



REQUEST FOR QUOTATION (RFQ) RFQ UKR/2020/791

All Interested	DATE: October 22, 2020
	REFERENCE: RFQ UKR/2020/791

Dear Sir / Madam:

We kindly request you to submit your quotation for **Production of video stories on SDG Integration**, as detailed in Annex 1 of this RFQ. When you will be preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **23:59 (Kyiv time) October 30, 2020** and via *e-mail* to the address below:

United Nations Development Programme
tenders.ua@undp.org
Procurement Unit

Quotations submitted by email must be limited to a maximum **of 5 MB**, virus-free and no more than 5 email transmissions. *Files larger than 5 MB will not be delivered and therefore the quotation will not be considered.* 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. *Please ensure that you received an autoreply from above-mentioned E-mail address indicating that the message was received.* 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 services:

Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Hryvnia For local companies: in case the offer was submitted in US dollars, payment will be provided in local currency (UAH) at the UNDP rate for the day of payment http://treasury.un.org
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes (<i>VAT amount should be clearly indicated in a separate line</i>) <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Deadline for the Submission of Quotation	23:59, Friday, October 30, 2020 and Kyiv time
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Offer with a detailed description of the services and showing all the requirements of the TOR (Annex 1); <input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award);
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 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 <input type="checkbox"/> Quotations are allowed
Payment Terms ²	<input checked="" type="checkbox"/> 100% upon completion of the services. In exceptional basis 20% prepayment can be made. <input type="checkbox"/> Others
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <i>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below criteria/requirement/s:</i> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline

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.

² 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.

³ 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.

	<ul style="list-style-type: none"> ✓ Offers must meet required Offer Validity ✓ Offers have been signed by the proper authority ✓ Offers include requested company/organization documentation as mentioned above in <i>Documents to be submitted</i> section ✓ Offers must comply with general requirements: <ul style="list-style-type: none"> a) Properly registered company/organization b) At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant are provided c) Description of the proposed team including CVs of the team members are provided. d) At least 2 (two) examples of the showreels are provided. c) The company should have at least three years of experience in video production/postproduction on sustainable development topics; d) Proposed experts meet with minimum requirements specified in TOR; f) Technical responsiveness to stipulated requirements in terms of reference <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors: per lots
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Other Type/s of Contract: Contract for Professional Services
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Others Liquidated damages: Up to 0.1% of total contract amount per week of delay may be applied on discretion of UNDP.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Mutual Written Acceptance of Services based on full compliance with RFQ requirements. Upon provision of originals of invoice, act of acceptance and tax invoice (if applicable).
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference with Appendix (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions - Available through the Link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html . 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) ⁴	Mr. Denys Shliapkin, UNDP Procurement Assistant (denys.shliapkin@undp.org) and Ms. Maryna Anokhina, UNDP Procurement Associate (maryna.anokhina@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/Contract 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.

⁴ 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.

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/procurement/business/protest-and-sanctions.html> .

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:
[https://popp.undp.org/UNDP POPP DOCUMENT LIBRARY/Public/AC Anti-Fraud UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct](https://popp.undp.org/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_UN%20Supplier%20Code%20of%20Conduct_english.pdf#search=code%20of%20conduct)

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Mr. Sergei Mostovoy,
Sergei Mostovoy Operations Manager
UNDP Ukraine
October 22, 2020

AD

Annex 1

TOR for Production of video stories on SDG Integration 2020/RFQ/751

Starting date of assignment: 5 November 2020

Duration of assignment / or end date (if applicable): 07 December 2020

Supervisor's name and functional post: Yuliya Samus, Communications Specialist/ Team Leader United Nations Development Programme in Ukraine in close cooperation and approval from Catharina Klingspor, Knowledge and Advocacy Officer, SDG Integration Team, UNDP

Administrative arrangements: It is expected that two independent Experts will be involved in the process of production of photo essay and writing on SDG Integration. Contractors will rent/use at their own expense office space, any equipment and materials that may be required for completion of the task. Experts shall work under the supervision of Yuliya Samus, Communications Specialist/ Team Leader United Nations Development Programme in Ukraine in close cooperation and approval from Catharina Klingspor, Knowledge and Advocacy Officer, SDG Integration Team, UNDP

Selection method: lowest priced technically compliant proposal

Payment arrangements: Lump Sum (payments linked to deliverables)

1. BACKGROUND

In September 2015, the 193 UN Member States adopted the 2030 Agenda for Sustainable Development (2030 Agenda), a universal and transformative set of commitments for ending poverty, improving wellbeing, and protecting the planet. It spells out 17 Sustainable Development Goals (SDGs) to be achieved by 2030.

