Successful bidder will sign the contract agreement with the LCEC.
38. Proposal must be submitted as per the contents of this RFP using the forms shown in the forms section.
39. Cost of proposal: the bidder shall bear all costs associated with the preparation and submission of the proposal. The LCEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFP. All documents submitted in response to this RFP will become the property of LCEC. All prices shall be quoted in USD and including VAT.
40. The application, as well as all correspondence and documents relating to the RFP shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by

an accurate official translation of the relevant passages into the English language, in which case, for purposes of interpretation of the application, the translation shall govern.

41. Confidentiality of Proposal: information relating to the evaluation of proposals shall not be disclosed to bidders or any other persons not officially concerned with such process until the notification of selection is made to all bidders.
42. Clarification of Proposal: to assist in the evaluation of proposal, LCEC may, at its discretion, ask any bidder for a clarification of its proposal which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing and consequently no change in price or substance of the proposal shall be sought, offered or permitted. If a bidder does not provide clarifications of the information requested by the date and time set in the request for clarification, its proposal may be rejected.
43. Proposal must offer services for the total requirements of the RFP. Proposals offering only part of the requirements will be rejected.
44. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP. Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the proposal. Any proposal which is not responsive to the requirements of the RFP may be rejected.
45. LCEC reserves the right to:
 - a) Modify, clarify, or cancel the RFP by officially informing all prospective bidders, provided that such action is taken prior to the submission deadline;
 - b) Award a contract based on the evaluation criteria specified in the RFP, including any adjustments duly communicated to all bidders through addenda or clarifications;
 - c) Accept minor, non-material deviations in a bid that do not affect the overall fairness of the process or the comparability of bids, provided such waiver is applied equally to all bidders;
 - d) Reject any or all bids, provided that rejection decisions are made based on criteria set forth in the RFP and in accordance with applicable procurement policies;
 - e) Reject any or all bids without the obligation to provide detailed justification, but LCEC will, upon request, provide a summary of the reasons for rejection in accordance with

applicable procedures, while maintaining fairness and consistency in the decision-making process..

46. By submitting the proposal, bidder agrees that the terms in the proposal shall remain irrevocable for 30 days after the due date of the proposal.
47. At any time prior to the deadline for submission of proposals, LCEC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP by amendment. All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP.

Miscellaneous Terms and Conditions

48. Corrupt and Fraudulent Practices: Anticorruption Policy requires bidders, suppliers, and contractors to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy the organization defines, for the purposes of this provision, the terms set forth below as follows:
- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - b) "Fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - c) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - d) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
49. LCEC will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices, or any illegal practice in competing for the Contract.
50. LCEC will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in contracts if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent,

collusive, coercive practices, or any illegal practice in competing for, or in executing, a contract.

51. Conflict of Interest: LCEC considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under LCEC's Anticorruption Policy. In pursuance of LCEC's Anticorruption Policy's requirement, bidders, suppliers, and contractors under contracts must observe the highest standard of ethics. LCEC will take appropriate actions to manage such conflicts of interest which may include rejecting a proposal for award if it determines that a conflict of interest has flawed the integrity of any procurement process. At the time of bidding, bidders may be considered to be in a conflict of interest with one or more parties if they, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of their application; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or to influence the bid of another Applicant in the subsequent bidding process or influence the decisions of LCEC regarding this prequalification process; or
- e) participated as a consultant in the preparation of the technical specifications of the works that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, may not normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is no significant degree of common ownership, influence or control.

Annex A: Description of Sites

The below table shows the different sites subject of this RFP:

Site	Beneficiary	District	Type of Measures
1	Municipality of Ammatour	Chouf	Solar Pumping
2	Municipality of Gharifeh	Chouf	Solar Pumping, Solar + Storage, LED Retrofitting
3	Municipality of Mtein	Matn	Solar Street Lighting
4	Municipality of Mreijat	Zahle	Solar Street Lighting
5	Municipality of Kaa Elrim	Zahle	Solar + Storage + EV + Solar Street Lighting
6	Municipality of Rayak	Zahle	Solar Street Lighting
7	Municipality of Baaloul	West Beqaa	Solar + Storage
8	Municipality of Kawkaba	West Beqaa	Solar Pumping + Storage
9	Municipality of Qaraoun	West Beqaa	Solar Pumping
10	Municipality of Barouk	Chouf	Solar Street Lighting
11	Municipality of Kfeir	Hasbaya	Solar Pumping
12	Municipality of Miemes	Hasbaya	Solar Pumping
13	Municipality of Hasbaya	Hasbaya	Solar + Storage
14	Municipality of Taraya	Baalbeck	Solar Pumping
15	Municipality of Sawiri	West Beqaa	Solar Pumping
16	Municipality of Kherbet Qanafar	West Beqaa	Solar Pumping
17	3 Locations in Bekaa (including Micro, Small, and Medium Enterprises (MSMEs))	Bekaa	Solar + Storage
18	4 Locations in Chouf (Including MSMEs)	Chouf	Solar + Storage

