



REQUEST FOR PROPOSAL (RFP)
From **National** firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your proposal for video production of a set of baseline and result videos **(Ref. RFQ-K-190816)**

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Thursday, August 29, 2019** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: le.kim.dung@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p>With subject: (Ref. RFQ-K-190816) RFP for production of a set of baseline and result videos (Email ... of ... emails)</p> <p>Maximum size per email: 7 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours only)</u></p> <p>Proposals should be addressed to:</p> <p>Ms. Le Thi Kim Dung Project Procurement Officer Korea-Vietnam Mine Action Project (KVMAP) Vietnam Mine Action Center Hamlet 6, Thach Hoa Commune, Thach That District, Hanoi Mobile: 0983758598;</p> <p>Technical and Financial Proposals are to be submitted in separate envelop.</p> <p>With envelop/email subject: (Ref. RFQ-K-190816) RFP for production of a set of baseline and result videos (Envelop ... of ... envelops)</p>
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Note:

- For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals). UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- *UNDP will acknowledge receipt of the proposals within 3 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 5 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission. 120 days from the date of bid submission.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

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

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	Production of a set of baseline and result videos
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	See information in the TOR
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Hanoi based with frequent travel to the project sites in Quang Binh and Binh Dinh provinces
Expected duration of work	10 September 2019 – 31 January 2022
Target start date	10 September 2019
Latest completion date	31 January 2022
Travels Expected	The contractor is expected to work in Ha Noi, with travels to Binh Dinh and Quang Binh provinces.
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in

	accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Programme Officer
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Contract for Goods and /or Services with General Terms and Conditions (Annex 4)

Site visit	n/a
Contact Person for Inquiries (Written inquiries only) ¹	<p>Ms. Le Thi Kim Dung Project Procurement Officer <i>Korea-Vietnam Mine Action Project (KVMAP)</i> <i>Vietnam Mine Action Center</i> <i>Hamlet 6, Thach Hoa Commune, Thach That District, Hanoi</i> <i>Direct line: (+84) 024 3267 3130</i> <i>Mobile: 0983758598;</i> Email: le.kim.dung@undp.org</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>
Notification of selection result:	UNDP will contact only successful bidder for contracting
Other information	

¹ 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.

EVALUATION CRITERIA:

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		350
1.1	At least 5 years' experience in video/film production with good track of record of producing high quality videos	100
1.2	Litigation and arbitration history	40
1.3	Organisational capability which is likely to affect implementation of the contract (organizational structure, number of staff, staff capacity, size of the firm / organisation, strength of project coordination and support, etc.)	60
1.4	Previous experience in addressing and promoting development issues through video and film production	50
1.5	Previous experience in working with UN agencies, government organizations or NGOs	40
1.6	Previous experience in producing VR videos	60
Total (Form 1)		350
Form 2: Adequacy of the proposed approach and methodology responding to the TORs		350
2.1	Have creative and concrete ideas and plan for the baseline/result videos	200
2.2	Have the plan sufficiently addressing the key tasks/responsibilities expressed in the TORs	100
2.3	Have the methodology for video production sufficient to address the needs/demands of the TORs	50
Total (Form 2)		350
Form 3: Personnel competencies and human/material resources of the organization		300
3.1	Assigned team with strong experience in video production including people undertaking tasks such as writing scripts, filming, sound handling, post-production and translating subtitle	100
3.2	Have sufficient human resource (at least key personnel in the team has educational background in communication, filming, or visual arts with 5 years of proven experience) to perform the requirements in the TORs.	100
3.3	Have fully equipped recording equipment, post production and visual reality equipment to meet the requirement of producing the high-quality VR videos	100
Total (form 3)		300
TOTAL POINTS		1000

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

(Note: Please refer to Evaluation criteria for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

(Note: Please refer to Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

*[Name and Signature of the Service Provider's
Authorized Person][Designation]
[Date]*

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]

CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email by **Thursday, August 29, 2019**. Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	<p>Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of all supporting documents including:</p> <ul style="list-style-type: none"> i. Business licence ii. An official letter of interest less than two (02) single-spaced pages highlighting relevant experience/knowledge/skills iii. A proposal of less than two (02) single-spaced pages briefing on the flow of content, as well as how the videos will be drafted, edited and finalized iv. Detailed CV(s) of key personnel v. A profile (not more than two pages) including links and showcases of previous multimedia products or/and mine action works vi. A profile (not more than two pages) including links and showcases of previous VR videos (recommended to submit along with the aforementioned documentation but not required) 			

	<p>vii. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.</p> <p>viii. A list of equipment (e.g. recording equipment, post production and visual reality equipment)</p>			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

