



REQUEST FOR QUOTATION (RFQ)

To: Interested vendors	DATE: 16 March 2015
	REFERENCE: RFQ/UNDP-REDD+/001/2015 PRODUCTION OF A DOCUMENTARY FILM AND TWO VIDEO GRAPHICS ABOUT REDD+ PROGRAMS IN RIAU AND JAMBI

Dear Sir/ Madam,

The United Nations Development Programme (hereinafter referred to as "UNDP") hereby solicits your quotation for the items described in **Annex I – Terms of Reference**.

Submission of Quotations:

Quotations must be submitted in the English language only, based on the requirements specified in this Request for Quotation (RFQ). The quotations shall comprise the following documents:

1. Acknowledgment Form (**Attachment I**)
2. Company Profile and "Team Structure" for this event
3. CVs of Artistic Team (**Attachment II**)
4. List of experience & Clients (including contact no., contract amount and services that were provided – for the last 3 years).
5. Price Schedule (**Attachment III**)
6. Vendor's Registration Form (**Attachment IV**)

Pre-bid meeting will be held on 19 March 2015 at 1000 hours in REDD+ Office, Floor – 14, Mayapada Tower II, Jl. Jend. Sudirman Kav. 27 Jakarta Selatan.

Please ensure that your quotation is appropriately marked as noted below. It may be submitted via **fax, email in PDF Format, courier or in person**, prior to the closing date by **27 March 2015, 1700 Hours** to:

To: United Nations Development Programme - UNDP
 REDD+ Project
 Mayapada Tower II – 14th Floor
 Jl. Jend. Sudirman Kav. 27
 Jakarta Selatan – INDONESIA
 Ph. +62 21 2500811
 Attn: Dina Manullang/Procurement Unit

Quotations can be submitted through email at
red-bids.id@undp.org

cc to ram.trivedi@undp.org; dina.manullang@undp.org

CONDITIONS	
Delivery Terms, Time and Place	1 April 2015
Payment Terms	<p>UNDP shall, on fulfilment 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 the Purchase Order.</p> <p>Note: any bank charges and bank commissions shall be borne by the vendor</p>
Taxes	All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
Validity of Quotation	120 days
Language	All quotation documentation shall be in English
Company Profile and team structure	<p>Please submit along with Quotation:</p> <ol style="list-style-type: none"> 1. Company profile with copy of article of association (“<i>akte pendirian perusahaan</i>”). 2. Proposed “Artistic Team”. 3. CVs of the personnel (consisting of Director, Script Writer, Cameraman, Video Editor, Graphic Recorder, Graphic Editor, Director of Photography).
Experience of Organization/ Firm	At least three (3) years of experience in producing documentary and video graphics. The contractor is expected to have experience in producing film related to environment/forestry.
Evaluation of Quotation and award criteria	<p>The Evaluation Committee will examine the quotation to determine whether they are complete and whether the offer complies with the requirements.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price</p>

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	<p>shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its quotation will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Any offers which do not meet the requirements will be rejected.</p> <p>The contract will be awarded to the bidder that offers the lowest priced and technically qualified quotation.</p>
General Terms and Conditions	This order is subject to UN General Terms and Conditions available at http://www.undp.org/procurement/conditions_contract.htm (General Terms and Conditions for Services) which can also be provided upon request.
Terms of Reference	Copy enclosed (see Annex I)
Acknowledgement Form	Copy enclosed (see Attachment I)
Personnel and CVs forms	Copy enclosed (see Attachment II)
Price Schedule form	Copy enclosed (see Attachment III)
Vendor's Registration Form	Copy enclosed (see Attachment IV)

Submitting a Quotation after the due response **date/time** will invalidate it. It is the exclusive responsibility of the Bidders to ensure (a) that the package containing the quotation reaches the designated address before the closing date, so that it is time stamped and acceptable for opening or (b) that the documents in PDF format are received at the specified email address before the closing date/time.

