



REQUEST FOR QUOTATION (RFQ) (Goods)

To: All Interested Bidders	DATE: December 5, 2019
	REFERENCE: RFQ/UNDP/PETRA/067/2019 – Video Production for Baseline of PETRA Project.

Dear Sir / Madam:

We kindly request you to submit your quotation for **Video Production for Baseline of PETRA Project**, as detailed in **Annex 1** of this RFQ. When preparing your quotation, please be guided by the form attached hereto as **Annex 2**.

Quotations may be submitted on or before **Friday, December 13, 2019 at 17:00 (Western Indonesian Time, GMT+7)** and via ☒ *e-mail* to the address below:

United Nations Development Programme
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10MB per transmission, virus-free and no more than 4 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned services:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	N/A
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : IDR For Local Bidders
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	Friday, December 13, 2019 by 17.00 (West Indonesian Time, GMT+7)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Customs clearance ³ , if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	1. Central Sulawesi (Palu, Sigi, Donggala, and Parigi Moutong) 2. West Nusa Tenggara (East Lombok, North Lombok)
UNDP Preferred Freight Forwarder, if any ⁴	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	Please refer to Annex 1
Delivery Schedule	Please refer to Annex 1
After-sales services required	N/A
Documents to be submitted ⁵	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

³ Must be linked to INCO Terms chosen.

⁴ Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

⁵ First 2 items in this list are mandatory for the supply of imported goods

	<p>the country of origin, use/dual use nature of goods or services, including and disposition to end users;</p> <p><input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected;</p> <p><input type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate;</p> <p><input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;</p> <p><input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);</p> <p><input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ;</p> <p><input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".</p> <p><input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p><input checked="" type="checkbox"/> Other:</p> <ol style="list-style-type: none"> 1. Company Profile (including information on list of experience and/or portfolio, team management/organizational structure, with clear specification of the roles of individual personnel); 2. CV duly signed by each proposed personnel;
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 60 days</p> <p><input type="checkbox"/> 90 days</p> <p><input type="checkbox"/> 120 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i></p>
Payment Terms ⁶	<p><input type="checkbox"/> 100% upon complete delivery of goods</p> <p><input checked="" type="checkbox"/> Others Please refer to the TOR</p>
Liquidated Damages	N/A

⁶ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁷ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁸ <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: <i>[Clarify fully how and why will this be achieved. <u>Please do not choose this option without indicating the parameters for awarding to multiple Suppliers</u>]</i>
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement ⁹ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input checked="" type="checkbox"/> Other Type/s of Contract Professional Service Contract
Special conditions of Contract	N/A
Conditions for Release of Payment	<input type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods and service based on full compliance with TOR <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ¹⁰	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁷ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁸ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

¹⁰ Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ¹¹	<p><i>Galang Fitra Wijaya and Sylvia Siska Indriani</i> <i>Procurement Unit</i> <i>galang.wijaya@undp.org</i> <i>sylvia.indriani@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
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Goods/services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods/services in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, 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 quotation. 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 Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that 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:

¹¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

UNDP encourages every prospective Vendor to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Martin Kurnia
Head of Procurement
December 5, 2019

Terms of Reference

Title of Project	Video Production for Baseline of PETRA Project. Part of Monitoring and Evaluation Activity Supporting Output 1 and 2.
Duration	4 months (December 2019 – March 2020), effective 90 (ninety) working days
Type of Contract	Institutional Contract (INC)
Work Location	4 districts/municipality in Central Sulawesi and 2 districts in West Nusa Tenggara
Supervisor	National Project Manager PETRA - UNDP

I. BACKGROUND

The two major disasters in 2018, earthquake, tsunami and liquefaction ravaged Central Sulawesi and West Nusa Tenggara (NTB). Particularly, the liquefaction affected Palu and caused approximately 10.000 people lost their homes. Hundreds of thousands of people lost their jobs and livelihood options. Disasters triggered by the earthquakes, tsunami and liquefaction caused substantive damage to community infrastructures, including buildings, roads, bridges, market facilities, irrigation canals, and drinking water schemes. The damaged infrastructures became almost non-operational, prompting the risk of migration for affected communities.