TERMS OF REFERENCE (TOR)

TITLE:	Video production – a set of baseline and result videos
PROJECT:	Korea-Vietnam Mine Action Project (KV-MAP)
DURATION:	Sep – Oct 2019: Baseline video Nov 2021 – Jan 22: Result Video
COUNTRY OF ASSIGNMENT:	Viet Nam

1. General Background

As a result of many years of war, the land and people of Viet Nam are severely affected by landmines and unexploded ordnance (hereinafter called Explosive Remnants of War or ERW). ERW presence has a negative impact on all aspects of social life. It slows down progress and increases the cost of construction of technical infrastructure; hinders people from cultivating on the land due to the fear for being harmed by ERW. As a result, in some areas, the land has become almost unusable while containing potential risks to the safety of the people. It remains a burden on the people's psychology, economy and society in the contaminated areas. The removal of ERW remains the most effective solution as it detects, remove and destroy the roots of the impacts caused by ERW in the local provinces.

In recent years, the Vietnamese Government has paid special attention to perfecting management and coordination system, funding and providing guidelines for the effective implementation of mine action operations. Substantial amounts of effort are spent each year on ERW clearance. In order to support the ERW removal efforts in Viet Nam, the Korea-Vietnam Mine Action Project (KV-MAP) was developed and founded on the close collaboration between the Government of the Republic of Korea and the Government of the Socialist Republic of Viet Nam. The key objectives of the Project are to release and recover land in Quang Binh and Binh Dinh for cultivation, ensure safe livelihood activities, as well as provision of emergency treatment to ERW victims and support to their reintegration into communities and educating these communities about the risk to further reduce accidents and prevent casualties.

In 2016, the Prime Minister approved the Project with the Ministry of National Defence as Executing Agency and Vietnam National Mine Action Center (VNMAC) as the Project Owner. UNDP Viet Nam has been entrusted by KOICA to provide project management and technical support to this important project. The Project was officially launched in March 2018 and will be completed by January 2022. The main targeted areas of the Project are Quang Binh and Binh Dinh provinces where large amounts of bombs and other types of munitions were dropped during the war.

As part of the Project, it has been agreed that UNDP would undertake communication tasks to increase the visibility of the Project and its achievements as well as raise awareness of Vietnamese people especially in Quang Binh and Binh Dinh provinces about mine risks. Hence, UNDP Viet Nam invites qualified Vietnamese filmmaking firms for making 2 virtual reality (hereinafter called VR) videos to communicate efficiently about the Project, especially the impact it will bring about for the people and environment in the areas.

2. Objectives and the Assignment

The overall objectives of producing two 3-5 minute long VR videos (1 baseline video and 1 result video) that can be used in various communication platforms are as follows:

- To document human development impact and environmental improvement attributed to the Project
- To increase the visibility of the Project and its achievements
- To raise public awareness on mine risks especially in the targeted areas.

3. Participation Procedures and Required Qualifications

Proposals are called from filmmaking firms/institutes based in Viet Nam. Interested bidders will include the following documentation in their application dossiers:

1. Business license in producing videos
2. An official letter of interest less than two (02) single-spaced pages highlighting relevant experience/knowledge/skills
3. A proposal of less than two (02) single-spaced pages briefing on the flow of content, as well as how the videos will be drafted, edited and finalized
4. Detailed CV(s) of key personnel
5. A profile (not more than two pages) including links and showcases of previous multimedia products or/and mine action works that address and promote development issues
6. A profile (not more than two pages) including links and showcases of previous VR videos (recommended to submit along with the aforementioned documentation but not required)
7. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.
8. A list of equipment (e.g. recording equipment, post production and visual reality equipment)
9. A financial offer to be developed basing on the suggested financial framework included below in Section 5 “Financial Framework, Duty Station and Expected Places of Travel”.

Required Qualifications for bidders:

1. A well-known creative agency or public media organization/company in Viet Nam having 5-10 year operation on the field of video production and public communication
2. Visible experiences on high-quality video editing and production: Having at least 5 years experience in video/film production with good track record of producing high quality videos, to be demonstrated with samples of previous videos
3. Good English competency through subtitles of previous video clips or proposal to this assignment.
4. Knowledge of the UXO sector in Viet Nam would be an asset.
5. Experience in addressing and promoting development issues through video and film production would be an asset.
6. Experience in working with UN agencies, government organizations or NGOs would be an asset.
7. Experience in making VR videos to be demonstrated with samples of previous videos would be an asset.

4. Expected Outputs; Supervision and Time Frame

A selected bidder is required to produce two videos of approximately 3-5 minutes each using technology and stitching software, compatible with smartphone devices, web browsers, social media platforms and VR headset, for Viet Nam and international audiences.

