REQUEST FOR QUOTATION (RFQ)  
(Service)

<table>
<thead>
<tr>
<th>To: All Interested Bidders</th>
<th>DATE: January 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFERENCE: RFQ/UNDP/ATSEA 2/006/89131/006/2020</td>
</tr>
<tr>
<td></td>
<td>- Photo and Video Developer Service</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your quotation for responsibility in creating stock images and video for ATSEA phase 2 program, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached here to as Annex 2.

Quotations may be submitted on or before February 13, 2020, 1000 hour (GMT+7) and via E-mail to the address below:

United Nations Development Programme  
Menara Thamrin Building, 7th Floor  
Jl. M.H. Thamrin, Kav. 3, Jakarta 10250  
Attn: Procurement Unit  
Email: bids.id@undp.org

Quotations submitted by email must be limited to a maximum of 10 MB per transmission, virus-free and no more than 5 (five) 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 good/s:

<table>
<thead>
<tr>
<th>Delivery Terms</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>(INCOTERMS 2010)</td>
<td>(Pls. link this to price schedule)</td>
</tr>
<tr>
<td>Customs clearance¹, if</td>
<td>N/A</td>
</tr>
<tr>
<td>needed, shall be done</td>
<td></td>
</tr>
<tr>
<td>by:</td>
<td></td>
</tr>
<tr>
<td>Exact Address/es of</td>
<td>Please refer to Annex 1</td>
</tr>
<tr>
<td>Delivery Location/s</td>
<td></td>
</tr>
<tr>
<td>(identify all, if</td>
<td></td>
</tr>
<tr>
<td>multiple)</td>
<td></td>
</tr>
<tr>
<td>UNDP Preferred Freight</td>
<td>N/A</td>
</tr>
<tr>
<td>Forwarder, if any²</td>
<td></td>
</tr>
<tr>
<td>Distribution of shipping</td>
<td>N/A</td>
</tr>
<tr>
<td>documents (if using</td>
<td></td>
</tr>
<tr>
<td>freight forwarder)</td>
<td></td>
</tr>
<tr>
<td>Latest Expected Delivery</td>
<td>Please refer to Annex 1</td>
</tr>
<tr>
<td>Date and Time (if delivery</td>
<td></td>
</tr>
<tr>
<td>time exceeds this,</td>
<td></td>
</tr>
<tr>
<td>quote may be rejected</td>
<td></td>
</tr>
<tr>
<td>by UNDP)</td>
<td></td>
</tr>
<tr>
<td>Delivery Schedule</td>
<td>Please refer to Annex 1</td>
</tr>
<tr>
<td>Packing Requirements</td>
<td>N/A</td>
</tr>
<tr>
<td>Mode of Transport</td>
<td>□ AIR □ LAND</td>
</tr>
<tr>
<td></td>
<td>□ SEA ❏ OTHER as proposed by bidders</td>
</tr>
<tr>
<td>Preferred Currency of</td>
<td>□ United States Dollars</td>
</tr>
<tr>
<td>Quotation³</td>
<td>□ Euro</td>
</tr>
<tr>
<td></td>
<td>❏ Local Currency : IDR</td>
</tr>
</tbody>
</table>

¹ Must be linked to INCO Terms chosen.
² 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.
³ 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.
| **Value Added Tax on Price Quotation**<sup>3</sup> | □ Must be inclusive of VAT and other applicable indirect taxes  
× Must be exclusive of VAT and other applicable indirect taxes |
| **After-sales services required** | N/A |
| **Deadline for the Submission of Quotation** | Thursday, February 13, 2020 and @1000 hour (GMT+7) |
| **All documentations, including catalogs, instructions and operating manuals, shall be in this language** | □ English  
□ French  
□ Spanish  
× Others Bahasa Indonesia |
| **Documents to be submitted**<sup>5</sup> | □ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  
□ A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users;  
□ 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;  
□ Quality Certificates (ISO, etc.);  
× Latest Business Registration Certificate;  
□ Latest Internal Revenue Certificate / Tax Clearance;  
□ Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);  
□ Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer);  
□ Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied;  
□ Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.  
□ Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier);  
× Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  
□ Others [pls. specify as many as required] |

<sup>3</sup> 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.

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods.
| Period of Validity of Quotes starting the Submission Date | ☒ 60 days  
☐ 90 days  
☐ 120 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\(^6\) | ☐ 100% upon complete delivery of service  
☒ Others Please refer to the payment schedule in Annex 1 |
| Liquidated Damages | N/A |
| Evaluation Criteria | ☒ Technical responsiveness/Full compliance to requirements and lowest price\(^7\)  
Comprehensiveness of after-sales services  
☒ Full acceptance of the PO/Contract General Terms and Conditions  
Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| ☐ Earliest Delivery / Shortest Lead Time\(^8\)  
☐ Others [pls. specify] |
| UNDP will award to: | ☒ One and only one supplier  
☐ One or more Supplier, depending on the following factors: |
| Type of Contract to be Signed | ☐ Purchase Order |

\(^6\) 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.

