**Description: undplogo2**

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**REQUEST FOR QUOTATION (RFQ 121/2020)**

**(Services)**

# Production of a short documentary film and promotional video clips for the implementation and the results of the project

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| Tackling air pollution in the city of Skopje | DATE: October 14, 2020 |
| REFERENCE: RFQ 121/2020 |

Dear Sir / Madam:

We kindly request you to submit your quotation for **Production of a short documentary film and promotional video clips for the implementation and the results of the project,** 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 **28 October 2020 by 10:00** **via dedicated email**: [offers.mk@undp.org](mailto:offers.mk@undp.org).

# Subject: MKDRFQ121/20- Production of a short documentary film

It shall remain your responsibility to ensure that your quotation will reach UNDP before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

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| Delivery Terms  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | ☐FCA  ☐CPT  ☐CIP  ☐DAP  ☒n/a | |
| Customs clearance[[1]](#footnote-1), if needed, shall be done by: | ☐UNDP  ☐Supplier/Offeror  ☐Freight Forwarder  N/A | |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | ☒ UNDP Skopje | |
| UNDP Preferred Freight Forwarder, if any[[2]](#footnote-2) | 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 Delivery Schedule in the ToR (30.11.2021)  Time Zone of Reference: N/A | |
| Delivery Schedule | ☒Required  ☐Not Required | |
| Packing Requirements | n/a | |
| Mode of Transport | ☐ AIR | ☐LAND |
| ☐SEA | ☐n/a |
| Preferred  Currency of Quotation[[3]](#footnote-3) | ☐ United States Dollars  ☐Euro  ☒Local Currency: MKD | |
| Value Added Tax on Price Quotation[[4]](#footnote-4) | ☐ Must be inclusive of VAT and other applicable indirect taxes  ☒ Must be exclusive of VAT | |
| After-sales services required | ☐ Warranty on Parts and Labor for minimum period of 1 year  ☐ Technical Support  ☐ Provision of Service Unit when pulled out for maintenance/ repair  ☒ n/a | |
| Deadline for the Submission of Quotation | *Wednesday, October 28, 2020 at 10am* | |
| All documentation produced  shall be in this language | ☐ English  ☐ French  ☐ Spanish  ☒ Macedonian | |
| Documents to be submitted | Following Documents Establishing Offeror’s Eligibility & Qualifications must be submitted and include the following:  Required documents:  **FOR THE COMPANY**  ☒ Company Profile  ☒ Certificate of Registration of the business (Tekovna sostojba)  ☒ Full reference list and a specific list of relevant projects, and contact details of the clients of those similar projects for reference check (please indicate the e-mail addresses of the clients);  ☒ Please provide a list of ongoing projects and time for completion and as well list any ongoing contract with UNDP*. (If any)*  *☒ Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List*  Also please fill in the table 2 under Annex 1.1  *\*\*\*If one member of the team appears in other bid of another Bidder, both bids will be disqualified.*  ☒ Settlement of availability / *Written confirmation from each personnel that they are available for the entire duration of the contract.*  ☒ Financial offer expressed in MKD (lump sum), VAT excluded. Financial offer expressed in MKD (lump sum), VAT excluded, presented per deliverables. The hosting price should be presented as a separate item. UNDP may decide not to accept it; Also, the supporting cost should be presented per hour of engagement. | |
| Way of submission:  BY e-mail: | Documents to be submitted by email to dedicated e-mail: [offers.mk@undp.org](mailto:offers.mk@undp.org)  **SUBJECT: RfQ 121 - Production of a short documentary film** **and promotional video clips \_Biddrs’s \_Name**  Format: PDF files  **All files must be in PDF and free of viruses and not corrupted.**  **Technical and Financial OFFER must be separately uploaded.**  **Max. size of uploaded files (per document) must not exceed: 30 MB**  **All submitted files should be in the following format:**  **Companyname\_nameofthefile.pdf (or .docx)** | |
| 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  ☐ Permitted [*PER LOT)*. The bidders can bid to one, two or all three LOTs. For each LOT, the applicant will prepare a separate offer | |
| Payment Terms[[5]](#footnote-5) | ☐ 100% upon complete delivery of services  **☒ Others, As per Payment Schedule in the ToR** | |
| Liquidated Damages | ☒ Will not be imposed  ☐ Will be imposed under the following conditions:  Percentage of contract price per day of delay: \_\_\_\_\_\_  Max. no. of days of delay: \_\_\_\_\_\_  After which UNDP may terminate the contract. | |
| Evaluation Criteria  *[check as many as applicable]* | ☒ Technical responsiveness/Full compliance to requirements and lowest price  Comprehensiveness of after-sales services  ☒ Full acceptance of the PO/Contract General Terms and Conditions ☐ Earliest Delivery / Shortest Lead Time[[6]](#footnote-6)  ☐ Others | |
| UNDP will award to: | ☒ One and only one supplier  ☐One Supplier per LOT, depending on the following factors:  *The lowest offer per LOT will determine the Contract(s) award****.*** | |
| Type of Contract to be Signed | ☒ minimi contracts  ☐ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[[7]](#footnote-7) and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*  ☐ Other Type/s of Contract | |
| Contract General Terms and Conditions | ☐ General Terms and Conditions for contracts (goods and/or services)  ☒ General Terms and Conditions for de minimi contracts (services only, less than $50,000)  Applicable Terms and Conditions are available at  <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> | |
| Special conditions of Contract | Cancellation of PO/Contract ☐ no | |
| Conditions for Release of Payment | ☐ Passing Inspection  ☐ Passing all Testing  ☐ Completion of Training on Operation and Maintenance at all six locations  **☒ Written Acceptance of service based on full compliance with TOR by UNDP Project Manager**  ☐ Others | |
| Annexes to this RFQ[[8]](#footnote-8) | ☒ TOR of the Services Required (Annex 1)  ☒ List of Company and Key Experts project experience (Annex 2)  ☒ Form for Submission of Quotation (Annex 3)  ☒ General Terms and Conditions / Special Conditions: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  ☐ Others  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)[[9]](#footnote-9) | procurement.mk@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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> .