For any questions relating to this RFQ, please contact the person mentioned above.

Sincerely,
For UNDP Indonesia



Ram Trivedi
Chief-Procurement and Supply Chain Management

ANNEX I

RFQ/UNDP-REDD+/001/2015

TERMS OF REFERENCE

PRODUCTION OF A DOCUMENTARY FILM AND TWO VIDEO GRAPHICS ABOUT REDD+ PROGRAMS IN RIAU AND JAMBI

1. BACKGROUND

Indonesia is the third largest emitter of carbon dioxide (CO₂) and the world's largest emitter from agriculture, forestry and other land use. Over the past five years, Indonesia's annual deforestation rate has averaged around 1 million hectares, which contributes to an estimated 87 percent of Indonesia's annual emissions. In response to this situation, in 2009, President Susilo Bambang Yudhoyono, made a voluntary commitment to the world to reduce emissions as much as 26 percent under a business-as-usual scenario or up to 41 percent with international support by 2020.

According to the Second National Communication from Indonesia to the UNFCCC, Indonesia is expected to emit around 2.9 million metric tons (gigatons) by 2020 under the business-as-usual scenario. A commitment to reduce that amount by 26 percent would mean a reduction of 0.8 gigatons, while 41 percent would amount to a reduction of 1.2 gigatons. A reduction from an expected 2.9 to 1.7 gigatons by 2020 is a challenging commitment for a country aiming to maintain its 7 percent annual growth rate. Nevertheless, this commitment has been translated into a comprehensive National Action Plan known as RAN-GRK (PP 61/2011).

The National Action Plan for the Reduction of Green-house Gas Emissions (RAN-GRK) estimates that 87 percent of the emission-reduction target - approximately 1 gigaton - relates directly to the forestry and peat land sectors and, to address this, the government has adopted an incentive mechanism to improve management of the country's vast forest resources while supporting climate-change mitigation. This mechanism, known as REDD+ (Reducing Emissions from Deforestation and Forest Degradation), has five primary objectives: (a) reduction of deforestation; (b) reduction of forest degradation; (c) conservation of carbon stocks; (d) sustainable forest management; and (e) enhancing carbon stocks.

Indonesia's persistence, which is supported by the Government of Norway since the signing of Letter of Intent (LoI) on 26 May 2010, is reflected since the preparation of REDD+ mechanism operationalization by REDD+ Task Force in 2010-2013 until REDD+ Agency finally established in December 2013, to become the institution's platform as well as becoming a component to further coordinate actions outside the business-as-usual approach to reduce deforestation and emission.

CONTEXT OF THIS TOR:

In order to show the success and lesson learnt from REDD+ programs, a set of video is needed. Video should showcase REDD+ programs in reducing emissions from deforestation and forest degradation.

OBJECTIVE

The vendor is expected to produce advocacy and educational videos for REDD+ Project. The videos should reflect REDD+ activities in REDD+ piloting areas. In more detail, the videos should show the impact on reducing emissions from deforestation and forest degradation, the benefits obtained by communities from REDD+ programs, the positive role of local governments in the project, the local culture and wisdom, and other things related to REDD+ programs. "The Target Audience" for the video is general public.

SCOPE OF WORK

The development process by the vendor should involve the Communication Manger and Supporting Consultant for Public Campaign and Communications. The vendor will work closely with them. The vendor is also expected to submit the agenda, interview framework and storylines/script before production phase.

On the field, the Vendor should liaise closely with the Supporting Consultant for Public Campaign and Communications and local officer/associate. The Vendor will produce 1 short documentary and 2 graphic recorder videos.

The Vendor must submit the offline and online edited video to Support Consultant for Public Campaign and Communications for approval before the final edit. Vendor must also submit all raw footage to REDD+ Project.

The Vendor is expected to submit financial proposals with breakdown budget details on:

- ☐ 1 short documentary movie with 5 minutes duration (maximum 7 minutes).
- ☐ 2 graphic recorder videos with 3 minutes duration each.

