



**NICTA** Government of Papua New Guinea  
National Information and Communications  
Technology Authority

**REQUEST FOR PROPOSAL (RFP)**  
**DOCUMENTARY FILM PRODUCTION SERVICES**

**APRIL 2025**

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## 1. SUMMARY AND BACKGROUND

The National Information and Communications Technology Authority (NICTA) is an independent regulatory authority established under the *National Information and Communications Technology Act 2009*. NICTA is responsible for regulating the ICT sector in Papua New Guinea (PNG), covering telecommunications, radiocommunications, and broadcasting.

NICTA holds exclusive and worldwide film rights for two books written by the late James Sinclair:

- *Uniting a Nation: The Postal and Telecommunication Services of Papua New Guinea* (1984); and
- *PTC: Uniting a Nation Through the 1980s* (1993).

NICTA is permitted to exploit the copyright in each of the two books to produce a television broadcasting-, streaming-, and cinema-grade documentary film as part of our contribution to the 50<sup>th</sup> Independence Anniversary celebrations in Papua New Guinea.

NICTA invites qualified domestic or international film production entities—including any PNG film production entity that has a co-production agreement with a corresponding international film production entity—to submit proposals for documentary film production services.

## 2. PROPOSAL GUIDELINES

Proposals must be submitted by **Friday, 25 April 2025, at 5:00 PM (PNG Time)** via:

- **Email:** Send a soft copy to [filmRFP@nicta.gov.pg](mailto:filmRFP@nicta.gov.pg) or
- **Hand-Delivery:** Drop a hard copy in the Tender Box at the NICTA Reception at the Punaha ICT Haus, Corner of Frangipani & Croton Street, Hohola, National Capital District, PNG

Interested parties must submit the following as part of their proposal:

- Comprehensive budget estimate covering all aspects of film production;
- Cover letter and business profile, which must include:
  - Detailed proposal, including timeline and budget;
  - Portfolio of relevant film projects (last 5-10 years);
  - Proof of incorporation; and
  - CVs of key personnel.

Contract terms will be negotiated post-selection, including the scope, budget, schedule, and other project-specific terms.

### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **Project Purpose**

The project aims to document and showcase the evolution and future of telecommunications in PNG based on the two books and of events up to 2024, emphasizing its significance in national development and digital transformation. The film will serve as an educational and archival resource, promoting awareness of PNG's technological progress in telecommunications.

#### **Project Description**

A qualified film production entity is required to deliver a high-quality documentary film incorporating archival footage, expert interviews, and modern cinematographic techniques. The project is expected to adhere to a professional production process, ensuring historical accuracy and engaging storytelling.

### **4. PROJECT SCOPE**

Bidders should provide a comprehensive estimate that covers all costs and activities related to the production of a 60–90-minute documentary film to be distributed via television, streaming platforms, and a special event screening as part of PNG's 50<sup>th</sup> independence celebrations.

#### **4.1 Key Deliverables**

- Feature-Length Documentary (60-90 min) – Professionally produced and edited.
- Trailer & Teasers – For marketing and promotional campaigns.
- Multi-Platform Distribution – TV, online streaming, and special screenings.
- Archival & Educational Access – For schools, government, and media.

#### **4.2 Target Audience**

- General Public – Citizens of PNG and Pacific Island nations.
- Government & Industry Leaders – Policymakers, telecom executives, investors.
- Historians & Researchers – Those studying PNG's technological evolution.
- Students & Educators – Universities and training institutions.

#### **4.3 Production Team & Resources**

- Director & Producer – Oversee the documentary's vision and execution.
- Cinematographers & Editors – Ensure high-quality visuals and storytelling.
- Narrators & Voiceover Artists – Provide engaging storytelling elements.

- Music & Sound Designers – Compose and integrate culturally relevant audio.
- Post-Production Team – Editing, CGI, and subtitling where necessary.

## **5. PROJECT TIMELINES**

### **5.1 Project Phases and Milestones**

Bidders should propose reasonable timelines for each project phase based on the scope outlined below.

#### **5.1.1 May 2025: Pre-Production (Planning & Research)**

(Weeks 1-2):

- Finalize documentary script & narrative structure for NICTA approval.
- Conduct research and secure expert interviews.
- Confirm film crew, editors, and key production staff.
- Obtain all remaining legal clearances & archive materials.

(Weeks 3-4):

- Develop a shooting schedule & travel logistics for on-location filming.
- Record initial voiceovers & archival content integration.
- Begin drafting marketing plan & teaser content.

#### **5.1.2 June 2025: Production (Filming & Interviews)**

(Weeks 5-6):

- Conduct interviews with industry pioneers, government officials, and historians.
- Film historical locations, technology sites, and reenactments (if applicable).
- Capture B-roll footage, including drone shots of infrastructure & landscapes.

(Weeks 7-8):

- Begin assembling rough cuts of interviews & key sequences.
- Record additional voiceovers, finalize narration & subtitles.
- Continue social media marketing – behind-the-scenes content release.