To accelerate rehabilitation and reconstruction process in both areas, UNDP is implementing the **Sulawesi / Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA)**. The goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities, while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by the post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans. Beyond the immediate humanitarian and relief assistance, the KfW and UNDP has initiated engagements with national and local governments to support of Central Sulawesi and NTB's recovery efforts. Key government partners include BNPB, BAPPENAS, Ministry of Finance, Ministry of Public Works, the Provincial governments of Central Sulawesi and NTB, and the local governments of all ten districts and cities impacted by the disasters. PETRA will deliver two outputs, namely: (1) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services; and (2) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods.

To ensure the PETRA project achieving its targets, monitoring the project implementation is a must. one among many others monitoring and oversight activity for such purpose is progress result tracking. To track PETRA progress result, it requires baseline data as stepping stone. Baseline data can be provided in quantitative and qualitative form. For example, baseline data in figures/numbers, written stories, also it can be presented in visual media such as documentary video.

Baseline Video can provide strong evidence that the changes provided since the disaster occurred. It is also worth a thousand words and may provide a short yet clear picture of how the PETRA project contributes to the recovery of affected communities in both targeted provinces. Therefore, a baseline video of both component 1 and 2 of PETRA needs to be produced before the ground work begins.

II. SCOPE OF SERVICES, EXPECTED OUTPUTS ANF TARGET COMPLETION

The implementation of baseline video production of UNDP PETRA project is part of the monitoring and evaluation of the project implementation and its results in supporting measuring the results and impact of PETRA project to the recovery of crisis-affected communities in Central Sulawesi and West Nusa Tenggara.

The expected results from this activity is a video of pre-intervention condition of targeted infrastructures for rehabilitation and reconstruction in 41 sites of Output 1 and 13 sites of Output 2 in both targeted provinces. Due to number of targeted sites, purposive sampling based on intervention's sector is suggested. Videos contain the baseline condition of each targeted infrastructures. Baseline condition means, the condition of targeted site before intervention PETRA project.

In pursuing the above-mentioned objective and expected results, the selected partner will be responsible to implement the following more detail sub-activities:

No	Expected Outputs	Key Activities	Target Completion
1	4 (four) baseline videos for Output 1; and 2 (two) baseline videos for Output 2, each with duration in between 5 – 8 minutes	<ul style="list-style-type: none">a. Conducting consultation meeting with UNDP PETRA team and Resilience and Reconstruction Unit (RRU)b. Methodology and approach to accomplish the outputs of the proposed services;c. Scope of work including specific activities and outputs to be undertaken completing the sets of deliverables;d. Developing video plan;e. Developing workplan based on video plan;f. Capturing footage of PETRA project of Output 1 and 2 in Central Sulawesi and West Nusa Tenggara;g. Conducting interview with relevant stakeholders/ direct users and project implementers in Central Sulawesi and West Nusa Tenggara;h. Developing draft videos and editing plan;i. Conducting review and editing process;j. Producing high quality video baseline.	Dec 2019 - Mar 2020

In addition to above expected outputs and activities, the selected partner obliges to prioritizing the participation of vulnerable and minority groups, such as women, youth, disable, and elderly it should be well identified and inclusively engaged in this video making process. Necessary support should be facilitated in order to ensure the participation of these groups in the activities, such as: consent letter and conducting discussion with potential key persons. Children protection should be put upfront in each activity, no children exploitation is allowed in this activity.

III. INSTITUTIONAL ARRANGEMENTS

The selected partner will work under direct supervision of UNDP Project Manager PETRA, and will be directly responsible for reporting findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones. Biweekly updates shall be furnished highlighting findings, issues, and progress of rehabilitation work, and monthly reports will be submitted to describe overall progress of the work. In day-to-day implementation, the selected partner will work in collaboration with the CRMEO PETRA.

Upon signing of the contract, the selected partner is expected to attend an inception meeting with UNDP to

review the scope of work, deliverables, site locations, reporting tools and formats and will agree those aspects.

A detail methodology and work plan, along with a schedule will be developed by the selected partner in consultation with UNDP. The work plan will be submitted for UNDP review and endorsement within 2 days following the inception meeting.

The selected partner will take full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. UNDP will not provide any administrative support.

At the end of the assignment, the selected partner will have to submit a final report along with 6 baseline videos (4 videos for Output 1 and 2 videos for Output 2), with duration of 5 – 8 minutes per video.

IV. DURATION OF WORKS

The following deliverables need to be provided during and at the end of the prescribed period of duration.