Proposed outlines

Short documentary

A short recap about forest condition in Indonesia should be included in the beginning of the videos with a voice-over. It should be followed by lessons learned from REDD+ program and ended with short recap about REDD+ History in Indonesia. The movies should be in Indonesian language with English subtitle. The movies must contain interviews with local partner and/or local government officials.

Graphic recorder

One graphic recorder should explain about REDD+ initiative and scheme in Indonesia. The other graphic recorder should explain about highlighted REDD+ program.

Sound tracks should not have any lyrics and royalty- free music.

High-quality graphics/pictures included in the movie will make it more dynamic.

Video footage will become REDD+ property and will be used only under REDD+ authorization.

Proposed itinerary:

Time	Description	Remarks
Day 1	Fly Jakarta to Riau	Together with REDD+ personnel
Riau		
Day 1	Travel from Pekanbaru to Bengkalis district by land transport. Car rent needed. It will take 6 hours' drive approximately.	Together with REDD+ personnel
Day 2	Shooting at Bengkalis district. Including Interview with local communities, REDD+ program partner and local authority.	
Day 3	Shooting at Bengkalis district and/or Pekanbaru city. Including Interview with local communities, REDD+ program partner and local authority.	
Day 4	Travel to Sarolangun district, Jambi by land transport. It will take 6 hours' drive approximately.	
Jambi		
Day 5	Shooting at Sarolangun district. Including Interview with local communities, REDD+ program partner and local authority.	Together with REDD+ personnel
Day 5	Travel to Jambi City by land transport. It will take approximately 5 hours drive.	
Day 6	Shooting at Jambi City. Including Interview with REDD+ program partner and local authority.	
Day 6	Fly back to Jakarta from Jambi	
Jakarta		
Day 7	Interview with REDD+ Head Agency/Deputy	Together with REDD+ personnel

The Vendor must submit the raw footage to UNDP REDD+ Communication Coordinator and REDD+ Project Coordinator for approval before the final edit.

EXPECTED RESULT

The documentary should show the success of REDD+ Programs and lessons learned in Riau and Jambi provinces. It should document how REDD+ Project expertise and services in the regions have led to the improvement of reducing emissions from deforestation and forest degradation. The movie needs to emphasize REDD+ programs as the solution for reducing emissions in Indonesia.

The graphic recorder videos should explain REDD+ initiatives and schemes in Indonesia. One of them should explain the highlighted REDD+ Programs in Indonesia.

Deliverable	Target	Review and Approval
Submission of agenda, interview framework and story line/script	Within 1 week after contract signing.	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of first graphic recorder videos preview.	1 week after script approval.	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of second graphic recorder videos preview.	1 week after last preview	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of final graphic recorder videos	3 days after the last preview	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of first offline edited short doc movie	1 week after shooting*. (note: please see shooting schedule below)	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of first online edited video	4 days after submission of first offline edited video.	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.
Submission of final online edited video.	3 days after the last submission.	Campaign Associate and/or Supporting Consultant for Public Campaign and Communications.

QUALIFICATION OF CONTRACTOR

The contractor for the documentary film and video graphics should meet the following requirements:

- a. At least three (3) years of experience in producing documentary and video graphics. The contractor is expected to have experience in producing film related to environment/forestry.
- b. The contractor should provide CVs of the personnel (consisting of Director, Script Writer, Cameraman, Video Editor, Graphic Recorder, Graphic Editor, Director of Photography,).

