

United Nations Development Programme



Empowered lives.
Resilient nations.

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: 09 September 2020
	REFERENCE: RfQ20/02124

Dear Sir / Madam:

We kindly request you to submit your quotation for **provision of technical expertise in the field of documentary film video editing**, 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 **16 September 2020, 16:30 (Moldova local time)** via eTendering system to the address below:

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

BU Code: MDA10 and Event 0000007101

Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.

Please Consult eTendering Resources for Bidders for additional information on bidding:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

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:

Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> no later than 3.5 months from contract signature by both parties
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Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> USD
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Others: not required
Deadline for the Submission of Quotation	<p>16 September 2020, 16:30 (Moldova local time)</p> <p>IMPORTANT NOTE: the time zone indicated in the Tendering system is New York Time zone.</p> <p>PLEASE NOTE:</p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system.</p> <p>2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p><input checked="" type="checkbox"/> Electronic submission of Proposal</p> <p>https://etendering.partneragencies.org</p> <p>Username: event.guest</p> <p>Password: whyzchange</p> <p>Please note:</p> <p>1. <u>It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above.</u></p> <p>2. <u>You can participate in the proposal event only if you have registered in the system.</u></p> <p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Company profile (short info up to 2 pages - experience, human resources, field-related managerial and technical capacities, etc);</p> <p><input checked="" type="checkbox"/> List of 5 media products (incl. their implementation timelines, budget and final beneficiary with contact details);</p> <p><input checked="" type="checkbox"/> Detailed description of offered services;</p> <p><input checked="" type="checkbox"/> Copy of Company's Registration Certificate;</p> <p><input checked="" type="checkbox"/> Resume and portfolio of the proposed expert(s);</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p>

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

Period of Validity of Quotes starting the Submission Deadline Date	<input checked="" type="checkbox"/> 90 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 20% during the implementation of Activity 1 and 80% at the end after the provision of deliverables and final report
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ² ; <input checked="" type="checkbox"/> Minimum 10 years of experience in the field of film directing; <input checked="" type="checkbox"/> At least 5 media projects broadcasted on TV, and / or at international film festival; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> Maximum delivery period not to exceed 3.5 months upon signature of contract; <input checked="" type="checkbox"/> Submission of the CV(s) of the expert(s) demonstrating the following minimum requirements: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> At least 5 documentary movies directed and launched on the European audiovisual market; <input checked="" type="checkbox"/> At least 3 media projects implemented with multi-cultural production teams; <input checked="" type="checkbox"/> At least 3 records of experience in mentoring or conducting trainings, workshops in the field of TV production, or another related field etc.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation Contract if the delivery/completion is delayed by 14 calendar days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Approval and acceptance of the outputs by UNDP
Annexes to this RFQ	<input checked="" type="checkbox"/> Annex 1 - Terms of Reference; <input checked="" type="checkbox"/> Annex 2 - Form for Submission of Quotation; <input checked="" type="checkbox"/> Annex 3 - General Terms and Conditions / Special Conditions; 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)	Vladimir PARASCHIV Procurement Associate vladimir.paraschiv@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.

² 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.

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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

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

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods 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,

Denis Suschevici

Denis Suschevici,
Head of Procurement and Operational Support Unit

Annex 1**TERMS OF REFERENCE****Provision of technical expertise in the field of documentary film video editing****1. GENERAL BACKGROUND**

European Union - Confidence Building Measures Programme (EU-CBM) is a three-year Programme funded by the European Union and implemented by the UNDP in the Republic of Moldova. Its main objective is to increase confidence between people living on both banks of the Nistru River (Republic of Moldova, including the Transnistrian region) by involving local public authorities, civil society members, entrepreneurs, and other stakeholders in joint activities in four key areas: 1) business and entrepreneurship development; 2) local development and increased cooperation between CSOs from both banks in the framework of thematic platforms; 3) cultural and historical heritage; 4) development of local media content.

