

FORESTRY COMMISSION



TENDER DOCUMENT

PROCUREMENT OF TECHNICAL SERVICES

PRICE QUOTATION

FOR THE

**DEVELOPMENT OF DOCUMENTARIES FOR THE GHANA COCOA FOREST
REDD+ PROGRAMME (GCFRP) AND THE GHANA SHEA LANDSCAPE
EMISSION REDUCTIONS PROJECT (GSLERP)**

IFT No: GR/FC/RFQ/TS/0012/26

MARCH, 2026

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Introduction and Instructions

This Tender Document, Procurement of Technical Services – Price Quotation, has been prepared by the Public Procurement Board for use by Procurement Entities in accordance with the Public Procurement Act, 2003 (Act 663) of the Republic of Ghana when procuring Technical Services which are estimated to cost not more than **GH¢100,000.00**.

This Standard Form has been developed based on relevant experience in this field.

Section I. Invitation for Sealed Quotation

Name of Procurement Entity: **Forestry Commission**

Address of Procurement Entity: **P.O. BOX MB 434**

Sealed Quotation No: GR/FC/RFQ/TS/0012/26

Date of Invitation: **4th March, 2026**

1. The Forestry Commission invites sealed quotations from the eligible registered Supplier for the supply, delivery (where applicable) of

TERMS OF REFERENCE (ToR)

Engagement of a Production Entity to Develop Documentaries for the Ghana Cocoa Forest REDD+ Programme (GCFRP) and the Ghana Shea Landscape Emission Reductions Project (GSLERP)

<p>Scope of Work</p> <p>4.1 Inception Phase</p> <ul style="list-style-type: none"> • Hold inception meetings with FC Climate Change Directorate and PR Unit. • Review programme documents, GCF FP137, annual work plans, and communication materials. • Develop a detailed production plan, including storyline, interview list, and filming schedule. <p>Submit an Inception Report with scripts, visual concepts, and timelines</p>	
<p>Pre-Production</p> <ul style="list-style-type: none"> • Finalize scripts for both documentaries (5-20 minutes each). • Identify and confirm interviewees (FC leadership, UNDP, NGOs, private sector, women's groups, community members). • Prepare shot lists, drone flight plans, and regional filming itineraries. • Secure filming permits and community entry protocols. 	

<p>Production (Field Filming)</p> <p>Filming will take place across:</p> <ul style="list-style-type: none"> • GSLERP: Northern, Upper East, Upper West, Savannah, and North East Regions • GCFRP: High Forest Zone cocoa forest mosaic landscapes <p>Activities include:</p> <ul style="list-style-type: none"> • High-definition ground-level filming of landscapes, nurseries, restoration sites, and community activities. • Drone footage capturing degraded and restored areas. • Expert interviews and community testimonies. • Documentation of governance meetings, partnerships, and MRV-related activities. 	
<p>Post-Production</p> <ul style="list-style-type: none"> • Editing and assembly of narrative sequences. • Integration of animated infographics (carbon cycles, MRV, emission reductions). • Colour grading, sound design, English narration, and subtitling. • Production of two final documentaries: <ul style="list-style-type: none"> ◦ GCFRP Documentary (5-10 minutes) ◦ GS-ERP Documentary (15-20 minutes) • Production of 3–5 short social-media clips (60–90 seconds). <p>Submission of drafts for FC review and incorporation of comments</p>	
<p>Final Delivery</p> <ul style="list-style-type: none"> • Final approved documentaries in Full HD/4K. • Raw footage, project files, and rights-cleared assets. 	