CONTENT OF THE PROPOSAL

The proposal of the bidders shall contain the following items:

- a. Basic concept or creative strategy.
- b. Qualifications of personnel
- c. Production timeline
- d. Budget Estimation (Cost Breakdown per Deliverable and Cost Breakdown by Cost Component)

COST BREAKDOWN PER DELIVERABLE

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Pre-production, including submission of agenda, interview framework and script/storyline	25%	
2	Post production, including submission of first offline editing and first graphic recorder preview	25%	
3	Editing/Finishing which include Submission of edited and finalized documentaries	50%	
	Total	100%	

*This shall be the basis of the payment tranches

COST BREAKDOWN BY COST COMPONENT

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Daily Rate	Total Rate
I. Personnel Services					
1. Services from Home Office					
a. Artistic Team	Director	30 calendar days	1		
	Script writer	30 calendar days	1		
	Cameraman	30 calendar days	1		
	Production assistant	30 calendar days	1		
	Sound Effect	30 calendar days	1		
	Video editor	30 calendar days	1		
	Graphic recorder	30 calendar days	1		
	Graphic editor	30 calendar days	1		
	Director of photography	30 calendar days	1		
	VO talent	7 calendar days			
II. Out of Pocket Expenses					
1. Travel Costs					
2. Daily Allowance					
3. Communications					
III. Other Related Costs					
1. Shooting equipment rental					

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CRITERIA FOR THE ASSESSMENT OF PROPOSAL

Technical Proposal (70%) (See Tables below)

☐ Expertise of the Firm [20%]

☐ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [30%]

☐ Management Structure and Qualification of Key Personnel [20%]

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

TECHNICAL EVALUATION SCORE

Summary of Technical Proposal Evaluation Forms		Points Obtainable	Score Weight
1	Objectives, Outputs and Deliverables	30	30%
2	Proposed Methodology, Approach and Implementation Plan related to movie production	30	30%
3	Experience in production of documentary.	40	40%
TOTAL		100	100%

No.	Description	Maximum Points	Maximum Score	A	B	C
		100 Points				

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1. Objectives, Outputs and Deliverables						
Does the proposal clearly describe the objectives and how the outputs of the project can contribute to the achievement of the aims and objectives as set in the TOR? Specifically, does the proposal:						
1.1	Explain the strategy/ approaches/ methods which will be used in the preparation of documentary film and PSAs;	30	7			
1.2	Clearly identify the main components of the project;		8			
1.3	The outputs of the project		7			
1.4	Summarize the expected outcomes relative to the overarching objective on preparing.		8			
	Subtotal 1		30			
2. Proposed Methodology, Approach and Implementation Plan						
2.1	Does the proposal clearly elaborate the strategy, approach, and methodology to be used and the rationale behind it?	30	8			
2.2	Does the proposal include a clear logical activities and staffing plan, including realistic schedules?		8			
2.3	Are the tasks well defined?		7			
2.4	Are the resources allocated to achieving the tasks suitable and sufficient?		7			
	Subtotal 2		30			
3. Experience in production of documentary about local economy development						
Relevant Experience:		40				
3.1	Number of years with project management related with film production & PSA or related subject/sector – minimum 3 years of experience in film production.		15			
3.2	Organizational structure		10			
3.3	Qualification of key personnel		15			
	Subtotal 3		40			
Total Technical Score			100			
Percentage			100%			

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ATTACHMENT I

**RFQ/UNDP-REDD+/001/2015
PRODUCTION OF A DOCUMENTARY FILM AND TWO VIDEO GRAPHICS ABOUT
REDD+ PROGRAMS IN RIAU AND JAMBI**

To: UNITED NATIONS DEVELOPMENT PROGRAMME – UNDP
REDD+ Project
Address: Mayapada Tower II – 14th Floor
Jl. Jend. Sudirman Kav. 27
Jakarta Selatan – INDONESIA
Telephone: +62 21 2500811
Fax:
Ref.:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for **“Production of a Documentary Film and Two Video Graphics About REDD+ Programs in Riau and Jambi”** in conformity with the said RFQ documents for the sum of IDR/USD *[total bid amount in words and figures]* as may be ascertained in accordance with the Price Schedule attached herewith and made part of this quotation.

