REQUEST FOR QUOTATION (RFQ)
(Services)

NAME & ADDRESS OF FIRM	DATE: October 2, 2019
	REFERENCE: UNDP/ RFQ/35/2019

Dear Sir / Madam:

We kindly request you to submit your quotation to establish Long Term Agreement (LTA) for providing photo and video editing services for UNDP and its projects, 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 **October 15, 2019** via ☒***courier mail or hand delivery to*** the address below:

United Nations Development Programme
United Nation House
Pulchowk, Lalitpur, Nepal
UNDP Registry
Tel: 5523200 and Fax: 5523991; 5523986,

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.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010] *(Pls. link this to price schedule)*	☒Other **Not Applicable**	
Customs clearance, if needed, shall be done by:	**☒Not Applicable**	
Exact Address/es of Delivery Location/s (identify all, if multiple)	**Kathmandu and Provinces**	
UNDP Preferred Freight Forwarder, if any	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)*	☒ **as per schedule provided after issuance of the Purchase Order (PO) /Contract**	
Delivery Schedule	**☒Not Required**	
Packing Requirements		
Mode of Transport	☐ AIR	☐LAND
	☐SEA	☐OTHER
Preferred Currency of Quotation	☐United States Dollars **or** **☒Local Currency: NPR**	
Value Added Tax on Price Quotation	**☒ Must be inclusive of VAT and other applicable indirect taxes**	
After-sales services required	☒Not Applicable	
Deadline for the Submission of Quotation	**COB, Tuesday, October 15, 2019 and 1700hrs (local time)**	

All documentations, including catalogs, instructions and operating manuals, shall be in this language	☒ **English**
Documents to be submitted	☒ **Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;** ☒ **Latest Business Registration Certificate** ☒ **Latest Tax (VAT/PAN) Registration/Tax Clearance Certificate;** ☒ **Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;** ☒ **Technical Proposal: An initial proposed work plan/methodology to carry out the tasks addressing why the service provider is qualified for the task** ☒ **Short CV/s of proposed three Editors**
Bid Security	☒ **Not Required**
Validity of Bid Security	**Not Applicable**
Period of Validity of Quotes starting the Submission Date	☒ **365 days** 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.
Partial Quotes	☒ **Not permitted**
Payment Terms	☒ **Based on deliverables as per ToR Annex 1**
Liquidated Damages	**Liquidated Damages for delay of service would be: 0.5% of contract for every day of delay, up to a maximum duration of 10 days. Thereafter, the contract may be terminated by UNDP without notice.**

Evaluation Criteria *[check as many as applicable]*	**☒ Technical responsiveness/Full compliance to requirements and lowest price** **☒ Full acceptance of the PO/Contract General Terms and Conditions** **☒ CV/s of Focal person/team to support/carryout proposed task.** **☒ Technical Proposal: An initial proposed work plan/methodology to carry out the tasks**
UNDP will award to:	**☒ Multiple LTAs will be established.**
Type of Contract to be Signed	**☒ Purchase Order** **☒ Other Type/s of Contract – Institutional Contract**
Special conditions of Contract	**☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days**
Conditions for Release of Payment	**Written Acceptance of Goods and services based on full compliance with RFQ requirements by the UNDP.**
Annexes to this RFQ	**☒ TOR (Annex 1)** **☒ Form for Submission of Quotation (Annex 2)** **☒ General Terms and Conditions / Special Conditions (Annex 3).** Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only)	UNDP Procurement Unit *UNDP-Nepal* query.procurement.np@undp.org **Subject Line of email: UNDP/RFQ/35/2019 –** Photo and Video editing services for UNDP and its projects. Written inquiries must be submitted on or before **5:00pm** Nepal Standard Time on **10 October 2019.** UNDP shall upload the response of inquiries in the website by **14 October 2019.** **http://www.np.undp.org/content/nepal/en/home/operations/procurement.html** **Inquiries received after the above date and time shall not be entertained.** 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. This email address is officially designated by UNDP. The subject line of the email for query should be same as mentioned above. UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received; - When inquiries are sent with the different subject line even to the designated email address. - When inquiries are sent to other person/s or address/es, even if they are UNDP staff. - For queries for information already available in the bidding document.

Goods 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 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.

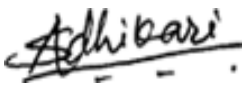
Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about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

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,



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Shiva Prakash Adhikari
Procurement Associate
02 October 2019

UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE

I. Position Information

Title: Company to Edit Raw Videos for UNDP and its Projects

No of position: Multiple

Department/Unit: UNDP, Electoral Support Project and other projects

Reports to : CTA/Concerned Project Managers

Duty Station : Kathmandu

Expected Places of Travel (if applicable): Anywhere, as required.

Duration of Assignment: The assignment is under a Long-Term Agreement (LTA). The LTA will cover from October 2019 – October 2020 with a possibility for further extension of 1 year. Specific numbers of billable consulting assignment will be specified in individual contracts issued under the LTA.

