



This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

PRE-BID CONFERENCE

11 January 2019

INCREASING BORDER SURVEILLANCE CAPACITY OF BORDERS BETWEEN TURKEY AND GREECE





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliğı ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

Content of the Presentation

- Short Introduction of the Project
- Subject of the Quotation
- Technical Requirements
- Governance and Accountability
- Duration of the Work
- Payment Terms
- Required Documents for Application
- Qualification Requirements





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Increasing the Border Surveillance Capacity of Borders Between Turkey and Greece Project

- The Project is composed of 2 components:

Component A – Institutional Capacity Building: This component aims to enhance institutional capacity of Land Forces, which will be equipped with certain training tools for modern border surveillance in line with international standards and European practices

Component B – Individual Capacity Building: This component aims to build the individual capacity of the professional staff on the procedural requirement of dealing with irregular movement at the border regions through development and delivery of tailor-made training modules

- Ministry of Interior (MoI)** is the main beneficiary and **the Land Forces Command** is the co-beneficiary of the Project.
- The implementation period of the Project has started on 30 May 2017 and it will be ended as of **28 February 2019.**





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Subject of the Quotation

The overall objective of this requirement is to **develop the training materials** and to **increase the visibility** of the activities.

A) 2 films to be used as audio visual training content and cover the basic concepts and highlights of IBM and human rights training topics in order to help the intensive level trainees to receive essential knowledge in a memorable way and to be used for the distance learning trainings which will be delivered under the upcoming EU funded “Border Surveillance Capacity between Turkey and the EU – Phase II” project

B) 1 film to promote the impact/highlights of the Project by sharing video stories.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

A) 2 Training Films

Under Component B – Individual Capacity Building

- **Intensive trainings to the newly assigned staff of border units:** 5 days-long intensive training course for the newly assigned 150 professional border staff.
- **Distance learning component** within the “Border Surveillance Capacity between Turkey and the EU - Phase II” Project. Short films will be used for the distance learning trainings which will be delivered under the Phase II project





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

A) 2 Training Films (continued)

on IBM and Human rights 5 minutes each

STEP 1: Identified subject matters and the necessary data for the content of the trainings will be provided to the contractor by UNDP.

STEP 2: story boards including speech text, animation, graphics, video and/or images to enhance training will be developed by the Contractor and cleared by UNDP.

STEP 3: In line with the agreed story boards; the necessary electronic content defined such as animation, image, video and graphics will be prepared in MPEG 4 (.mp4) format for each short film.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

A) 2 Training Films (continued)

Technical Requirements

- Operable in PC and tablets without the requirement of players such as Flash Player, Unity Web Player, Java Applet.
- Developed in line with the distance learning standards such as SCORM, Tin Can API and Portal Systems.
- Transferrable into interactive video-based distance learning training material on an learning management system (LMS).
- Compatible with the “eye tracking tool” technology
- Produced in Turkish and will be sub-titled in English.
- The final version of the short films will be delivered to UNDP in electronical environment.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliğı ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

A) 2 Training Films (continued)

Travel Requirements

For visual media to be used in the short films; such as military equipment used in border surveillance, border areas and border professionals; there will be 3 days shootings (video and photograph) in LFC premises in Edirne.

All expenses such as travel, accommodation, living expenses, etc. borne during the Edirne, will be borne by the Contractor.

UNDP will facilitate meetings between the Contractor and other stakeholders, when needed. UNDP will help the Contractor with necessary administrative authorization before the interviews. All official authorization and permissions for the sites of shooting and work will be obtained by UNDP.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliğı ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

B) 1 Training short film for Project highlights

In the short film, project's impact on the daily lives of the trainees will be stressed by sharing lessons learned and how they apply the knowledge gained to their daily work by the trainees themselves. This film will be screened during the closure event.

3 minutes long

STEP 1: Identified subject matters and the necessary data for the content of the films will be provided to the contractor by UNDP.

STEP 2: story boards including speech text, animation, graphics, video and/or images to enhance film will be developed by the Contractor and cleared by UNDP.

