



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

Dear Sir / Madam:

We kindly invite a national consulting firm/institution to produce a documentary film to introduce the D-MOSS system. (B-201003)

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 **23.59 hrs., Thursday 22 October 2020** (Hanoi time) by the following methods:

For green environment, this is the submission method:

E-mail address for proposal submission: quach.thuy.ha@undp.org

Separate emails for technical and financial proposal.

With subject line: (B-201003) Production for documentary film to introduce the D-MOSS system

Note:

- *Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)*
- *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 acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 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.

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.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
10/8/2020

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	A national firm to produce a documentary film to introduce the D-MOSS system
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	UNDP Viet Nam
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"/> Ha Noi, Dak Lak, Dong Nai and Khanh Hoa provinces
Expected duration of work	October 2020 – December 2020
Target start date	October 2020
Latest completion date	30 December 2020
Travels Expected	Please refer to the TOR
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 (Counting for the last day of submission of quotes)	<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. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Programme Analyst; Media & Communication Analyst, CCEU, UNDP Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional 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 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. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal)

	<input checked="" type="checkbox"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@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>
Other information	

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Firm has at least 3 years’ experience working in film production in Viet Nam	100
2.	01 team leader who has at least 05 year-experience in producing videos about climate change, disasters, health, emergency support; strong experience in working with international NGOs and/or UN/UNDP agencies	300
3.	01 videographer who has at least 5 year-experience in filming and working with national/international media agencies	200
4.	The firm needs to have experience working with international organizations, INGOs and/or projects of which demonstrating the experience working with local authority and local community	100
5.	The firm possesses professional recording equipment, post- production to meet the requirement of producing the high-quality videos	100
6.	Experience working with the UN/UNDP and./or national/international media agencies is an asset	50
7.	Clear and good workplan with well understood the purpose of the assignment	100
8.	Track record of successful materials filmed in similar topics would be an asset	50
	Total	1000

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

² 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.



I. GENERAL INFORMATION

Services Required	Produce a documentary film to introduce the D-MOSS system
Post Title	National Firm
Type of Contract	Lumpsum contract
Duty Station	Ha Noi and Dak Lak, Dong Nai and Khanh Hoa Provinces
Duration	From October to 30 December 2020
Report to	UNDP Programme Analyst, Media & Communications Analyst, UNDP Viet Nam Climate Change & Environment Unit

II. BACKGROUND / PROJECT DESCRIPTION

D-MOSS, the Dengue Model forecasting Satellite-based System, is a dengue fever early warning system for Viet Nam being developed by a team led by HR Wallingford and supported by a variety of UK based institutions and the UNDP and WHO within Viet Nam. The D-MOSS project is developing a suite of innovative tools that will allow public health authorities to identify areas of high risk for disease epidemics before an outbreak occurs, in order to target resources to reduce the spread of epidemics and improve disease control. Since 2000, there has been an increase of over 100% in the number of cases of dengue fever in Viet Nam, with 185,000 cases occurring in 2017 alone, and there is currently no system for forecasting future dengue outbreaks.

The D-MOSS early warning platform also includes a water availability modelling and forecasting component. Water availability directly impacts dengue epidemics owing to the provision of mosquito breeding sites. These dynamics are often non-linear; too much rainfall can fill outdoor containers, while too little can lead to people storing water in open containers within their homes. Both increase the population of *Aedes aegypti* mosquitoes and in turn the risk of dengue outbreaks. However, water availability or water resource management is rarely accounted for in dengue prediction models.

The system generates monthly water stress assessments and uses them as inputs to a component of the dengue early warning system which also improves the skill of the system's predictions. In addition, these forecasts of water stress will help to improve Viet Nam's water management. Viet Nam's Sustainable Development Strategy for 2011-2020 identifies one of the major challenges facing Viet Nam as the issue of transboundary water management, because 63% of the surface water comes from upstream countries. The D-MOSS project is developing a forecasting system in which Earth Observation datasets are combined with weather forecasts and a hydrological model to predict the likelihood of future dengue epidemics up to eight months in advance. The system will be calibrated against historical data. The water availability forecasts are fed into statistical forecasting models of disease incidence. This dengue early warning system model integrates the water stress forecast with a range of other covariates important for dengue transmission.

Key Project Aims:

- Develop an early warning system to improve dengue epidemic prevention and increase disease control capacity;
- Create better understanding of the relationships between environmental stressors, the hydrological-climate system and dengue incidence; and
- Benefit local authorities' planning by providing scenarios of the main stressors and their impacts on dengue incidence.

In order to capture the project's activities, UNDP is recruiting a firm to produce a documentary film that will be broadcasted on different national TV and other health channels.