\(^7\) 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.).
<table>
<thead>
<tr>
<th>Special conditions of Contract</th>
<th>N/A</th>
</tr>
</thead>
</table>
| Conditions for Release of Payment | □ Passing Inspection [specify method, if possible]  
□ Complete Installation  
□ Passing all Testing [specify standard, if possible]  
□ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]  
☒ Written Acceptance of service based on full compliance with RFQ requirements (Annex 1)  
☒ Others Acceptance of deliverable and original invoice |
| Annexes to this RFQ | □ Terms of Reference (Annex 1)  
☒ Form for Submission of Quotation (Annex 2)  
□ General Terms and Conditions / Special Conditions  
□ Others [pls. specify, if any] |
| 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) | Abriliani Lintang Kirana/Yusef Millah  
abriliani.kirana@undp.org/yusef.millah@undp.org |
| 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. |

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.

---

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.

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.
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/content/undp/en/home/operations/procurement/protestandsanctions/

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 Stephanus Kurnia
Procurement Analyst
January 30, 2020
Annex 1

Terms of Reference

Photo and Video Developer Service

A. General Information

Title : Photo and Video Developer Service
Project No : 00100050 – ATSEA Phase 2
Report to : National Project Coordinator ATSEA-2
Location : JL Pasir Putih II RT.11/RW.10, RT.3/RW.10, Ancol, Pademangan, North Jakarta City, Jakarta, 14430
Duration of contract : The expected duration of the contract is 2 months calculated based on the contract starting date
Location : Home based and Aru District

B. Background

The Arafura and Timor Seas (ATS) is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The region is adjacent to the Coral Triangle\(^\text{12}\), which hosts the world’s highest marine biodiversity and contains some of the most pristine and highly threatened coastal and marine ecosystems. At the regional scale, the ecosystems of the ATS play an important economic and ecological role in the littoral nations bordering the Arafura and Timor Sea: Indonesia, Timor-Leste, Australia, and Papua New Guinea.

The marine environment in the ATS region is in serious decline, primarily as a result of overharvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. Fisheries in the ATS region represent an extremely complex productive, socioeconomic sector, with multiple actors, target species sought, and technology used. The main characteristics of depletion of shared ATS transboundary stocks by fishery were assessed as part of the ATS transboundary diagnostic analysis (TDA) in 2012. In addition to climate change, unsustainable harvesting, illegal unreported unregulated (IUU) fishing, and bycatch are having significant impacts on the populations of key marine species in the ATS region, particularly globally threatened coastal marine megafauna including migratory, rare, and threatened species of turtles, dugongs, seabirds/shorebirds, sea snakes, cetaceans, sharks and rays. Lastly, potential sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from fishing and shipping vessels.

This project will covers the five priority transboundary environmental problems identified by the TDA: (i) unsustainable fisheries and decline and loss of living coastal and marine resources; (ii) modification,

---

\(^{12}\) The Coral Triangle is a marine area located in the western Pacific Ocean, and including the waters of Indonesia, Malaysia, the Philippines, Papua New Guinea, Timor-Leste and Solomon Islands.
degradation and loss of coastal and marine habitats; (iii) marine and land-based pollution; (iv) the decline and loss of threatened and migratory species; and (v) impacts of climate change on the ATS

This project is building upon the foundational results realized in the first phase of the ATSEA program, which applied the tried and tested GEF International Waters focal area approach, starting with a participatory transboundary diagnostic analysis (TDA) and followed by development of a regional strategic action program (SAP) and national action programs (NAPs). This second phase of the ATSEA program, is designed to support the initial implementation of the ATS SAP, endorsed through Ministerial Declaration in 2014.

Scope of work

The vendor for images and video developer will responsible to create stocks of images and video for ATSEA-2 program. These stocks will greatly support multi-purpose publications needed to amplify the program’s activities. It will also help to visually deliver the transparency of program implementation where the information will be consumed by target groups such as media, general public, governments and conservation groups. Hence, partners and decision makers can see the contribution of the program in an appropriate display/ form.

The photographs and video stocks must reflect the sustainable development values and can “tell” story about the contribution of ATSEA-2 program activities, especially on national component. Thus, the vendor’s responsibilities include:

1. Provide the ATSEA-2 program activities in Aru District with at least 500 high quality photographs (each for raw and edited). The copyright for all these photographs remains with UNDP-Indonesia.
2. Develop photograph catalogue. Caption each photograph with specific details such as the location taken, name of the person (for portraits), activity and any other relevant information.
3. To develop scripts for ATSEA-2 program profile video.
4. To provide at least five high quality multi-purpose videos for ATSEA in both uncompressed format, raw format and edited video, mp4 and social media format and also raw. Four edited video duration is each maximum of 60 second and 1 video with 180-240 second.
5. To run interview with relevant individuals on Aru District, Probolinggo and in Jakarta. There will be 10 interviewee targeting high officials in Aru District (Head of District, Head of Marine and Fisheries Agency, Unit Task Force, Head of Villagers, Fishermans, Woman Community Representative, Fisheries company owner) and UNDP-Indonesia NCU ATSEA-2.