No.	Deliverables	Time Frame	Remark
1	a. Finalized detail video plan for 6 packages b. Developed workplan	1 st month (December 2019)	Through consultation with and approval from NPM of PETRA project.
2	a. Captured footages of Output 1 and 2 in Palu targeted area, including interviews with targeted stakeholders. b. Captured footages of Output 1 and 2 in Lombok targeted area, , including interviews with targeted stakeholders. c. Organized footages and for review.	3 rd month (February 2020)	Through consultation with and approval from NPM of PETRA project.
3	a. Review, editing, and submission of 1 st draft videos b. Review, editing, and submission of 2 nd draft videos c. Submission of final edited videos.	4 th month (March 2020)	Through consultation with and approval from NPM of PETRA project.

V. GEOGRAPHIC AREA COVERAGE AND TARGET BENEFICIARIES

The baseline videos are expected to cover 5 sectors/sub in which are; landfill, hospital, puskesmas and pustu, and schools for component 1, and targeted community infrastructures in West Nusa Tenggara and Central Sulawesi targeted area. The geographic conditions of these areas are described as follow:

Central Sulawesi Area

1. Landfill Kawatuna (Output 1 – Palu)

This facility is located in Kawatuna-Palu Municipality. This is the only one landfill that exists in Palu. The Kawatuna landfill is one among many others public service facilities that impacted by a 28 September 2018 disaster. Based on Renaksi document of Palu Municipality, Kawatuna landfill categorized as heavily damaged infrastructures. Kawatuna played important role in waste management system of Palu Municipality. Therefore, the damaged of this infrastructure has significant impact to its capacity in handling the waste disposal and moreover it will also be impacting the surroundings environment negatively.

UNDP through PETRA project is planning to reconstruct Kawatuna Landfill as part of assisting Palu Municipality government in recovery post disaster.

PETRA project will reconstruct of; Leachate Treatment Plant; Rehabilitation of cell-2 Leachate Collection System; Reshaping, capping & closure of cell-2; Construction of cell-3 + Leachate Collection System; Landfill gas collection; Site drainage; Internal access roads; Perimeter fence and buffer zone; Operational office; Mechanical workshop; Security post; and Material Recovery Facilities (MRF).

2. Anutapura Hospital (Output 1 – Palu)

Anutapura hospital is located in Palu Municipality, the biggest public hospital in Palu. The Anutapura hospital was severely damaged by the 28 September 2018 earthquakes. As a consequence, it is unable to optimize in delivering health service to public of Palu.

Based on the technical assessment and after series of consultation meeting with national, local government and the hospital management, PETRA project will reconstruct, as follows:

- a. Murray (Stroke centre) building;
- b. Pharmacy store building;
- c. Electricity transformer.

3. SMKN I Sigi (Output 1 – Sigi)

SMKN I Sigi is located in Sidera village. Almost all of its buildings were collapsed and severely damaged by disaster, which caused difficulties in delivering education service to students. Since this school is a vocational school that is focusing on agriculture, based on initial survey of Geological Agency, half of its location is prone to liquefaction.

Targeted reconstruction for SMKN I Sigi are; Reconstruction of 28 classrooms; The main Hall; Practice room; Mechanical workshop; Warehouse; Science laboratory; Library; Computer laboratory; Language laboratory; Network laboratory; WASH facilities, and; Perimeter fence.

4. SMP N SATAP 3 Sindue Tobata (Output 1 – Donggala)

SMPN SATAP 3 is located in Sindue Tobata. It is one of the junior high school for several villages that remotely located apart from sub district town center. All of its building was severely damaged by disaster, which caused difficulties in delivering education service to students.

Targeted reconstruction for SMPN SATAP 3 Sindue Tobata is; Reconstruction of 6 (six) classrooms; Science laboratory; WASH facilities, and; Perimeter fence.

5. SDN 21 Palu (Output 1 – Palu)

SDN 21 Palu is located in Palu Municipality. Most of its buildings were severely damaged by disaster, which caused difficulties in delivering education service to students.

Targeted reconstruction for SDN 21 Palu is; Reconstruction of 6 (six) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.