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.**

**Annex 1**

# Terms of References

# Specialized company for production of a short documentary film and promotional video clips for the implementation and the results of the project Tackling Air Pollution in the City of Skopje

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| --- | --- |
| **Project Title:** | Tackling Air Pollution in the City of Skopje |
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|  |  |
| Start date:  End date: | 01.11.2020  30.11.2021 |
|  |  |

**Background / Context:**

UNDP in close collaboration with the Ministry of Environment and Physical Planning and the City of Skopje is implementing a project aimed at decreasing the air pollution in the capital city, financed by Swedish SIDA. The project aims to demonstrate a multi-pronged intervention to tackle air pollution in the City of Skopje linked to the residential sector. Its objective is to establish a fully functional platform that brings all traditional and non-traditional partners to work together to address the issue.

The project has four main components: Component 1: Develop a comprehensive monitoring system for the pilot area, and a coordination platform to tackle air pollution; Component 2: Implement regulatory changes necessary to transitions towards a lower emission household energy system; Component 3: Demonstration of measures that address the causes of pollution for household heating, and Component 4: Build public awareness.

The project shall enhance the coordination among all the responsible actors to ensure a “whole of government” and “whole of society” response to the air pollution challenge. The Ministry of Environment and Physical Planning and the City of Skopje are the main project partners and beneficiaries, but the project shall peruse the involvement of all relevant stakeholders who can contribute to mitigate the problem. The mobilizing capacity of academia and civil society organizations shall also be tapped to devise solutions and help change public behaviors.

**Scope of Work**

The Contractor shall produce high-quality short documentary film that will show the results from the four components of the project mentioned above, with the focus on the demonstration of measures that address the causes of pollution for household heating.