□ partial:
□ intermittent: √
□ full time

PROVISION OF SUPPORT SERVICES:

Office space	Yes □	No □√
Equipment (laptop etc)	Yes □	No □√
Secretarial Services	Yes □	No □√

II. Background Information

The UNDP Electoral Support Project (ESP) focuses on long-term institutional capacity development of the Election Commission, Nepal (ECN) and other stakeholders for conducting credible, inclusive and transparent elections in response to the request from the Government of Nepal. ESP is currently in its second phase, from 2012 -2019. The first phase was from 2008 - 2012.

ESP has been supporting the ECN in electoral and voter education activities since 2008. It has supported the Commission to lead high-level interactions, trainings as well as various events. In the final year of the project, ECN will be leading more of such activities at the national, provincial

as well as the local levels. ESP is therefore seeking to work with service providers who can edit raw video footages for documentation, dissemination and future use.

III. Objectives of Assignment

The objective of the assignment is to edit videos to produce one three to five minute and one full-length high-quality videos of various events, including high-level interactions, trainings, testimonials and interviews in high definition. The service provider is expected to primarily work on post-production of the videos of the assigned tasks. However, they will need to meet with the ESP team and the videographer to discuss the story board of the videos. They will need to include an intro, outro, subtitles (either in English or Nepali), original background music with copy rights, sound and colour correction, and voice-over in the edited videos.

IV. Scope of work and Deliverables

Scope of Work

The editor will need to edit at least six - eight videos from the project.

The editor will need to edit two kinds of videos:

A. A full-length video of the events, adding simply the intro and the outro and working on the sound and colour correction.
B. A three to five-minute video of the events and interviews, adding the intro, outro, subtitles (either in English or Nepali), working on the sound and colour correction, original background music with copy rights, and voice-over.

The videos will primary be used for a lay audience to inform them of the activities in a visual and dynamic way. They will be used in websites and on social media platforms. The videos will also be used for reporting on and documenting the work of the project, including the final report. The service provider will be required to work with the ESP team and or concerned communication team from the requesting project/unit and the videographer to identify key messages and develop a story board for each of the deliverables. The service provider will need to bear in mind that this will be an iterative process and the final deliverables will be accepted upon the satisfaction of ESP and or projects.

The service provider will be required to:

A. Hold inception meetings with the concerned communication team and the videographer for conceptualization of the tasks and for the development of the storyboard.
B. Work on the post-production of the videos, including all the editing related tasks.

Deliverables:

The service provider will be required to produce:

A. Full-length video of the events, adding simply the intro and the outro and working on the sound and colour correction.

B. Three to five-minute video of the events and interviews, adding the intro, outro, subtitles (either in English or Nepali), working on the sound and colour correction, original background music with copy rights, and voice-over.

Proposed Payment Schedule

The service provider will quote the rate for two separate kinds of videos:

A. Per video basis for the full-length video of the events, adding simply the intro and the outro and working on the sound and colour correction.

B. Per video basis for the three to five-minute video of the events and interviews, adding the intro, outro, subtitles (either in English or Nepali), working on the sound and colour correction, original background music with copy rights, and voice-over.

V. Recruitment Qualifications	
Education:	• A Bachelor's Degree in Mass Communication or any the relevant discipline
Experience:	• At least 5 years of proven prior experience in editing videos within the stipulated time; • A proven track record of high-quality videos which can be presented as samples. The samples may be presented in a CD or through links, shortened in the "bitlinks" format.
Language Requirements:	• Good command over the English and the Nepali language
Additional requirement:	• The vendor will be required to bring all necessary equipment.

VI. Application and Evaluation process

The service provider is required to submit separate and sealed technical and financial quotations in the application process.

In the technical part, the service provider must submit:

a. Letter of Interest addressing why the service provider is qualified for the task;
b. Five most recent and relevant samples of work, disclosing the year it was made;
c. Two reference letters;
d. Relevant C.V. of three editors;
e. Company Profile and registration certificate.

In the financial part, the service provider must submit:

a. A financial proposal with a detailed breakdown of cost including resource person cost, equipment costs and any other associated costs;
b. PAN and VAT certificate;

c. Tax clearance certificate.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION[1]
(This Form must be submitted only using the Supplier's Official Letterhead/Stationery[2])

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. **UNDP/RFQ/34/2019.**

TABLE 1: UNDP/RFQ/35/2018 – Photo and Video editing services

S/N	Description	Quantity	Unit Rate	Total
1	Full-length video of the events, adding simply the intro and the outro and working on the sound and colour correction	**1**		
2	Three to five-minute video of the events and interviews, adding the intro, outro, subtitles (either in English or Nepali), working on the sound and colour correction, original background music with copy rights, and voice-over.	**1**		
	Total			
	VAT 13%			
	Grand Total			

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

	Your Responses

[1] *This serves as a guide to the Supplier in preparing the quotation and price schedule.*
[2] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Other Information pertaining to our Quotation are as follows :	***Yes, we will comply***	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:	N/A		
Country/ies Of Origin[3]:			
Warranty and After-Sales Requirements	N/A		
a) Warranty as specified in specification	N/A		
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			
Other requirements *[pls. specify]*			

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]

[3] *If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.*

Annex 3

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.