6. Puskesmas Kulawi (Output 1 – Sigi)

Puskesmas Kulawi is located in the center of Kulawi subdistrict. Provided health services for villages within Kulawi area. This facility is played important role in providing health services to people of Kulawi due to geographical barriers. All of its building was severely damaged by disaster, which caused difficulties in delivering health service to community in need. Targeted reconstruction for Puskesmas Kulawi is reconstruction of the main building.

7. Tuva suspensions bridge (Output 2 - Sigi)

Tuva suspensions bridge played important role for Tuva community members, especially farmers because it connects Tuva villagers to their farm field across the Miu river. The earthquake followed by major floods few months later has caused damaged to the bridge. Consequently, Tuva's farmers have to take risk to reach their farm field by crossing the river. UNDP Petra is targeting to reconstruct the suspensions bridge to help community members accessing their farm field properly.

8. Education facilities in Parigi Moutong district (Output 1 – Parigi Moutong)

PETRA project is targeting to reconstruct seven (7) education facilities in Parigi Moutong district (5 elementary school and 2 Junior high school). Most of its buildings were severely damaged by disaster, which caused difficulties in delivering education service to students. Majority of targeted facilities for reconstruction work in those schools are classrooms, teacher's offices, and WASH facilities.

West Nusa Tenggara Area

9. Pustu Telaga Wareng-Lombok Utara (Output 1 - Lombok)

Pustu Telaga Wareng is located in Telaga Wareng village. This pustu operated 24/7 to provide health services to community of Telaga Wareng. However, due to the disaster, the Pustu building collapsed. The Pustu is still continuing its service using temporary building that is not fulfilling the health building standard. PETRA project will reconstruct Pustu Telaga Wareng along with 7 others Pustu in Lombok Utara district.

10. Puskesmas Labuan Induk – Lombok Timur (Output 1 - Lombok)

Puskesmas Labuan Induk is located in Lombok Timur. Its building collapsed due to August 2018 earthquake in Lombok. The Puskesmas is relocated to new location. PETRA project will build its main building.

11. SMK N I Pemenang (Output 1 - Lombok)

SMKN I Pemenang is one among other 4 other SMKN in Lombok Utara that are targeted by PETRA project to be reconstructed. Targeted reconstruction for SMKN I Pemenang are: Reconstruction of Classroom; Teacher's office; Laboratory; Practice room; Administration Office; and Perimeter fence.

12. Embung Genggeling (Output 2 - Lombok)

Embung (water pond) in Genggeling is played important role in providing clean water for Genggeling community members. However, due to the disaster that caused crack at the pond, water level has significantly decreased and as consequence clean water distribution to villagers disrupted. This condition enforced villagers to commute quite far to the river and other water sources to access for clean water. Some of them have to spend extra money for buying fresh water. PETRA project is planned to reconstruct this community infrastructure along with the village office and commodity kiosk to help the Genggeling community restore and recover their access to clean water, as well as to boost their economic activities.

Detailed list of targeted infrastructures of Output 1 of PETRA project is provided in Annex 4.

VI. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDERS

Institutional Experience:

- At least 3 years of work experience in documentary video making. The proposal shall include structure of production crews and their background and areas of expertise. Moreover, provide company portfolio.
- Having experiences producing documentary video for development, disaster response and recovery and/or environmental related issues.
- Proven experience in scripting and producing baseline video.
- Proven experience in motion graphic for video.
- Proven experience in producing graphic video with disability-inclusive captions.
- Proven experience of using software for producing and editing digital videos, i.e. newer versions of Final Cut Pro or similar software.
- Experience of web and social media development, especially as relates to placing video.

Competencies

- Demonstrated ability to meet deadlines and work under pressure.
- Flexible and adaptable to changes to design as part of the review and feedback process.
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others.
- Expertise that will constitute the proposed team that will undertake the assignment, together with the team management structure, with clear specification of the roles of individual personnel.

VII. QUALIFICATIONS OF KEY PERSONNEL

1. Team Leader (1 Person)

- a. Strong knowledge and at least 3 (years) year-experience of leading video production team;
- b. Languages required: English & Indonesian.

2. Cameraman (2 Persons)

- a. Strong knowledge and at least 2 (two) year-experience of operating camera indoor and/or outdoor;
- b. Experience in approaching community for interview and footage taking.
- c. Experience in conducting field work.

3. Video Editor (1 Person)

- a. Specific skills and minimum 2 (two) year-experience in video editing;
- b. Ability to understanding the scope of project in order to formulate it into video product.