The key message of the videos must be the human development impact of project activities such as survey and clearance, information management, mine risk education and victim assistance. The videos must include interviews with local people benefiting from the Project and document the impact of KV-MAP and the importance of the Project.

The video production includes:

- a) Video shooting and editing;
- b) Narration, translation and subtitles in English/Vietnamese where necessary;
- c) Script development;
- d) Full usage rights for music (or music for which copyright has been granted)
- e) Two fully-produced videos of approximately 3-5 minutes in length aimed at sharing with national audience including government institutions, local stakeholders, local communities as well as an international audience.

The video-making process will be supervised by UNDP at every step from content drafting, scripting, recording and revision of the videos. Every step must receive written approval from UNDP before continuing with the next step. It is anticipated that the draft video should be available for further comments and modifications before the final product within the given amount of time.

The baseline video will be completed by the beginning of October 2019 and the result video will be completed by the end of December 2021. A number of field trips to Quang Binh and/or Binh Dinh provinces are expected to film project sites and interview local beneficiaries by the completion of the result video.

Following is indicative timeframe:

06-10 Sep 2019	Contract signed
25 Sep 2019	Script for the baseline video completed
10 – 30 Sep 2019	1-2 times field trip to project sites
10 Oct 2019	The baseline video completed
31 Oct 2019	The baseline video tested and revised
31 Dec 2019	Script for the result video drafted
1 Jan 2020 - 31 Oct 2021	Field trips to project sites
1 Nov – 31 Dec 2021	The result video completed
31 Jan 2022	All the videos tested and revised

All footage and project files will be delivered to UNDP Viet Nam upon final approval. All rights to the film will transfer to UNDP.

5. Financial Framework, Duty Station and Expected Places of Travel

It is anticipated that the making of the first short video will be started, revised and completed by 10 October 2019 and the second video will be by 31 December 2021.

Based on the objectives, scope, expected outputs expressed in this TOR, interested organizations will make their own estimate of working days and resources (expertise and level of qualification) taken to complete the proposals. Their estimate as the basis of the financial proposals to be submitted which should include, among others, budget for travel, accommodation and subsistence costs for field work.

This is a Hanoi based position but requires frequent travel to the project sites in Quang Binh and Binh Dinh provinces.

6. Payment Terms

The contract price will be fixed and output-based.

The proposer will provide an overall lump sum fee to complete the outputs listed.

40% of the contract value will be payable upon submission of the baseline video and approval by UNDP Vietnam.

60% of the contract value will be payable upon submission of the result video and approval by UNDP Vietnam.

7. Documents and Materials to be Provided by UNDP for Information

Korea-Vietnam Mine Action Project will provide the following support where deemed appropriate:

- a) Substantive inputs and quality control of deliverables
- b) When requested, arrangement of introduction letters and/or requests for meetings/interview
- c) Any other substantive support where deemed appropriate
- d) 2019 EU-UN Cost Norms
- e) Project document
- f) 2018 Annual report
- g) Sample VR video made by Lao UXO administration

Annex 1 to TOR: Evaluation criteria

Technical Proposal Evaluation		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		350
1.1	At least 5 years' experience in video/film production with good track of record of producing high quality videos	100
1.2	Litigation and arbitration history	40
1.3	Organisational capability which is likely to affect implementation of the contract (organizational structure, number of staff, staff capacity, size of the firm / organisation, strength of project coordination and support, etc.)	60
1.4	Previous experience in addressing and promoting development issues through video and film production	50
1.5	Previous experience in working with UN agencies, government organizations or NGOs	40
1.6	Previous experience in producing VR videos	60
Total (Form 1)		350
Form 2: Adequacy of the proposed approach and methodology responding to the TORs		350
2.1	Have creative and concrete ideas and plan for the baseline/result videos	200
2.2	Have the plan sufficiently addressing the key tasks/responsibilities expressed in the TORs	100
2.3	Have the methodology for video production sufficient to address the needs/demands of the TORs	50
Total (Form 2)		350
Form 3: Personnel competencies and human/material resources of the organization		300
3.1	Assigned team with strong experience in video production including people undertaking tasks such as writing scripts, filming, sound handling, post-production and translating subtitle	100
3.2	Have sufficient human resource (at least key personnel in the team has educational background in communication, filming, or visual arts with 5 years of proven experience) to perform the requirements in the TORs.	100
3.3	Have fully equipped recording equipment, post production and visual reality equipment to meet the requirement of producing the high-quality VR videos	100
Total (form 3)		300
TOTAL POINTS		1000

Contract templates and General Terms and Conditions

Please find below link to the contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)