#### **5.1.3 July 2025: Post-Production (Editing & Finalization)**

(Weeks 9-10):

- Complete rough cut of the documentary for internal review.
- Implement color correction, sound mixing, and visual effects.
- Secure licensing for any music & external footage.

(Weeks 11-12):

- Conduct test screenings & gather feedback from key stakeholders.
- Finalize all technical aspects such as subtitle embedding, audio mastering, and credits.
- Deliver final versions to broadcasters & streaming partners.

### **5.1.4 August 2025: Distribution & Event Planning**

(Weeks 13-14):

- Finalize television & online streaming agreements.
- Release trailer & press kits for media outreach.

(Weeks 15-16): (Final Weeks Before Screening):

- Host premiere event with panel discussions & media interviews.
- Execute nationwide TV broadcast & streaming launch.
- Distribute copies to schools, government agencies, and other partners.

### **5.2 Proposal Deadline for Bidders**

Friday, 25 April 2025

### **5.3 Evaluation & Successful Bidder Notification Deadline for NICTA**

Two weeks after Friday, 25 April 2025

### **5.4 Project Commencement**

Upon contract negotiation and agreement between NICTA and the successful bidder

## **6. BUDGET**

The total project budget is capped at PGK 500,000.00 and payment will be structured around the delivery of project milestones. Bidders must provide a breakdown of costs associated with each phase of the film production process.

## **7. BIDDER QUALIFICATIONS**

Bidders must demonstrate:

- Proven experience in documentary filmmaking, including directing, producing, cinematography, and post-production (portfolio of past projects within the last 5-10 years);
- Capabilities in historical research, archival material integration, and factual storytelling, particularly in the telecommunications, cultural heritage, or national development sectors;
- Strong project management abilities to meet tight production and distribution deadlines, including experience in managing multi-stakeholder projects;
- Technical expertise in film editing, sound design, animation (if applicable), and multi-platform formatting for television, streaming, and event screenings;

- Demonstrated ability to integrate local cultural narratives into documentary storytelling, ensuring cultural sensitivity and historical accuracy;
- Commitment to local content development, including partnerships with PNG-based film professionals, voiceover artists, musicians, or cultural consultants;
- CVs of key personnel, including director, producer, editor, cinematographer, scriptwriter, and cultural/historical consultants;
- A detailed proposal outlining methodology, filming approach, timeline, budget, and risk mitigation strategies;
- References from previous clients or collaborators demonstrating successful execution of similar projects; and
- A clear strategy for audience engagement, marketing, and impact measurement, ensuring the documentary reaches key target audiences in PNG and internationally.

## **8. PROPOSAL EVALUATION CRITERIA**

The evaluation of proposals will be based on the following criteria:

- Proven expertise in historical and documentary filmmaking;
- Access to production resources, talent, and technical capabilities necessary to deliver a high-quality film;
- Experience working within the Pacific region or on projects of regional and cultural significance; and
- Prior experience in the telecommunications and the ICT sectors, generally, is preferred.

Bidders must note that price is an important factor, but the focus will be on achieving the best value with respect to investment.

Bidders must also note that NICTA reserves the right to accept or reject any proposal and to annul the bidding process at any time without incurring any liability.

## **9. FINANCIAL REQUIREMENTS**

Bidders must take heed of the following financial requirements.

### *(a) Financial Statements*

Post-application, bidders may be asked to provide audited financial statements for the past 2 years. Failure to meet this requirement may result in automatic disqualification.

*(b) Performance Bond*

Post-application, the winning bidder may be required to provide a performance bond equivalent to 15% of the total contract value to guarantee the completion of the project.

**10. PROJECT MANAGEMENT AND COMMUNICATION**

Regular communication between NICTA and the selected production entity is expected throughout the project. For inquiries related to this RFP, please contact:

Michelle Amba  
Email: [mamba@nicta.gov.pg](mailto:mamba@nicta.gov.pg)

**11. CHANGE MANAGEMENT**

Any proposed changes to the project scope, schedule, or budget must be submitted in writing and approved by both parties.

**12. CONFIDENTIALITY**

All information submitted in proposals will be treated as confidential.

**13. LEGAL OBLIGATIONS**

By submitting a proposal, the bidder agrees to comply with the following:

*(a) Contractual Commitments*

The awarded bidder will enter a binding contract with NICTA, outlining project deliverables, payment terms, and penalties for non-compliance.

*(b) Intellectual Property Rights*

All project-related deliverables remain the property of NICTA unless otherwise agreed.

*(c) Regulatory and Environmental Compliance*

The bidder must adhere to applicable laws, including environmental and land-use regulations.



*(d) Confidentiality and Data Protection*

Bidders must ensure compliance with PNG's data protection and cybersecurity laws and policies.

*(e) Dispute Resolution*

Disputes will be resolved through good faith negotiations. If unresolved, arbitration will be in accordance with the *Arbitration (Domestic) Act 2024* and *Arbitration (International) Act 2024*.

*(f) Termination and Liabilities*

NICTA reserves the right to terminate the contract if obligations are not met. The bidder will be liable for damages caused by negligence or failure to comply.

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