VIII. SCOPE OF PROPOSAL PRICE AND SCHEDULE OF PAYMENT

Payment for the selected company will be made upon certification of work accomplished and delivered by UNDP. The payment installments will be as follows:

Milestone / Documentation	Target Delivery Date	Payments
<u>Milestone 1</u> Develop video and work plan <u>Documentation:</u> a. Video plan, video script or story board b. Detail workplan	January 2019	40% of contract amount
<u>Milestone 2.</u> Field visits and video production <u>Documentation:</u> 1) Footages of targeted/approved sites 2) Editing plan 3) Draft 6 (six) baseline videos 4) Final/approved 6 (six) baseline videos	March 2020	60% of contract amount

IX. MONITORING AND REPORTING

The video company will provide a finalized work plan prior to implementation. The video company needs to provide biweekly progress report including cumulative updates on implementation progress, results against targets, challenges and forward planning, within 2 days following the end of second week. The reports should be provided in form of matrix (the format will be agreed later).

The video company will maintain regular communication with UNDP PETRA Palu/Lombok Office to provide regular feedback on implementation progress, results, challenges and bottlenecks.

Submit a **final report** and **6 videos baseline** (each with duration of 5 – 8 minutes per video) to UNDP at the end of assignment period.

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹²

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹³)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods/Services	Quantity	Sub Total Price per Item
1	Preparation (meetings, work plan, video plan, storyboard)	lumpsum	IDR
2	Production (including equipment, materials and any production-related fees)	lumpsum	IDR
3	Video Editing	lumpsum	IDR
4	Professional Fee , consisting of: - 1 Team Leader - 2 Camera Man - 1 Video Editor	lumpsum	IDR
5	Logistics & Administration (including air tickets, on-site transportation, communication fee, accommodation, catering, stationeries, reporting, and any administrative expenses)	lumpsum	IDR
6	Management Fee	lumpsum	IDR
Total Final and All-Inclusive Price Quotation			IDR

¹² This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows :	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Comply to meet the requirement stated in Annex 1 Terms of Reference			
Acceptance to UNDP Terms of Payment			
Validity of Quotation 60 days			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship

and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

9.1 Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

9.2 Refuse to accept delivery of all or part of the goods.

9.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

19.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

List of Targetted Infrastructures of PETRA Project

No	Sector/Sub Sector	District	Sub Project	Description
Central Sulawesi Province				
01	Social/Health	Palu City	Anutapura Hospital	Reconstruction of: 1) Murai and Stroke Center building; 2) Pharmacy building, and; Restoration of Electric Power Transformer.
02	Social/Health	Sigi	Torabelo Hospital	Reconstruction of: 1) Inpatient building, and; 2) maternal and childcare building (Meranti room).
03	Social/Health	Sigi	Puskesmas Kulawi	Reconstruction of the main building.
04	Social/Health	Donggala	Puskesmas Malei	Reconstruction of the Inpatient building.
05	Infrastructures/ Sanitation	Palu City	Kawatuna Landfill	Reconstruction of Leachate Treatment Plant; Rehabilitation of cell-2 Leachate Collection System; Reshaping, capping & closure of cell-2; - Construction of cell-3 + Leachate Collection System; - Landfill gas collection; Site drainage; Internal access roads; Perimeter fence and buffer zone; Operational office; Mechanical workshop; Security post; and Material Recovery Facilities (MRF).
06	Infrastructures/ Sanitation	Donggala	Kabonga Landfill	Rehabilitation of Leachate collection system; Reshaping/capping of existing cell; Construction of cell-2; Landfill gas collection; Site drainage; Internal roads; Perimeter fence, and; Material Recovery Facility.
07	Social/Education	Palu City	SDN 21 Palu	Reconstruction of 6 (six) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
08	Social/Education	Palu City	SDN Pengawu	Reconstruction of 10 (ten) classrooms; WASH facilities, and; Perimeter fence.
09	Social/Education	Palu City	SMPN 14 Palu	Reconstruction of 16 classrooms; Extracurricular room; WASH facilities, and; Perimeter fence.
10	Social/Education	Sigi	SDI Jono Oge	Reconstruction of 12 classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
11	Social/Education	Sigi	SDN Bulupontu Jaya	Reconstruction of 3 (three) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
12	Social/Education	Sigi	SDN Lompio	Reconstruction of 6 (six) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
13	Social/Education	Sigi	SDN 1 Boladangko	Reconstruction of 6 (six) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
14	Social/Education	Sigi	SDN 2 Gimpu	Reconstruction of 6 (six) classrooms; Teacher's office; Library; WASH facilities, and; Perimeter fence.
15	Social/Education	Sigi	SMPN 3 Sigi	Reconstruction of 13 classrooms; Science laboratory; Library; WASH facilities, and; Perimeter fence.
16	Social/Education	Donggala	SDN 21 Sirenja	Reconstruction of 6 (six) classrooms; teacher's office; Library; WASH facilities, and; Perimeter fence.
17	Social/Education	Donggala	SMPN 1 Labuan	Reconstruction of 3 (three) classrooms.