<ul style="list-style-type: none"> • Distribution package for TV, YouTube, and partner platforms. • Final presentation to FC leadership and partners. 	
<p>Expected Deliverables</p> <ol style="list-style-type: none"> 1. Inception Report with scripts and production plan. 2. Approved filming schedule and interview list. 3. Raw footage from all regions. 4. Draft documentary cuts (GCRP and GS-ERP). 5. Final documentaries in HD/4K. 6. Animated infographics integrated into films. 7. Social-media clips (3–5). 8. Distribution package. 9. All project files and rights-cleared assets. 	
<p>Duration of Assignment</p> <p>Total duration: 4 months</p> <ul style="list-style-type: none"> • Months 1–2: Inception, scripting, pre-production • Months 3–4: Filming, post-production, finalization 	
<p>Required Qualifications of the Production Entity</p> <ul style="list-style-type: none"> • Minimum 3 years' experience producing • Demonstrated capacity for drone operations and landscape cinematography. • Proven ability to produce high-quality animations and technical visualizations. • Strong storytelling and community-level filming experience. • Ability to deliver within tight timelines and across multiple regions. 	

<p>Reporting and Coordination The entity will report to:</p> <ul style="list-style-type: none"> • Director, Climate Change Uni • PR & Corporate Affairs Unit, Forestry Commission <p>Coordination will involve regional FC offices,</p>	
<p>Ethical and Technical Standards</p> <ul style="list-style-type: none"> • Compliance with FC branding and GCF communication guidelines. • Gender-sensitive and culturally respectful storytelling. • Use of professional-grade equipment • Licensed drone operations. • Full respect for community consent and data protection. 	
<p>Intellectual Property Rights All footage, animations, scripts, and final products will be the property of the Forestry Commission. The FC reserves full rights to use, reproduce, and distribute the materials.</p>	

1. Background

The Forestry Commission (FC), through the Climate Change Directorate and the PR & Corporate Affairs Unit, is implementing two flagship climate-finance programmes:

- The Ghana Cocoa Forest REDD+ Programme (GCFRP)
- The Ghana Shea Landscape Emission Reductions Project (GSLERP), approved by the Green Climate Fund (GCF) under Funding Proposal FP137.

These programmes represent Ghana’s leadership in sustainable land-use, climate mitigation, community empowerment, and results-based emission reductions. To strengthen visibility, accountability, and public engagement, the FC seeks to produce two high-quality documentaries that capture the achievements, lessons, and transformational impact of these programmes.

2. Purpose of the Assignment

The purpose of this assignment is to engage a qualified production entity to conceptualize, script, film, edit, and deliver two professionally produced documentaries that communicate the climate, livelihood, governance, and landscape-level impacts of GCRP and GS-ERP.

3. Objectives

3.1 Overall Objective

To produce two narrative-driven, visually compelling documentaries that highlight Ghana's climate leadership and the contributions of communities, partners, and institutions to emission reductions and sustainable landscape management.

3.2 Specific Objectives

- Present the ecological and socio-economic importance of cocoa and shea landscapes.
- Explain the design, approval, and implementation processes of both programmes, including GCF and partner roles.
- Amplify community voices, especially women, youth, and farmers.
- Showcase governance structures, partnerships, and private-sector engagement.
- Demonstrate restoration outcomes, emission reductions, and contributions to Ghana's NDCs.

2. Sealed quotations must be delivered to the office below on or before **13^h March, 2026**

Ghana Electronic Procurement System (Ghaneps)

3. Tenderers are to quote for the entire quantity. Partial tendering shall be disqualified

4. Tenders shall be valid for 30 days from the date of tender submission.

5. Quotation shall be in cedis (¢)

6. Deadline for submission of quotations to the undersigned in a sealed envelope, **13^h March, 2026**, through **GHANEPS 17.00 Hrs. GMT**. All late submissions will be rejected outright.

**Chief Executive
Forestry Commission
Head Office Accra**

Section II. Conditions of Contract

1. Definitions

- 1.1 In this contract, the following terms shall be interpreted as indicated:
- a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
 - c. "The Technical Services" means Equipment and related Accessories and spare-parts which the Supplier is required

to supply to the Purchaser under the contract;

- d. "Services" means services ancillary to the supply of the Technical Services such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
- e. "The Purchaser" means the organization purchasing the Technical Services;
- f. "The Supplier" means the organization supplying the Technical Services and services under this contract.

