REQUEST FOR PROPOSAL
PRODUCTION SUPPORT SERVICES - LEBANON
RFP Number: FY27-01

Background

Middle East Broadcasting Networks, Inc. (MBN) is a 501(c) (3) non-profit multimedia broadcasting corporation that provides news and information to audiences in the Middle East and North Africa (MENA).

MBN requires HD Production Services to support Global News Gathering (GNG) in Lebanon, including Southern Lebanon; Dahieh, a Southern Suburb of Beirut; and the Bekaa Valley.

All quotations must be received by Latoya Walker at: lwalker@mbn-news.com and Margaret Frederick at: mfrederick@mbn-news.com no later than 5pm (EDT), Friday, November 6th, 2026.

Should you have any questions regarding the solicitation, please contact Latoya Walker at : lwalker@mbn-news.com and Margaret Frederick at: mfrederick@mbn-news.com by Tuesday, November 3, 2026.

All proposals must be accompanied by a certification that the terms offered therein are good for ninety days following the date of submission.

Use of the MBN Logo is not permissible in proposal submittals.

MBN reserves the right to accept, reject or negotiate modifications to any proposal.

1. Purpose and Intent

MBN requires HD Production Services to support in Lebanon, including Southern Lebanon; Dahieh, a Southern Suburb of Beirut; and the Bekaa Valley, as identified as laid out in **Exhibit A**. The successful bidder will be required to provide all management, materials and labor necessary to perform the responsibilities set forth in this RFP.

A. Technical Proposal

Please review the technical specifications attached hereto as **EXHIBIT A.** Bidders should keep these technical specifications in mind when addressing each of the requirements of this RFP. **At minimum, the Technical Proposal shall consist of the following**:

i. A detailed description of your firm's capability to provide the required services. Bidders must indicate if it is their intention to subcontract any portion of services to a third party vendor. Bidders must also include a statement acknowledging all technical and equipment requirements or provide full disclosure of any technical or equipment limitations.

The technical proposal shall be submitted as a separate document.

B. Cost /Price Proposal

All prices should be delineated as a separate attachment using **EXHIBIT B**. All proposals should provide best pricing for each line item as delineated for specified units without modification.

The cost/price proposal shall be submitted as a separate Excel document. Any submittal that does not submit pricing in the Excel document will be rejected.

C. Signature

Each proposal must be signed by an authorized official of the company.

D. Exceptions and Deviations

Proposals containing exceptions to or deviations from the terms of this RFP may be deemed unacceptable. Bidders proposing exceptions to the terms and/or conditions of the RFP may not be considered. Any proposed exceptions or deviations must be explicit.

E. Cost Liability & Understandings

Bidders shall bear all costs associated with their submissions, including, without limitation, all costs associated with preparation of the RFP and/or any site visit and/or any other travel or expenses connected with the submission. MBN shall have no liability whatsoever for such costs. MBN assumes no responsibility for, and specifically denies any and all liability for, any costs incurred in the preparation or submission of any proposal by any Bidder. MBN is not responsible for any internal or external delivery delays that cause any proposal to arrive beyond the stated deadline. To be considered, a proposal must timely arrive at the place and by the method specified herein.

F. Statement of Rights

MBN reserves the right to:

i. Reject any or all proposals.
ii. Issue additional solicitations for proposals and/or addenda to this RFP.
iii. Select any proposal as the basis for the negotiation of a contract, and negotiate with the Bidder for amendments or other modifications.
iv. Conduct investigations regarding the qualifications of any Bidder.
v. Exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and/or the negotiation and award of any contract.
vi. Enter into an agreement for only portions of the services contemplated by the proposals and/or not enter into any agreement for any of said services.
vii. Select the proposal that best satisfies the needs and/or interests of MBN.

G. Obtaining Essential Information

MBN reserves the right to obtain additional information deemed necessary by it to determine the ability of any Bidder to carry out the obligations of the contract to be awarded, including, without limitation, information needed to evaluate the experience and financial capability of the Bidder to complete the requirements of the proposed contract.

H. Non-Collusion

The bidder, by signing the quotation, warrants and represents that its submission has not been solicited, secured or prepared directly or indirectly, in a manner contrary to federal law and/or the laws of the Commonwealth of Virginia, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of any ultimate agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly, to any MBN employee, officer or official.