Within Media Component, media organizations from the Republic of Moldova, including the Transnistria region (both banks of the Nistru River), will be supported to jointly develop local qualitative content for various mass media (TV, radio, online, as well as blogs, vlogs, etc.). The main activity will be to support the local production of audio-visual work focusing on TV production demonstrating high creative value and to increase the co-production and circulation of high-profile audio-visual local production while developing cooperation between operators from both banks of the Nistru River. This component should be apolitical and focusing on achieving a common understanding between audio-visual professionals originated from both banks of the Nistru River.

The EU-CBM provides funding through grants for production houses and media institutions to jointly develop audiovisual content (such as films, documentaries etc.). Audio-visual products will be made mainly for local TV, but other audio-visual support may be needed (Web, social-media, radio, etc.). It would cover the whole panel: studio broadcasts, fictions, discovery films, etc.

To increase the quality of products developed in the framework of this grants' programme the beneficiaries will also receive technical support provided by active TV professionals used to collaborate with European public multicultural TVs. This is to secure technical qualitative support, and ensure the confidence building dimension of developed products. Thus, EU-CBM seeks a European Union based company that will provide expertise of a documentary film director in the field of video editing.

2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The EU-CBM seeks an international company able to propose expertise services of documentary film director (or directors) to provide support for production studios based in the Republic of Moldova (located in Transnistria region), that received EU funding to produce documentary movies.

The expert (experts) will guide the creative teams (consisting of video editor, producer, and director for the Deliverable 1, / and director, assistant director, video editor and project director for the Deliverable 2) mainly at the stage of rough and final cut, to improve the quality of the documentary movie. To attain all the above objectives, the expert shall carry out the activities and provide the services / goods outlined in Table 1 below.

Table 1. Technical specifications of requested activities and services/goods

ACTIVITIES	ESTIMATED WORK VOLUME	ESTIMATED TIMEFRAME
Deliverable 1		
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage The documentary film director will share his or her expertise with the creative team at the stage of the video rough cut on the: structure of the scenes, subject lines of the main and secondary heroes, style and dramatic construction of the film, and will contribute to the development of the directorial version of the documentary. As a result, the team will have a clear understanding of the following steps to prepare the first draft of the documentary movie.	Up to 3 working days	Starting with 28 of September, 2020
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut After analysing the first draft of the documentary movie, the expert will share his / her knowledge and best practices to the creative team while the final version of the film will be created: observing the subject line, the timing, eliminating unnecessary information, etc. He or she will have to adapt the film in line with the European standards in the production of documentary films.	Up to 3 working days	Starting with 12 October, 2020
Activity 3 (remotely) - Final Activity Report At the end of assignment, the expert will prepare a Final Activity Report in English (up to 2 pages), that will include: an executive summary, a brief overview of the provided services, conclusions and recommendations.	Up to 1 working day	By the end of October, 2020
The total estimated workload	7 working days	
Deliverable 2		
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage He/She will share his or her expertise with the creative team at the stage of the video rough cut: the structure of the scenes, the subject lines of the main and secondary heroes, the style and dramatic construction of the film, and will contribute to the development of the directorial version of the documentary. As a result, the team will have a clear understanding of the following steps to prepare the first draft of the documentary movie.	Up to 3 working days	Starting with 23 September, 2020

ACTIVITIES	ESTIMATED WORK VOLUME	ESTIMATED TIMEFRAME
Deliverable 1		
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut After analysing the first draft of the documentary movie, the expert will share his / her knowledge and best practices to the creative team while the final version of the film will be created: observing the subject line, the timing, eliminating unnecessary information, etc. He or she will have to adapt the film in line with the European standards in the production of documentary films.	Up to 3 working days	Starting with 26 October, 2020
Activity 3 (remotely) - Final Activity Report At the end of assignment, the expert will prepare a Final Activity Report in English (up to 2 pages), that will include: an executive summary, a brief overview of the provided services, conclusions and recommendations.	Up to 1 working day	By the end of November, 2020
The total estimated workload	7 working days	

ELIGIBILITY CRITERIA FOR THE APPLICANTS

Interested

1. A legally registered entity,
2. At least **10** years of experience in developing audio-visual products and/or provision of expertise in the field of audio-visual products development, with at least 5 media projects broadcasted on TV, and / or at international festivals (the list of projects, incl. their implementation timelines, budget and final beneficiary with contact details must be provided).