- | | |
|-----------------------------------|---|
| 2. Technical Specification | 2.1 The Technical Services supplied under this contract shall conform to the standards mentioned in the Technical Specification. |
| 3. Patent Right | 3.1 The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of Technical Services or any part there of in the Purchaser's country. |
| 4. Inspection and Tests | 4.1 The Purchaser or its Representative shall have the right to inspect and/or test the Technical Services to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises. |
| 5. Packing | 5.1 The Supplier shall provide such packing of the Technical Services as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract. |
| | 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. |
| | 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the Technical Services' final destination and the absence of heavy handling facilities at all points in transit. |
| | 5.4 The packing, marking and documentation within and outside |

the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Technical Services

- 6.1 Delivery of the Technical Services shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.
- 6.2 For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.

7. Insurance

- 7.1 The Technical Services supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 7.2 Where delivery of the Technical Services is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. Warranty

- 8.1 The Supplier warrants that all the Technical Services supplied under the contract shall fully comply with the specification laid down in the contract.
- 8.2 The warranty shall remain valid for one year after the Technical Services have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.
- 8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective Technical Services without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective Technical Services.

9. Payment

- 9.1 Payment shall be made in the currency in which the contract

price has been stated in the Supplier's tender.

- 9.2 Payment of the Technical Services supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and commissioning of Technical Services to the satisfaction of the Purchaser.
- 9.3 Payment of the Technical Services to be supplied from abroad shall be made in the following manner:
- a. On shipment: Eighty (80) percent of the contract price of the Technical Services shipped shall be paid through irrevocable confirmed letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents.
 - b. On acceptance: Twenty (20) percent of the contract price of Technical Services received shall be paid within thirty (30) days of receipt of the Technical Services upon submission of claim supported by the acceptance certificate issued by the Purchaser.
- Or
- c. Full payment on satisfactory delivery and acceptance of Technical Services.

10. Prices

- 10.1 Prices charged by the Supplier for Technical Services delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.

11. Liquidated Damages

- 11.1 If the Supplier fails to deliver any or all of the Technical Services within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed Technical Services for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed Technical Services' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

12. Resolution of Disputes

- 12.1 The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

- 12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of Ghana.
- 13. Governing Language** 13.1 The Governing Language shall be English
- 14. Applicable Law** 14.1 The applicable law shall be the Laws of Ghana.
- 15. Notices** 15.1 Purchaser's address for notice purposes:
The Procurement Manager
Forestry Commission
Accra
- 15.2 Supplier's address for notice purposes:

- 16. Taxes and Duties** 16.1 The Supplier shall be entirely responsible for all taxes, duties, License fees and other such levies imposed by the Government of Ghana.
- 17. Operation, Maintenance and Spare-parts Manuals** 17.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the Technical Services (Equipment).

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain Technical Services and ancillary services, viz.,

[brief description of Technical Services and services]

and has accepted a tender by the Supplier for the supply of those Technical Services and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Tender Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Technical Services and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Technical Services and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Date:

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the tender documents, we the undersigned, offer to supply and deliver

[description of Technical Services and services]

in conformity with the said tender documents for the sum of _____,
 _____ *[total tender amount in words and figures]* or such other sums as may
 be ascertained in accordance with the Schedule of Prices attached herewith and made part
 of this Tender.

We undertake, if our Tender is accepted, to deliver the Technical Services in accordance
 with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to
 _____ percent of the Contract Price for the due performance of the Contract, in the form
 prescribed by the Purchaser.

We agree to abide by this Tender for a Period of _____ *[number]* days from the date
 fixed for Tender opening it shall remain binding upon us and may be accepted at any time
 before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written
 acceptance thereof and your notification of award, shall constitute a binding Contract
 between us.