We undertake, if our quotation is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Quotation for a period of 120 days from the date fixed for opening of Quotations in the Request for Quotation, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Quotation you may receive.

Duly authorized to sign the Offer for and on behalf of _____ (entity name)

Signature/Stamp of entity/Date

Name _____ of _____
representative: _____
Address: _____
Telephone/Fax: _____

ATTACHMENT II

PERSONNEL AND CVs FORM RFQ/UNDP-REDD+/001/2015 PRODUCTION OF A DOCUMENTARY FILM AND TWO VIDEO GRAPHICS ABOUT REDD+ PROGRAMS IN RIAU AND JAMBI

Please include CVs for key personnel that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

In addition a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced. No increase in costs will be considered as a result of any substitution.

The quality of key personnel proposed will be an evaluation factor. The Bidder must include as part of its quotation a statement **signed by each person** proposed as key personnel confirming their present intention to serve in the stated position and their present availability to serve for the term of the proposed contract.

Please use the format below, with each CV no more than 2 (two) pages in length.

Name:		
Position for this Assignment:		
Nationality:		
Contact information:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: Highlight experience in the region and on similar projects.		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ funding organisation:	Job Title and Activities undertaken:
References:	<i>(Name/Title/Organization/Contact Information – Phone; Email)</i>	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract.

Signature

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ATTACHMENT III

**PRICE SCHEDULE FORM
RFQ/UNDP-REDD+/001/2015
TERMS OF REFERENCE**

**PRODUCTION OF A DOCUMENTARY FILM AND TWO VIDEO GRAPHICS ABOUT
REDD+ PROGRAMS IN RIAU AND JAMBI**

1. The Price Schedule must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNDP to determine compliance of Offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
2. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes as detailed in Clause 18 of the UNDP General Conditions for Contract.
3. The format provided shall be used as a model in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Cost that will be charge to UNDP:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Daily Rate	Total Rate
I. Personnel Services					
1. Services from Home Office					
a. Artistic Team	Director	30 calendar days	1		
	Script writer	30 calendar days	1		
	Cameraman	30 calendar days	1		
	Production assistant	30 calendar days	1		
	Sound Effect	30 calendar days	1		
	Video editor	30 calendar days	1		
	Graphic recorder	30 calendar	1		

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		days			
	Graphic editor	30 calendar days	1		
	Director of photography	30 calendar days	1		
	VO talent	7 calendar days			
II. Out of Pocket Expenses					
1. Travel Costs					
2. Daily Allowance					
3. Communications					
III. Other Related Costs					
2. Shooting equipment rental					

Signature of Price Quotation

The Price Quotation should be authorized and signed as follows:

"Duly authorized to sign the Quotation for and on behalf of

(Name of Organization)

Signature/Stamp of Entity/Date

Name of representative:

Address:

Telephone/Fax:



Vendor /Person Profile Update

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> STAFF <input type="checkbox"/> SSA <input type="checkbox"/> SERVICE CONTRACT <input checked="" type="checkbox"/> MEETING PARTICIPANT <input type="checkbox"/> NGO <input type="checkbox"/> SUPPLIER <input type="checkbox"/> OTHER			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	

Complete either Section 2 or Section 3 (not both)

SECTION 2		PERSON INFORMATION (For Individuals only)	
Last Name Middle Name		First Name	
Nationality		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number		Fax Number

SECTION 3		SUPPLIER INFORMATION (For Companies only)	
Company Name:		Parent Company Name (if applicable)	Web Site URL: (if applicable)
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name: Title:			

SECTION 4		BENEFICIARY BANKING INFORMATION	
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country

SECTION 5		BENEFICIARY BANK ACCOUNT DETAILS	
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE)	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			
Name of Bank:		Address of Bank:	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FED WIRE No. (US BANKS ONLY)

I, _____, in my capacity as _____, hereby authorize the agency to direct payments for goods and services to the above account.

Signature: _____