The interested legal entities shall send their proposals containing:

- Portfolio of the legal entity (experience, human resources, field-related managerial and technical capacities, etc.);
- Brief description of similar activities/deliverables - a list of at least 5 media projects, incl. their implementation timelines, budget and final beneficiary with contact details;
- Resume and portfolio of the proposed expert(s);
- Detailed technical and financial offers.

All the deliverables and discussions with the EU-CBM staff and creative team will be held in English language. Knowledge of Romanian or Russian language will be an asset.

The financial proposal (quotation) shall be all-inclusive and shall also include the travel expenses (2 travels required).

The payment for the delivered services will be done in two installments. First installment of 20% from the total amount of the contract will be made during the performance of Activity 1 (mission to the Republic of

Moldova) for one of the Deliverables and the second installment will be paid after the provision of remaining services and of the final report.

It is required to submit the resumes of the expert (experts), keeping in mind that his / her (their) work experience should meet the requirements set below:

- At least 5 documentary movies directed and launched on the European audiovisual market;
- At least 3 media projects implemented with multi-cultural production teams;
- At least 3 records of experience in mentoring or conducting trainings, workshops in the field of TV production, or another related field etc.

(Please, ensure that all the above-listed requirements are addressed in your proposal).

Please, note that as per the [decision of the Republic of Moldova Extraordinary National Public Health Committee from 21st of August 2020](#), foreigners from countries classified as green areas will not complete the epidemiological file and will not be required to comply with the 14 (fourteen) day self-isolation regime when visiting the Republic of Moldova. (The [list of countries](#) was published on August 28 2020.

The entrance of foreigners from the “red zone” in the Republic of Moldova is allowed in few exceptions, including working missions. Fourteen days quarantine regime is not requested for foreigners that are visiting the Republic of Moldova if they don’t show clinical signs of respiratory infection.

New timeframes and approaches (via internet) to provide services will be agreed with the expert(s) in case if travel restrictions will occur.

EU CBM is closely monitoring the pandemic situation and actual dates for the new visits will be coordinated with the beneficiary (local studio) and expert, to ensure that the performance of the assignment in safe conditions.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)*

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. **RfQ20/02124**:

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

ACTIVITIES	ESTIMATED WORK VOLUME	ESTIMATED TIMEFRAME	Total price per Activity, USD
Deliverable 1			
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage	Up to 3 working days	Starting with 28 of September, 2020	
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut	Up to 3 working days	Starting with 12 October, 2020	
Activity 3 (remotely) - Final Activity Report	Up to 1 working day	By the end of October, 2020	
The total estimated workload	7 working days		
Deliverable 2			
Activity 1 (mission to the Republic of Moldova) – Conducting expertise, rough cut stage	Up to 3 working days	Starting with 23 September, 2020	
Activity 2 (mission to the Republic of Moldova) – Conducting expertise / Supervision of the final cut	Up to 3 working days	Starting with 26 October, 2020	
Activity 3 (remotely) - Final Activity Report	Up to 1 working day	By the end of November, 2020	
The total estimated workload	7 working days		
Total Final and All-Inclusive Price Quotation	14 working days		

³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

TABLE 3 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Maximum Delivery period not to exceed 3,5 calendar months upon signature of Contract by both parties			
Validity of Quotation 90 calendar days			
All Provisions of the UNDP General Terms and Conditions			

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

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

Annex 3

General Terms and Conditions [ATTACHED TO THE ANNOUNCEMENT]