STEP 3: In line with the agreed story boards; the necessary electronic content defined such as animation, image, video and graphics will be prepared in MPEG 4 (.mp4) format.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

B) 1 Training short film for Project highlights (continued)

Travel Requirements

- 2 days in LFC premises in Edirne there will be aerial shooting, general video and photo shooting of the border areas where the surveillance towers and border infrastructure are built, LFC professional staff while they are on duty.
- 3 days interviews and photo shooting with the representatives of Project beneficiary institutions (in LFC and Mol premises) in Ankara in studio or indoors (office of the interviewee).
- 1 day filming and photo shooting of intensive trainings will be conducted during the intensive trainings which will be organized between 14-25 January 2019 in Ankara **or** 28 January – 8 February 2019 in Antalya. Exact location of the shootings will be agreed based on the availability of the UNDP and Project Beneficiaries. The images produced during the trainings will be used in the short films.

All expenses such as travel, accommodation, living expenses, etc. borne during the Edirne, Ankara and Antalya missions will be borne by the Contractor.

UNDP will facilitate meetings between the Contractor and other stakeholders, when needed. UNDP will help the Contractor with necessary administrative authorization before the interviews. All official authorization and permissions for the sites of shooting and work will be obtained by UNDP.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliğı ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

Common Technical Requirements for 3 Films

Please see detailed explanations in the RfQ!

- At least 50 photographs agreed upon with the UNDP.
- The voice-over shall be in Turkish. The short films shall have English subtitles.
- No intellectual property issues. All copyrights of the visual, audio-visual and printed materials provided by UNDP and produced by the Contractor shall be vested in UNDP.
- All visuals shall comply with EU Delegation to Turkey visibility rules.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Governance and Accountability Rules

Please see detailed explanations in the RfQ!

- Following the contract signature, the Contractor shall submit a detailed work plan to UNDP **within 5 calendar days**; the work plan is subject to approval of UNDP.
- The Contractor shall obtain written approval from UNDP technical assistance team and the Project Beneficiaries prior to production phase for each media.
- The Contractor shall submit the personal details of its team members who will participate in the shooting of the videos in LFC and Mol premises to UNDP **at least 10 days** before the visit/interview. UNDP reserves the right not to accept the proposed team members and to require alternatives.
- A non-disclosure declaration will be signed upon the award of the contract.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

Duration of the Work

The contract shall be effective on the date of last signature by the parties and short films will be submitted before 15 February 2019.

Estimated contract signature date: by 17 January 2019





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Payment Terms

Deliverables	Percentage	Condition for Payment Release
5 minutes short film for integrated border management (IBM)	40	Within thirty (30) days from the date of meeting the following conditions: <ul style="list-style-type: none">• UNDP's written acceptance (i.e., not mere receipt) approval of each deliverable; and• Receipt of invoice from the Contractor
5 minutes short film for human rights	40	
3 minutes short film for Project highlights	20	

The contract price is gross, and all inclusive of all travel, accommodation, transportation, equipment, office and etc. expenses required for the successful provision of outputs and deliverables as well all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required by applicable laws. Contractor will not receive any additional payment for whatsoever reason.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Required Documents for Application

- Trade Registry Gazette
- Valid Chamber of Commerce Registration Certificate (original documents may be requested by UNDP and shall be presented when requested)
- Signature Curricular/Power of Attorney (original documents may be requested by UNDP and shall be presented when requested)
- Proof documents (such as work completion certificate, contract for ongoing or completed works, reference letter from customer, invoice, etc) for fulfilment of **Qualification Requirements**
- Duly accomplished, signed and stamped Form for Submitting Offeror's Quotation (Annex 2) – **Offers must be in USD and VAT exempt!**





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliği ve Türkiye Cumhuriyeti tarafından ortaklaşa finanse edilmektedir.

Qualifications Requirement

- Documented* track record of producing films and production services, to be submitted digitally i.e. with CD, USB or via cloud accounts such as google drive, we transfer etc.
- Documented* track record of developing distance learning training programmes.
- Documented* track record of developing interactive video-based distance learning training material on a learning management system (LMS).
- Documented* track record of analysis of videos with eye-tracking technology.

***Documented:** such as work completion certificate, contract for completed or ongoing works, reference letter from customer, invoice, etc





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

Evaluation Criteria

Technical responsiveness/Full compliance to requirements and lowest price

Full acceptance of the Contract General Terms and Conditions for Contracts

Deadline for submitting offers: 14 January 2019, cob.





This Project is co-funded by the European Union and the Republic of Turkey.
Bu Proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından ortaklařa finanse edilmektedir.

THANK YOU