19	8 Locations in Aley (Including MSMEs, agricultural associations, and farmers)	Aley	Solar + Storage
20	3 Locations in Zahle (Including MSMEs)	Zahle	Solar + Storage

Annex B: Financial Offer

Item No.	Description of Goods and/or Services	Quantity	Unit Price (USD)	Total Price (USD)
1	Design and implementation of documentation video (up to 5 mins)	1		
2	Design of at least 10 social media reels	10		
	Net Total Amount (USD)			
	VAT			
	Total including VAT (USD)			
3	Optional additional service suggested by the bidder* (Including VAT)			

Noting that the quantities indicated in the table above are indicative, and are subject to change as indicated by LCEC throughout the project implementation phase.

* Optional services will not be included within the financial offer for the evaluation stage. These services may be discussed and negotiated separately with the selected Service Provider prior to contract signature, subject to the available budget.

Annex C: Relevant Forms

Form 1 – Letter of Application

Date of Application

December 2025

To: The Lebanese Center for Energy Conservation (LCEC)
Ministry of Energy and Water
Corniche du Fleuve, First Floor, Room 303
Beirut, Lebanon

From: [Insert company name]
[Insert full legal address]
[Insert full applicant's authorized representative name]
[Insert applicant's authorized representative telephone/Fax]
[Insert applicant's authorized representative mobile phone]
[Insert applicant's authorized representative email]

Name of the Project: “Request for Proposals (RFP) for Photography and Videography Service Provider for ACE Project in Lebanon”

We, the undersigned, submit this proposal and declare that:

- (a) We have examined and have no reservations to the most recent version of the RFP document and all its addendums;
- (b) We hereby confirm that we will comply with the policy in regard to Corrupt and Fraudulent Practices, and we have no conflict of interest in accordance with the section mentioned on this issue in the RFP;
- (c) We hereby confirm that if our proposal is selected, we shall sign the agreement as per the proposal;
- (d) We understand that you may, without incurring any liability to the applicants, a) cancel the RFP at any time and b) accept no proposal or invite no applicant to sign the agreement. We also understand and accept that we shall bear all costs associated with its preparation and submission and that LCEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process;

- (e) All information, statements and description contained in the application are in all respect true, correct and complete to the best of our knowledge and belief;
- (f) We understand that LCEC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application. This letter of application will also serve as an authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by LCEC to verify statements and information provided in this application, or with regards to the resources, experiences, and competence of the bidder.

[Insert full name of person signing the application]

In the capacity of: [Insert capacity of person signing the Application]

Duly authorized to sign the Application for and on behalf of: [Insert full name of Applicant]

Signature and Stamp

Form 2 – Applicant Information Form

Applicant's name:	[insert full name]
Applicant's actual country of registration:	Lebanon
Applicant's actual year of incorporation:	[indicate year of Constitution]
Applicant's legal address in Lebanon	[insert street/ number/ town or city/ Lebanon]
Applicant's authorized representative information	[insert full name]
Name:	[insert street/ number/town or city/country]
Address:	[insert telephone/fax numbers, including country and city codes]
Telephone/Fax numbers:	[indicate e-mail address]
E-mail address:	

Form 3 – Relevant Experience

[Name of Applicant]

- Please list the most recent projects (starting from 2025, 2024, 2023, 2022, etc...)
- Please only list the projects that were completed
- Assignments completed by the bidder's individual experts working privately or through other firms, partners, or sub-contractors cannot be claimed as the relevant experience of the bidder

1. Please list the relevant projects

Project Ref.	Project Type	Target Audience	Means of Dissemination	Launching Date	Client Contact Details	Link to the Project
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
[add rows as necessary]						

Form 4 – Team Composition and Tasks Assignment

[Name of Applicant]

Please attach the CV of each team member separately.

Team Member Name	Position in this Project	Assigned Tasks	Experience