III. OBJECTIVE AND SCOPE OF THE WORK

Objective and specific output:

The firm is responsible for producing a documentary film about the D-MOSS project includes: 10 to 15-minute documentary film and a summary of max 3-minute video.

The film should focus on related topics as below:

1. The linkage between Dengue fever and water availability, which is seriously impacted by climate change and Viet Nam is among the top affected countries.
2. The idea of D-MOSS system for Dengue fever early forecast that help improve the health sector's response to climate change to reduce mortality and morbidity of Dengue
3. Technical and scientific features of the D-MOSS system and its added values to current practice in Dengue control and prevention
4. Partners involved in the D-MOSS system development with roles and expertise and how inter-sectoral cooperation and collaboration is critical in this system as well as in health prevention under the context of climate change
5. Initial trial of the D-MOSS system shows the effectiveness and accuracy. Potential application of the system for preventive medicine system as a scientific tool ever
6. Potential sustainability of the model and importance of the Government's buy in and resource allocation for maintaining the model.

Requirements of products

- The documentary film is from 10 to 15 minutes, the summary video is max 3 minutes, and full HD quality is suitable for displaying at key events, websites and television
- The documentary film and the summary video should also include in-depth interviews with UNDP, Ministry of Health (MOH), IMHEN (MONRE), NIHE, Pasteur Institutes in Nha Trang and Ho Chi Minh City, provincial health authorities of Ha Noi, Dong Nai, Khanh Hoa, Dak Lak, and other stakeholders WHO, UK partners including HR Wallingford, UK Met Office, London School of Tropical Medicines, UKSA,
- Link the D-MOSS project with national priorities such as national adaptation plan, Viet Nam's Sustainable Development Strategy for 2011–2020 aims to “timely and effectively control epidemic diseases, early detect and timely cure diseases”, Resolution of the communist party for the health sector, health sector action plan on climate change, etc
- The documentary film and the summary video:
 - 3D images or diagrams for illustration purposes are provided if needed.
 - Modern style with infographic and effects

- User-friendly content.
- The video clip will have voice over in Vietnamese and subtitle in English
- At the close of each film the following logos are presented (in order): UK Space Agency, HR Wallingford, MOH and UNDP
- Final film and the summary video will be reviewed and checked for acceptant by UNDP.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Main products submitted by the firm (both English and Vietnamese) include (but not limited to):

No.	Expected product	Product requirements	Estimated submission time
1	A workplan, outlines and drafted script of documentary film	Detail workplan will be submitted to UNDP and get UNDP's approval before the production Draft script will be approved by UNDP before the production	15 days after signing contract
2	Draft documentary film	Draft film is produced	2 weeks after getting UNDP approval for production
3	Final documentary film	Final film is approved by UNDP, voice over in Vietnamese, subtitle in English	3 weeks after submitting the draft version
4	Summary video	Final video is approved by UNDP, voice over in Vietnamese, subtitle in English	1 week after the final version of the documentary video

V. DURATION

The firm is expected to perform this task from October to 30 December 2020.

VI. ADMINISTRATIVE ARRANGEMENT

- UNDP will provide related information, reports, contacts.

VII. QUALIFICATIONS

- Firm has at least 3 years' experience working in film production in Viet Nam
- 01 team leader who has at least 05 year-experience in producing videos about climate change, disasters, health, emergency support; strong experience in working with international NGOs and/or UN/UNDP agencies
- 01 videographer who has at least 5 year-experience in filming and working with national/international media agencies
- The production team need to have experience working with international organizations, INGOs and/or projects of which demonstrating the experience working with local authority and local community

- The firm possesses professional recording equipment, post- production to meet the requirement of producing the high-quality videos
- Experience working with the UN/UNDP and./or national/international media agencies is an asset
- Clear and good workplan with well understood the purpose of the assignment
- Track record of successful materials filmed in similar topics would be an asset

VIII. PAYMENT MILESTONES AND AUTHORITY

- UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP's satisfaction with expected deliverables set above.
- Payments shall be made in phases by outputs:

Phase	Indicative Payment Schedule
Phase 1	30% After approved workplan
Phase 2	40% after the final script of the documentary film approved by UNDP
Phase 3	30% after completing the documentary film and the summary video, raw footage and UNDP's approval for the final products

FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery⁴)

[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) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) 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 Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders’ capacity)

B. Proposed Methodology for the Completion of Services

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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

(Note: Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 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;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(Note: Please refer to Form 3 – 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]*

ANNEX 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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]

ANNEX 3

Contract templates and General Terms and Conditions

Please find below link to the Professional service 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:

below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[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)

below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)