Qualification of Selected Provider

The company must:
- At least 5 (five) years of experience servicing clients to provide high quality photo and video
- Experience working for non-profit/ non-governmental organizations/ government projects
• Experience working in remote areas
• Have proper equipment to perform photo and video development including any back up equipment
• Have proper equipment to do underwater filming or photography if needed.
• Well-versed in Photoshop and other photography software editing skills.

Qualification of Personnel

1. Photographer
   a. Experience in taking photo in door and outdoor
   b. Experience with photography equipment including all functionalities of the camera and proficiency in photo editing and image catalog software is required.
   c. Experience with content management and image gallery systems highly desirable.

2. Videographer
   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.
   d. Extensive experience on script writing, particularly in the framework of development cooperation is an absolute requirement
   e. Experience in approaching community for interview and footage taking.

3. Editor (Video and photographer) (1 Person)
   a. Specific skills and minimum 2 (two) year-experience in video and photographer editing;
   b. Ability in understanding the scope of project in order to formulate it into video product

Following are the photos/video values that must be captured through this activity:
1. Images captured the project goal of ATSEA-2 related to sustainable fisheries management and community empowerment
2. Images suitable for multi target groups of various backgrounds and ages
3. Using photography/videography techniques and tools that support the production of high quality (super fine resolution or 300dpi resolution) and high definition (HD) video
4. Taken with commercial quality
5. Taken with the quality of natural and artificial light

GENERAL OUTCOMES
The expected outputs through the photo and video collection activities are photo and video stocks which can be used for various ATSEA-2 and UNDP-Indonesia program needs in general. The collection
of photos and videos stock will be carried out at locations where ATSEA-2 works: Southeast Aru Islands. This photo and video collection will later capture stories from the field (although not limited to things) as follows:
1. Marine Landscape
2. Horizon sea with a fishing boat
3. Fishermen at work
4. Shrimp / fish harvest
5. Coastal community life
6. The ATSEA-2 team is working in the field
7. Coastal coast
8. Harvest seaweed
9. Fishing village
10. Mangroves
11. Marine pollution
12. Marine biota

The ATSEA-2 program requires high quality photos and videos in both raw and edited versions for photos and uncompressed and compressed videos. All photos and videos taken will become the property of the ATSEA-2 program (UNDP-Indonesia).

Payment Schedule
The contract will be on lumpsum basis with payment schedule as follow:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment will be made upon the submission and approval of following outputs:</td>
<td>20</td>
<td>March 2020</td>
<td>70%</td>
</tr>
<tr>
<td>• Develop script/ story board for ATSEA-2 videos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• High quality photo stocks raw (.TIFF file)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• High definition videos both raw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Payment will be made upon the submission and approval of following outputs:</td>
<td>20</td>
<td>April 2020</td>
<td>30%</td>
</tr>
<tr>
<td>• Five high quality multi-purpose edited videos with English subtitle for ATSEA-2 program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Develop photograph catalogue from 500 high resolution photos (300dpi that suitable for printing purpose)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM FOR SUBMITTING SUPPLIER’S QUOTATION\textsuperscript{13}

(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery\textsuperscript{14})

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. RFQ/UNDP/ATSEA 2/006/89131/006/2020 - Photo and Video Developer Service:

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

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description/Specification of Goods</th>
<th>Quantity</th>
<th>Latest Delivery Date</th>
<th>Unit Price (IDR)</th>
<th>Total Price per Item (IDR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photographer Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Videographer Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Editor Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(other personal/personnel, please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Travel Expenses, including air ticket, local transport, meals, accommodation, etc (please specify in detail)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Prices of Goods\textsuperscript{15}

Add: Cost of Insurance

Add: Other Charges (pls. specify)

Total Final and All-Inclusive Price Quotation

\textsuperscript{13} This serves as a guide to the Supplier in preparing the quotation and price schedule.

\textsuperscript{14} Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes.

\textsuperscript{15} Pricing of goods should be consistent with the INCO Terms indicated in the RFQ.
### TABLE 2: Offer to Comply with Other Conditions and Related Requirements

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Your Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Lead Time as specified in the TOR</td>
<td>Yes, we will comply</td>
</tr>
<tr>
<td>Validity of Quotation for 60 days</td>
<td></td>
</tr>
<tr>
<td>Comply to the requirement stated in Annex 1</td>
<td></td>
</tr>
</tbody>
</table>

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]