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བཟོ་གྲྭ་ཚོང་ལས་དང་ལྷ་གཞིལ་སྒྲན་ལག།

BHUTAN INFORMATION COMMUNICATION AND MEDIA AUTHORITY
MINISTRY OF INDUSTRY, COMMERCE AND EMPLOYMENT



Terms of Reference for Organising Film Event/Workshop

1. Background

BICMA is mandated by the Information, Communications and Media Act of Bhutan 2018 to facilitate and support film festivals, events and awards in the country.

With an equal responsibility to promote and support independent filmmakers and other forms of filmmaking, BICMA is committed to facilitating events such as film festivals and events to bring together creative minds and share a common platform for sharing ideas including capacity building.

Furthermore, BICMA is also equally committed to support events that would enable the capacity of enthusiastic and potential young filmmakers to pursue filmmaking as a full time profession.

Hence, the purpose of this Terms of Reference (ToR) is to seek the attention of registered and licensed firms to submit expressions of interest in organising a film event/workshop with funding support from BICMA.

2. Objectives

- To provide a platform for our young filmmakers to present their creative ideas, their singular stories and storytelling, their talent and skills and their passion to communicate how they feel and think about the world they live in.
- To Provide an opportunity for artists and content creators other than the mainstream commercial filmmakers to exhibit short/documentary/art films and other independent films which do not have a screening platform.
- To allow for content creators to exchange ideas and discuss future productions plans resulting in proper networking among the filmmakers with similar interest.
- To serve as a capacity building platform for young and aspiring film professionals.

3. Guidelines of Organizing the Event

The event shall as far as possible cover, but not limited to, the following:

- a. Provide a platform where filmmakers can exchange ideas, view films, and network.
- b. Recognise films of excellence and nurture young talents.



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- c. The event may be related to a particular theme or idea.
- d. May encompass panel discussions and masterclasses on various aspects of filmmaking.
- e. Foster film community engagement.
- f. Promote film diversity.
- g. Promote independent/art films which are not commercially viable.

4. General Terms:

1. The Event shall be for a minimum of five days.
2. An Event Organiser shall formally submit a detailed proposal in writing with a financial breakdown of the proposed event specifying the proposed budget required from BICMA and how much will be self funded or met from other sources;
3. In the event your proposal is accepted, a Contract Agreement shall be signed between the parties;
4. The Event Organiser shall carry out the event as per the proposal submitted and shall seek prior approval from the Authority in the event of any changes of the program and planned activities;
5. After the completion of the event, the Event Organiser shall submit full details of the expenditure with supporting documents to BICMA.
6. The balance amount shall be released upon the successful completion of the event and the submission of the Final Report to the Authority including bills.
7. BICMA reserves the right to not select any proposal in the event the proposals are found not satisfactory.

5. Timeline:

1. Work award and signing of contract agreement - **Tentatively** end of January, 2026
2. Work planning and execution - As per dates proposed by the firms.
3. The timeline for the event should be within May 2026.
4. Submission of final report and bills for payment- Within 30 days after the completion of the event.



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6. Key personal required:

1. **Key team leader (organizer): (qualification, and experience)**
2. **Insert position or discipline as appropriate :(qualification, and experience)**
3. **Insert position or discipline as appropriate:(qualification, and experience)**

Sl No.	Documents required
1.	CV of key Organizer and team(if any)[<i>Supporting documents required</i>] <ul style="list-style-type: none">● General Experience of the Consultant● Working experience relevant to the assignment● Educational qualifications● Technical human resources of the firm● Relevant skills and trainings
2.	Work Plan <ul style="list-style-type: none">● Approach and Methodology for this assignment● Work schedule and planning
3.	Other Mandatory Eligibility documents* <ul style="list-style-type: none">● Valid Tax Clearance● Valid Trade License

7. Evaluation Criteria

The proposal shall be evaluated on the basis of the quality of the proposal submitted and credentials of the organizer/team.

Sl. No.	Details	Total Points
1	General experience of the firm/ Specific Experience of the Consultant Relevant to the Assignment	20
2	Adequacy of the Proposed Event and Methodology	50
3	Key professional staff qualification and competencies for the assignment	30



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The proposal shall be evaluated on the basis of the quality of the proposal and costs of the services. Technical and financial proposals will be assigned a weightage of 80% and 20% respectively. The technical proposals with a minimum score of 70% shall be considered for financial and final evaluation.

Please note that the Authority is not bound to select any of the firms/companies submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to the Authority's general principles, including economy and efficiency, the Authority does not bind itself in any way to select the firms/companies offering the lowest price.

The Authority will award the contract to the two lowest bidders in the event that there is more than one suitable proposal and the budget proposed is within the approved budget.

8. Payment Schedule

The payment shall be inclusive of all taxes and charges and shall be released as follows:

- a. 50% of the total cost shall be released 14 days prior to the date of the event, as an advance for organizing the event;
- b. Remaining 50% shall be paid upon successful completion and acceptance of the final report by the Authority; and
- c. A 2% TDS shall be levied/applicable.

9. Termination of Work

The contract shall be terminated if the selected firm is not able to organize the event as per the Contract Agreement or breach any of the terms and conditions stipulated in the contract.

10. Legal Responsibility and Performance Security

- a. The contract agreement will be signed between the Authority and the Consultant for the work.
- b. In case of any dispute, it shall be dealt as per the dispute resolution clause prescribed in the contract document.