The project will carry out activities to improve the energy efficiency of over 100 households in Skopje. All materials that will be produced shall focus on the key interventions in the representative number of the households, clearly showing the situation of before, the results after and the impact on people’s life in the area affected by the project.

The short documentary film (6-8 minutes) will be shot in (minimum) HD 1920x1080 quality. It will include a detailed description of the most important project results, emphasizing the awareness raising activities, and explaining clearly by comparison before and after, how the activities grouped in four components of the project helped in reducing the energy consumption and air pollution in that part of Skopje, and paved the way for similar activities in the wider city area.

It will also include aerial material with 4k quality, animation and drawings.

The contractor shall also produce 8 high-quality promotional video clips (1-2:30 minutes), suitable for promotion of the project activities on the social media.

The assignment also includes delivery of 30 professional photographs from main interventions that will be used for various purposes. The photos will be recognizable by the fact that they will help define the identity of the program, they will be made in high quality suitable for making high resolution posters, but will also be adapted for other promotional materials, presentations and sharing on social media. In addition to this, 10 posts that will be shared via social media shall be created.

**Duties and Responsibilities**

Under the supervision of the Communication Officer and in close collaboration with the Project Manager, the Contractor shall be responsible for carrying out the following tasks:

1. Field work at the locations within the targeted area and shooting of video material;
2. Drafting of synopsis for the short documentary film and its finalization based on comments provided by UNDP;
3. Filming/online recording of statements of relevant representatives of the project beneficiaries, UNDP, City of Skopje and Ministry of Environment and Physical Planning;
4. Organizing and maintaining records of interviews and preparing material for the online campaign, production of short sequences if needed, and post-production following the synopsis and the storyboard;
5. Produce a short documentary film, combined style using filmed material, animation and drawings (6-8 minutes long) consisting of key results and most important achievements of project;
6. Produce 3 short 30 sec trailers for promotion of the short documentary;
7. Translation and subtitling in English;
8. Revise the documentary film as per the comments provided by the UNDP and handing over of the master copy;
9. Produce 8 high-quality promotional video clips (1-2:30 minutes);
10. Creation of 10 posts to be shared on social media;
11. Deliver up 30 professional photographs from main interventions that will be used for various purposes.

**Main Outputs**

1. Work schedule for filming and post-production activities (no later than 05 November 2020);
2. Production of a short documentary film, no later than 31 August 2021; The music sequences used in the videos must be accompanied with an appropriate license for distribution and use (free or commercial);
3. 3 Video clips produced as different types of trailers of 30 sec. long (as per the agreed work schedule);
4. Production and translation of 2 high-quality promotional video clips (1-2:30 minutes) in the period 10 November 2020 – 15December 2020
5. Production and translation of 4 high-quality promotional video clips (1-2:30 minutes) in the period 01 April 2021 – 31 July 2021
6. Production and translation of 2 high-quality promotional video clips (1-2:30 minutes) in the period 1 October 2021 – 30 November 2021
7. Subtitle of final film and short videos in two languages English and Macedonian depending on the original narration
8. 10 posts to be created and shared on social media:
   * 2 posts before December 15, 2020
   * 6 posts before July 31, 2021
   * 2 posts before November 30, 2021
9. Up to 30 professional photographs from main interventions that will be used for various purposes – not later than July 31, 2021.

**Qualification Requirements**

**The Contractor** shall have:

* At least 3 years of experience in developing documentary and promotional videos.
* A record of **3 similar assignments/projects** (e.g., videos dealing with environmental, social and/or development issues). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).
* **Relevant technical equipment necessary for the completion of the tasks** (owned or leased) including photo and video cameras, editing suite, recording studio and sub-title software. Furthermore, the music sequences used in the videos must be accompanied with an appropriate license for distribution and use (free or commercial).