18	Social/Education	Donggala	SMPN 3 Satap Sindue Tobata	Reconstruction of 6 (six) classrooms; Science laboratory; WASH facilities, and; Perimeter fence.
19	Social/Education	Parigi Moutong	SDN 3 Kasimbar	Reconstruction of 3 (three) classrooms; Teacher's office, and WASH facilities.
20	Social/Education	Parigi Moutong	SDN Marantale	Reconstruction of 3 (three) classrooms; Teacher's office, and WASH facilities.
21	Social/Education	Parigi Moutong	SDN Toboli	Reconstruction of 3 (three) classrooms; Teacher's office, and WASH facilities.
22	Social/Education	Parigi Moutong	SDN Parigimpuu	Reconstruction of 2 (two) classrooms and WASH facilities.
23	Social/Education	Parigi Moutong	SDN Purwosari	Reconstruction of 7 (seven) classrooms; Teacher's office, and WASH facilities.
24	Social/Education	Parigi Moutong	SMPN 2 Satap Parigi Selatan	Reconstruction of extracurricular room; Library, and WASH facilities.
25	Social/Education	Parigi Moutong	SMPN 1 Parigi Utara	Reconstruction of 8 (eight) classrooms; Library; Science Laboratory and; WASH facilities.
26	Social/Education	Palu City	SMKN 8 Palu	Reconstruction of 12 classrooms; Teacher's office, and; WASH facilities.
27	Social/Education	Sigi	SMKN 1 Sigi	Reconstruction of 28 classrooms; The main Hall; Practice room; Mechanical workshop; Warehouse; Science laboratory; Library; Computer laboratory; Language laboratory; Network laboratory; WASH facilities, and; Perimeter fence.
28	Economy/MSME	Donggala	Sentra Tenun Ikat	Reconstruction of fabric processing building and warehouse.
No	Sector/Sub Sector	District	Sub Project	Description
West Nusa Tenggara Province				
01	Social/health	Lombok Utara	Pustu Tegal Maja	Reconstruction of main building.
02	Social/health	Lombok Utara	Pustu Gangga	Reconstruction of main building.
03	Social/health	Lombok Utara	Pustu Rangsoi Sitar Penjalin	Reconstruction of main building.
04	Social/health	Lombok Utara	Pustu Telage Wareng Pemenang	Reconstruction of main building.
05	Social/health	Lombok Utara	Pustu Pendua Kayangan	Reconstruction of main building.
06	Social/health	Lombok Utara	Pustu Selengan Kayangan	Reconstruction of main building.
07	Social/health	Lombok Utara	Pustu Sesait Kayangan	Reconstruction of main building.
08	Social/health	Lombok Utara	Pustu Loloan Bayan	Reconstruction of main building.
09	Social/health	Lombok Timur	Puskesmas Labuan Induk	Reconstruction of main building and relocated.
10	Social/Education	Lombok Utara	SMKN 1 Pemenang	Reconstruction of Classroom; Teacher's office; Laboratory; Practice room; Administration Office; and Perimeter fence.
11	Social/Education	Lombok Utara	SMKN 1 Tanjung	Reconstruction of Classroom; Teacher's office; Laboratory; Practice room; Storage room; and Perimeter fence.
12	Social/Education	Lombok Utara	SMKN 1 Gangga	Reconstruction of Classroom; Teacher's office; Laboratory; Practice room; and Perimeter fence.

13	Social/Education	Lombok Utara	SMKN 1 Kayangan	Reconstruction of Classroom; Laboratory; and Perimeter fence.
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