



Embassy of the United States of America  
GSO/Procurement  
Avenida das Forças Armadas  
1649-044 Lisboa

June 18, 2019

## Pre-Solicitation Notice

**Subject: Video Production Services**

**Solicitation Number: 19PO5019Q0015**

The Embassy of the United States of America in Lisbon, Portugal, intends to issue a solicitation (RFQ- Request for Quotation) for video production services including recording, interviewing former U.S. employees and Portuguese employees, family members, and other officials. May contain archival or historical footage. The contractor will edit the clips into a comprehensive video.

The resulting video should range approximately seven to ten minutes in length and incorporate the U.S. Embassy Lisbon and U.S. State Department branding, recorded testimonies in English or Portuguese, and subtitles in Portuguese and English, based on a script developed by the contractor and the U.S. Embassy Lisbon. The Embassy will have full rights to all recorded content as well as the resulting video. The video production contractor will do the translation. The narratives and testimonials may be in English or Portuguese and therefore the contractor will need to understand both languages in order to select the best of the captured clips for inclusion in the video production. The Embassy may also assist in the selection of the best video clips for inclusion.

An initial draft of the video should be available for review by the Embassy in the first week of August and the final video should be completed and delivered to the Embassy by end of August.

The contractor shall furnish managerial, administrative, and direct labor personnel to accomplish all work as required in the contract.

Please note that this solicitation is not ready to be issued as of this date. The Embassy of the United States of America in Lisbon will launch the solicitation on the Embassy's website when it is available.

Only contractors specializing in this field of work should apply for a solicitation package.

Please be advised that firms need to be registered in the System for Award Management (SAM) [www.sam.gov](http://www.sam.gov) before the contract is awarded. If you require any additional information, please contact the Procurement Section.

Interested parties should contact:

Embassy of the United States of America  
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