The scope of work requires a **team of skilled professionals with experience in similar projects**. Team members will possess excellent relevant technical skills in order to successfully complete all the assignments. The selected company is expected to give creative input to the development of the project activities during the whole production and post-production process.

The team of experts shall be able to respond to the requirements of the following mandatory areas of expertise:

|  |  |  |
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|  | **Team members**  and/or  **areas of expertise** | **Qualification requirements** |
| **1.** | Producer / Director | * Minimum 5 years of experience in development of video material on projects with environment/social/development background * Record of at least 5 projects in the capacity of Producer and/or Director |
| **2.** | Camera operator | * At least 5 years of experience as camera operator * Record of at least 5 projects in charge of camera and photography in environmental, social and/or development videos issues * Experience in using drones (at least in 2 projects) |
| **3.** | Editor | * At least 5 years of experience as editor * Record of at least 5 projects in the role of editor |

**Other staff and resources**

The Contractor will ensure that all other necessary staff and additional technical resources required for efficient finalization of the work will be provided.

**Terms and Conditions**

* *Language*

The language of the required deliverables/outputs in video format will be the one spoken by the protagonists in the videos (some statements translated into English and subtitled) while the written materials for the project will be submitted in Macedonian and English language. All produced documents shall be subject to proofreading by qualified translators, while the quality of the final versions is subject to UNDP approval.

* *Duration of the assignment*

The contract is expected to start in November 2020 and to be completed latest by 30 November 2021.

* *Submission of data, reports and other material produced*
  + All primary data, videos/photos/reports, and other documentation produced during this assignment shall be made available to UNDP in electronic format on USB/hard disc. All data acquired and products developed in the course of the assignment will be in the ownership of UNDP and cannot be used by the Contractor and its team without prior written permission.
  + The contractor takes full responsibility for the technical part of the video production including the shooting of interviews, the production of animated sequences if needed, as well as the search and purchase of archive materials (if necessary) copyrights. The service provider must hold the rights of the music to be used for the film.
* *Payment schedule*

The payment will be processed in four instalments, as follows:

1st instalment: upon completion of the work plan and submission of draft synopsis for the first 2 video clips and acceptance of the 2 video-clips and 2 posts;

2nd instalment: upon acceptance of 4 video-clips, 6 posts and 30 professional photographs;

3rd installment: upon acceptance of the short documentary film and 3 short trailers;

4th installment: upon acceptance of 2 video-clips and 2 posts.

* *Reporting*

The Team Leader will report to the UNDP Project Communication Officer. The produced materials/videos need to be submitted in English and Macedonian language.

* *Travel costs*

All envisaged travel costs should be included in the financial proposal.

***Evaluation method:***

UNDP will sign the contract with the Company which met the minimum technical requirements and submitted the lowest offers.

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| --- | --- |
| * At least 3 years of experience in developing documentary and promotional videos | YES/NO |
| * A record of a minimum 3 assignments/projects (e.g., videos dealing with environmental/social and/or development issues). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). | YES/NO |
| * Relevant technical equipment necessary for the completion of the tasks (owned or leased) including photo and video cameras, editing suite, recording studio and sub-title software. Furthermore, the music sequences used in the videos must be accompanied with an appropriate license for distribution and use (free or commercial). | YES/NO |

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| --- | --- | --- | --- |
|  | **Team members**  and/or  **areas of expertise** | **Qualification requirements** |  |
| **1.** | Producer / Director | * Minimum 5 years of experience in development of video material on environmental/social and/or development issues) * Record of at least 5 relevant projects in the capacity of Producer and/or Director | YES/NO |
| **2.** | Camera operator | * At least 5 years of experience as camera operator * Record of at least 5 projects in charge of camera and photography in environmental, social and/or development videos issues * Experience in using drones (minimum 2 projects) | YES/NO |
| **3.** | Editor | * At least 5 years of experience as editor * Record of at least 5 projects in the role of editor | YES/NO |

