

Procurement Unit

RFQ No. UNH/AUPP/KBL/2017/053

All correspondence, each case and parcel must show the RFQ Number

Request for Quotation (RFQ)

Name:	Date: 20 March 2016
Address of Company:	Reference: UN-H/AUPP/KBL/2017/053
E-mail:	Service: Documentary Filming Services for AUPP Project
Mobile No.	Closing date: 26 March 2017

A. Introduction: Documentary Filming Services for AUPP Project

The Afghanistan Urban Peacebuilding Programme (AUPP) is predicated on the vital linkage between state-society relations, local government capacity, and basic service provision in strengthening safety and security. It provides direct assistance to the development of state capacity at the sub-national level, focusing on municipal administrations in eight of the country's most strategic cities. By concentrating on the urban terrain of peacebuilding and state building, AUPP aims to strengthen the production of public goods, especially safety; improve local government responsiveness and accountability; and strengthen partnerships between communities and civil society.

The goal of the programme is: Women and men, girls and boys, in cities have increased trust in the local government's capacity to uphold rights, achieve safe, secure and inclusive cities, contributing to improved government legitimacy.

To achieve this, the programme has three expected outcomes:

- Outcome 1: Municipalities in collaboration with line departments better plan and implement demand-driven and inclusive services in the area of safety and security.
- Outcome 2: Communities particularly excluded and under-represented groups, increasingly and with a spirit of solidarity engage in civic affairs and municipal governance.
- Outcome 3: National government establishes framework for accountable, transparent and participatory municipal governance in particular in the area of safety and security.

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B. Purpose:

Based on the project outcomes, AUPP will produce two films on the Ministry of Interior's Police-e-Mardumi (Community Policing) Directorate in April 2017. The films will show PeM activities to demonstrate community policing activities, and how these are closing the gap and increasing trust between people and the police. The films will focus on four AUPP cities: Kabul, Herat, Bamyan and Kunduz (subject to security clearance).

C. Request for Quotation (RFQ): Provision of Filming Services for UN-Habitat's AUPP program on PeM activities in Afghanistan

Solicitation is hereby asked for the provision of filming services as outlined in Annex A. The information furnished must be examined carefully before submission of solicitation. Eligible and interested film companies with proven experience and technical capabilities are requested to submit documents as required by this invitation. The companies should have the capacity to provide services as per the below Terms of Reference (TOR).

D. Required Documentation:

All bidders must also include the following documents:

- ✓ Price Quotation
- ✓ Business license
- ✓ CVs of key staff
- ✓ Bidder must have minimum (3) years of experience in Filming services supporting documents.
- ✓ Copy of client list (latest for three years)
- ✓ Company must be registered at UNGM (<https://www.ungm.org/>) Mandatory

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Annex A: Terms of Reference (TOR) & Specific Requirements for Preparation of Films for AUPP's PeM Activities

The company will closely work with and report to Project Manager/Urban Inclusion Advisor and Team Leaders of relevant AUPP cities to undertake the following responsibilities:

1. Develop and get approval for concepts and scripts for two films.
2. Identify locations for filming.
3. Identify target families/individuals/groups in identified locations.
4. Visit identified locations for filming of PeM activities.
5. Categorize and store film clips, and ensure that each clip carries a brief description, as well as where and when it was taken.
6. Compile, edit and produce both films in Dari and English.

Terms of Contract

- All expenses incurred will be paid by the contractor.
- Security-related issues will be the responsibility of the contractor.
- Transportation and accommodation will be the responsibility of the contractor.
- Filming should be completed before mid-April 2017.

Activities to be Filmed

The shooting will focus on the following activities:

- 1. Activity 1 : Community-Police Council Session (around 2hrs)**
 - ✓ One Council in Urban area
 - ✓ One Council in Rural area
- 2. Activity 2 : School Outreach (around 01:30hr)**
 - ✓ Two schools (Boys & Girls)
- 3. Activity 3: Mobile Team Session (2hrs)**
 - ✓ One suburb/district
- 4. Activity 4: Information Desk (30 minutes)**
 - ✓ One PD to film all sessions
- 5. Activity 5: Capacity building session (1hrs)**
 - ✓ One workshop
- 6. Activity 6: Sport program (1hrs)**
 - ✓ One session

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7. Activity 7: Scouts

- ✓ Photo narrations

8. Activity 8: PeM Material (30 minutes)

- ✓ One session

9. Activity 9: 119 logo (10 minutes)

- ✓ One case

10. Activity 10: Future plans (30 minutes)

- ✓ Speech and photo narrations

Copyright Arrangement

UN-Habitat will retain copyright over the filming. Whenever a film is used, credit will be given as follows: UN-Habitat Afghanistan. The name of the contractor will appear in the end of the film as credits.

Payment Schedule

Payments will be scheduled in two installments as follows:

- First installment will be released after completion of 50% of the total activities of the project, certified by authorized official.
- Second installment (final payment) will be released after completion of 100% of the total activities of the project, certified by authorized official.

Evaluation Factors

All bids will be evaluated in accordance with the provisions of the UN Financial Regulations and Rules and established procedures of the UN, as well as the requirements of this RFQ. The following criteria will be considered in evaluating the bids:

- a. Lowest cost to UN (Best Value for Money).
- b. Commitment to complete both films within 10 days after contract is awarded.
- c. Experience of the company in relation to the scope of work and past projects.
- d. Technical compliance (a. Compliance with specific requirements);
- e. Valid Business License from the Government of Afghanistan authority.

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Procedure

- A Contractor shall be selected under standard evaluation procedures of UN-Habitat, which reserves the right to accept or reject any Proposal, without incurring liability to the Contractor and without being obliged to inform the Contractors of the reasons for the action.
- The final decision of the selection of the company to conduct filming services will be made by the UN-Habitat Technical Evaluation Committee and the final agreement will be in the form of a written contract.

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Date: 20 March 2017

Dear Sir/Madam,

You are kindly requested to submit your offer in sealed and stamped envelope to UN-Habitat main office at Taimani, House # 431, Street 7, District 4, Kabul, Afghanistan or email to procurement.committee@unhabitat-afg.org no later than **26 March 2017 at 2:00 PM.**

Sincerely,

Ghows Amirian,
Procurement Officer
UN-Habitat, Afghanistan

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Price Schedule

No	Generic Description[incl. Technical specifications]	Quantity	Total Price in USD
1	Documentary Film (General PeM Activities) in one Type Version 1 (Output CD/DVD)	7 minutes	
2	Documentary Film (AUPP-PeM Outcomes) in one Type Version 2 (Output CD/DVD)	5 minutes	
Total Price in USD			

In word: _____

Note:

Your fee proposal to complete two films for 7 and 5 minutes.

Name of Company _____

Name of Authorized _____

Representative _____

Title of Agent _____

Email address _____

Mobile phone # _____

Signature/Stamp and Date _____