I. Conflict of Interest

The award of a purchase agreement is subject to provisions of all Federal, state, and county laws and is subject to the terms of MBN's grant agreement with the United States Agency for Global Media (USAGM). All bidders must disclose with their quotation the name of any officer(s), director(s) and/or agent(s) who is/are also an employee of MBN. Further, all bidders must disclose the name of any MBN employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

2. Minimum Qualifications of Bidder

Bidders must possess at least three (3) years of continuous experience in providing the type of service contemplated by this RFP.

3. Contract

If MBN selects a proposal, a formal contract, with specifications will be entered into between MBN and the successful Bidder. The proposal, or any part thereof, submitted by the successful Bidder may be attached to and may become a part of that contract. After selection of the successful proposal, MBN will draft the contract, which will not be binding on either party until signed by authorized officials of both parties.

4. Proposal Evaluation

MBN reserves the right to award a contract to the Bidder MBN determines to be responsible, to have submitted a complete proposal, and to have completed a proposal that meets the specifications and requirements deemed by MBN to be most advantageous to it and in its best interest. MBN reserves the right to negotiate with any one or more of the Bidders. MBN also reserves the right to reject all proposals, to waive any irregularities in any proposal, and to select a contractor by alternate means, in the event MBN determines that doing so is in its best interest.

Any and all statistical data provided in this RFP is for bid and informational purposes only.

EXHIBIT A
STATEMENT OF WORK

PRODUCTION SUPPORT SERVICE REQUIREMENTS
LEBANON

MBN requires HD Production Services to support Global News Gathering (GNG) in Lebanon, including Southern Lebanon; Dahieh, a Southern Suburb of Beirut; and the Bekaa Valley.

1. MBN requires the following services.

1.1 OBVAN
1.2 Access to Video Library
1.3 Guest Facilitation
1.4 ENG Kits and Crew
1.5 Permits/Licenses Facilitation
1.6 DSLR camera for special shooting in the field, where available

A. DEFINITION OF SERVICES AND REQUIREMENTS

1. GLOBAL NEWS GATHERING SERVICES

1.1. OB VAN

OB Vans shall be Full HD, and staffed with a full technical crew, and minimum 3 cameras - 1 wide angle. This service shall also include: Light to accommodate the anchor and guests; Screen and audio playback inside the set so the guest can hear and watch all the reports; SSD recorders – record all cameras in addition to the PGM & Backup for the PGM; players: for the looping background on screen and one for the reports; A Full technical & operations team, including director and DP; Autocue; and Mics and Earpieces for the host and guests, with back up.

1.2. Access to Video Library

Access to a comprehensive video library, both day-of-air and archive.

1.3. Guest Facilitation

Provide, as requested by MBN, roundtrip transportation (taxi) for guests, along with guest facilities, and coordination (including, without limitation, local phone coordination, arrival and departure time confirmation, and directions to and from production locations. Service providers must always keep MBN updated regarding the status of transportation, guest arrivals, departures, and any other relevant details.

1.4. ENG Kits and Crew

Provide full High Quality HD kits, Cameraman and Assistant Cameraman crews to support MBN reporters/producers in the preparation of taped packages and any production needs. The contractor shall provide a vehicle and staff with adequate experience and knowledge of the equipment they are operating. MBN dedicated production equipment

shall meet the exact specifications as detailed in **EXHIBIT C**. Equipment shall be chosen as requested by MBN. The contractor shall provide clear and direct communication with MBN technical staff, whether the live shot is being conducted by the Contractor directly or a 3rd party. Contractor shall also provide a well experienced crew such as Director of Photography (DOP), Sound Engineer, Video Editor, and Assistants, when requested.

Required File formats are:
Resolution – 1920x1080p - 1280x720P (4:2:2)
Format – XDCAM HD50
CoDec - MPEG 4
Frame Rate - 59.94
Requires full HD capability where available.
Live video 720p 59.94 only

1.5. Permits/Licenses Facilitation

MBN will require facilitation of all applicable location and shooting permits. All permit and license applications shall be maintained at all times.

1.6. DSLR Camera

Contractor to supply DSLR camera for special shooting in the field. See **EXHIBIT C**.

B. QUALITY CONTROL

Contractor will timely address any operational or quality issues identified by Contractor or MBN, and will take any reasonable action to promptly mitigate any issues to ensure quality services.