**Annex 2**

**Table 1- List of relevant pr****ojects**

A record of 3 similar assignments/projects (e.g., videos dealing with environmental, social and/or development issues). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
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**Table 2**

**FOR THE TEAM MEMBERS -** Please provide the following information in the tables below regarding team members experiences (general and specific)- for each member in a separate table

For the Producer / Director:

* Minimum 5 years of experience in development of video material on environmental/social and/or development issues)
* Record of at least 5 relevant projects in the capacity of Producer and/or Director

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| --- | --- |
| **Name and Surname of the Producer/Director** | **Relevant project specific experience – for Producer/Director** |
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For the Camera operator:

* At least 5 years of experience as camera operator
* Record of at least 5 projects in charge of camera and photography in environmental, social and/or development videos issues
* Experience in using drones (minimum 2 projects)

|  |  |
| --- | --- |
| **Name and Surname of the Camera operator** | **Relevant project specific experience – for Camera operator** |
|  | *1.* |
| *2.* |
| *3.* |
| *4.* |
| *5.* |

|  |  |
| --- | --- |
| **Name and Surname of the Camera operator** | **Relevant project specific experience – for Camera operator - dron projects** |
|  | *1.* |
| *2.* |
| *3.* |
| *4.* |
| *5.* |

For the Editor:

* At least 5 years of experience as editor
* Record of at least 5 projects in the role of editor

|  |  |
| --- | --- |
| **Name and Surname of the Editor** | **Relevant project specific experience – for Editor** |
|  | *1.* |
| *2.* |
| *3.* |
| *4.* |
| *5.* |

**Annex 2.1**

***Evaluation method:***

UNDP will sign the contract with the Company which met the minimum technical requirements and submitted the lowest offers.

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| --- | --- |
| * At least 3 years of experience in developing documentary and promotional videos | YES/NO |
| * A record of a minimum 3 assignments/projects (e.g., videos dealing with social and/or development issues). List of projects to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses or telephone numbers of contact persons). | YES/NO |
| * Relevant technical equipment necessary for the completion of the tasks (owned or leased) including photo and video cameras, editing suite, recording studio and sub-title software. Furthermore, the music sequences used in the videos must be accompanied with an appropriate license for distribution and use (free or commercial). | YES/NO |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Team members**  and/or  **areas of expertise** | **Qualification requirements** |  |
| **1.** | Producer / Director | * Minimum 5 years of experience in development of video material on environmental/social and/or development issues) * Record of at least 5 relevant projects in the capacity of Producer and/or Director | YES/NO |
| **2.** | Camera operator | * At least 5 years of experience as camera operator * Record of at least 5 projects in charge of camera and photography in environmental, social and/or development videos issues * Experience in using drones (minimum 2 projects) | YES/NO |
| **3.** | Editor | * At least 5 years of experience as editor * Record of at least 5 projects in the role of editor | YES/NO |

**Annex 3.**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery***

Skopje

Date: \_\_\_\_\_\_\_\_\_\_\_

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the services listed below in conformity with the specification and requirements of UNDP as per

# RFQ 121/2020 for Production of a short documentary film and promotional video clips for the implementation and the results of the project

in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MKD, VAT excluded.

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

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RfQ, and the General Terms and Conditions of UNDP’s Standard Contract for this RfQ.

We agree to abide by this Bid for 60 days*.*

We undertake, if our Bid is accepted, to commence the Works and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[please mark this letter with your corporate seal, if available]*

1. *Must be linked to INCO Terms chosen.* [↑](#footnote-ref-1)
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.*  [↑](#footnote-ref-2)
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.* [↑](#footnote-ref-3)
4. *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.* [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. *This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).* [↑](#footnote-ref-6)
7. *Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation* [↑](#footnote-ref-7)
8. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-8)
9. *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.* [↑](#footnote-ref-9)