



DATE: 9 February 2017

**REFERENCE: RFP/BPPS/2017/002 - SHORT ANIMATION VIDEO ON UNDP AND DISASTER RECOVERY**

Dear Sir / Madam:

**REQUEST FOR PROPOSAL (RFP)**

We kindly request you to submit your Proposal to produce the following:

**A high definition animated video ( 1080HD or better) of two-three minutes in duration with voice over, making use of “illustrative storytelling” techniques to promote UNDP’s work on disaster recovery, as per requirements described in Annex 1.**

The product will be delivered by the contractor through a download link via ftp server or similar (Dropbox, Wetransfer, etc...) in 4 different versions, one in English and 3 other versions with Spanish, Portuguese and French subtitles respectively.

Please be guided by the form attached hereto as **Annex 2**, in preparing your Proposal.

Your Proposal comprising of a technical and a financial proposal should be submitted before 5:00 p.m. US Eastern Time, 19 February 2017 via e-mail to the email address below marked with the above reference:

**United Nations Development Programme  
Bureau for Policy and Programme Support (BPPS)  
United Nations Development Programme (UNDP)  
304 E 45th street , New York, N.Y. 10017**

**Attn:** [bpps.procurement@undp.org](mailto:bpps.procurement@undp.org)

Your Proposal must be expressed in the **English language** and valid for a minimum period of ninety (90) days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the above address on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by e-mail each e-mail should not exceed 6 MB (megabytes) – you may submit as many e-mails as necessary. Kindly ensure that Proposals are in PDF format and duly signed and marked “Technical Proposal” and “Financial Proposal” respectively in separate e-mails. Please also ensure that e-mails are free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per

cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as **Annex 4**.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:  
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:  
[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Krishna S. Vatsa*

Krishna Vatsa, Recovery Advisor  
**Bureau for Policy and Programme Support (BPPS)**