We understand that you are not bound to accept the lowest or any tender you may
 receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

Price Schedule for Technical Services Offered from Abroad

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Quantity	Unit price FOB port or place of loading (specify port or place)	Unit price CIF port of entry (specify port) or CIP named place (specify order point or place of destination)	Total CIF or CIP price per item (col. 4 x 6)	Unit price of inland delivery to final destination and unit price of other incidental services

Total CIP (place of destination) Price (in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Price Schedule for Domestic Technical Services Offered from within Ghana

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labour, raw material and component	Total price per item (col. 4 x 5)	Unit price per item final destination and unit price of other incidental services	VAT and other taxes payable if Contract is awarded

Total Price to final destination(in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

TERMS OF REFERENCE (ToR)

Engagement of a Production Entity to Develop Documentaries for the Ghana Cocoa Forest REDD+ Programme (GCFRP) and the Ghana Shea Landscape Emission Reductions Project (GSLERP)

<p>Scope of Work</p> <p>4.1 Inception Phase</p> <ul style="list-style-type: none"> • Hold inception meetings with FC Climate Change Directorate and PR Unit. • Review programme documents, GCF FP137, annual work plans, and communication materials. • Develop a detailed production plan, including storyline, interview list, and filming schedule. <p>Submit an Inception Report with scripts, visual concepts, and timelines</p>	
<p>Pre-Production</p> <ul style="list-style-type: none"> • Finalize scripts for both documentaries (5-20 minutes each). • Identify and confirm interviewees (FC leadership, UNDP, NGOs, private sector, women’s groups, community members). • Prepare shot lists, drone flight plans, and regional filming itineraries. • Secure filming permits and community entry protocols. 	
<p>Production (Field Filming)</p> <p>Filming will take place across:</p> <ul style="list-style-type: none"> • GSLERP: Northern, Upper East, Upper West, Savannah, and North East Regions • GCFRP: High Forest Zone cocoa forest mosaic landscapes <p>Activities include:</p> <ul style="list-style-type: none"> • High-definition ground-level filming of landscapes, nurseries, restoration sites, and community activities. • Drone footage capturing 	

<p>degraded and restored areas.</p> <ul style="list-style-type: none"> • Expert interviews and community testimonies. • Documentation of governance meetings, partnerships, and MRV-related activities. 	
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<p>Final Delivery</p> <ul style="list-style-type: none"> • Final approved documentaries in Full HD/4K. • Raw footage, project files, and rights-cleared assets. • Distribution package for TV, YouTube, and partner platforms. • Final presentation to FC leadership and partners. 	
<p>Expected Deliverables</p> <ol style="list-style-type: none"> 10. Inception Report with scripts and production plan. 11. Approved filming schedule and interview list. 12. Raw footage from all regions. 13. Draft documentary cuts (GCRP and GS-ERP). 14. Final documentaries in HD/4K. 15. Animated infographics integrated 	

<p>into films.</p> <p>16. Social-media clips (3–5).</p> <p>17. Distribution package.</p> <p>18. All project files and rights-cleared assets.</p>	
<p>Duration of Assignment</p> <p>Total duration: 4 months</p> <ul style="list-style-type: none"> • Months 1–2: Inception, scripting, pre-production • Months 3–4: Filming, post-production, finalization 	
<p>Required Qualifications of the Production Entity</p> <ul style="list-style-type: none"> • Minimum 3 years’ experience producing • Demonstrated capacity for drone operations and landscape cinematography. • Proven ability to produce high-quality animations and technical visualizations. • Strong storytelling and community-level filming experience. • Ability to deliver within tight timelines and across multiple regions. 	
<p>Reporting and Coordination</p> <p>The entity will report to:</p> <ul style="list-style-type: none"> • Director, Climate Change Uni • PR & Corporate Affairs Unit, Forestry Commission <p>Coordination will involve regional FC offices,</p>	
<p>Ethical and Technical Standards</p> <ul style="list-style-type: none"> • Compliance with FC branding and GCF communication guidelines. • Gender-sensitive and culturally respectful storytelling. • Use of professional-grade equipment 	

<ul style="list-style-type: none">• Licensed drone operations.• Full respect for community consent and data protection.	
<p>Intellectual Property Rights All footage, animations, scripts, and final products will be the property of the Forestry Commission. The FC reserves full rights to use, reproduce, and distribute the materials.</p>	