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in some 170 countries and territories across the world with the aim to eradicate poverty, reduce inequalities and exclusion, and achieve sustained development results. UNDP supports UN Member States and other stakeholders in translating the commitments of the 2030 Agenda and accelerate progress towards the SDGs through [SDG integration](#).

SDG integration

Today's development challenges, from forced migration, pandemics and conflicts to climate change and inequalities, cannot be dealt with one by one, which has traditionally been the case. More often than not, these challenges are linked and interdependent, which means that UNDP and other development organizations must support countries and communities in an integrated way. This means designing holistic solutions that tackle connected challenges simultaneously, and advance social, economic and environmental progress in a balanced way. The 2030 Agenda is designed to help us do just that through the 17 Sustainable Development Goals (SDGs), which cover social, economic and environmental dimensions of development. UNDP helps countries to implement the SDGs in an integrated way to build a more sustainable future.

How do we do this in practice? One way is to identify investments or actions that have positive spillover effects on social, economic and environmental challenges. Strengthening **youth empowerment** is one way, as young people are known to be agents of change for a greener and more peaceful and inclusive future.

2. MAIN OBJECTIVE OF THE ASSIGNMENT

The objective of this communications project is to tell engaging and positive stories around youth empowerment and youth engagement in Ukraine, showing how youth empowerment is an example of integration and how investing in youth can contribute to sustainable development.

More specifically, the assignment in Ukraine will show how young people contribute to positive change and sustainable development through two short video stories and two associated social media snippets. These products will show how young people take an active role in their communities (in decision making bodies and peace processes) and if possible, contribute to tackle COVID-19. It is important to show how empowered youth helps advance sustainable development socially, economically and environmentally as a good example of integration.

The stories will *briefly mention* UNDP's support but should not *focus* on UNDP's role.

The video stories will focus on:

- **Iryna Hayduchyk** is a head of CSO “Volyn Institute of Law”, which works on local policies in order to establish the principles of transparency, openness, accountability and public participation.
- **Serhii Pronkin** led information campaigns during the COVID-19 pandemic.
- The technical video story (see below) will also include brief interviews with **external validators** (such as the Resident Coordinator or a Government representative) who can speak well about UNDP’s integration work.

To this end, UNDP requires the services of a video production team to produce these stories.

3. SCOPE OF WORK AND EXPECTED OUTPUTS

The selected provider will travel to Lutsk, Volyn oblast and Druzhkivka, Donetsk oblast, together with UNDP staff, to film material that will be used to produce:

- **one human interest video story**, celebrating a few young people as change makers in Ukraine. It will only *briefly and subtly* mention the work by UNDP and partners (2 min 20 sec);
- **one technical video story** that also focuses on communities but elaborates on UNDP’s integrator role and cooperation with partners to tackle the challenges (ca 2 min);
- **two social media snippets** (one for each video story), ca 30 sec each.

The footage must adhere to specifications and criteria of UNDP’s Communications guidelines so it can be broadcasted through official UNDP channels. All final products should be delivered by 30 November 2020.

Specifics:

- A **minimum** of five subjects should be interviewed, including at least three ‘beneficiaries’ and two **external validators (preferably the Resident Coordinator, a Government representative or another strategic partner) who can speak positively about SDG integration/UNDP as SDG integrator. A specified list of interviewees and questions will be established with the CO ahead of the mission.**
- Filming must cover a diverse list population/identity groups relevant to the story, including women, men, youth, older persons, and if possible ethnic minorities and persons with disabilities. Footage should also illustrate landscapes, buildings, infrastructure, physical aspects of projects and community initiatives (B-roll). *A specified shot list must be established with UNDP ahead of the mission.*
- Consent of all interviewed subjects must be obtained in line with UNDP’s guidelines (will be provided during briefing session).
- All video should be digital, using professional quality equipment. It is expected that the consultant will use a digital SLR camera with a minimum of 20 megapixels, high-quality lenses and high-quality audio recording device. A separate, high quality flash unit is required for interiors. The consultant will also bring his/her own tripod and microphones (Lavalier or shotgun mic) and headphones (to double check audio level and noise);
- Video clips must be at least 12 seconds long, of 25fps and shutter speed of 1/50, with as low ISO as possible and agreed to by subject, otherwise use audio recording;
- The resolution must be 1080HD or better and broadcast quality;
- Embed captions to images as described in the UNDP captioning guideline;
- Specific details such as geographical location, and name of the person where possible, copyright information, year picture taken, the name of the project or other relevant context for each video shall be provided.
- Final work to be submitted via online storage, such as Microsoft OneDrive, Google Drive, Dropbox or WeTransfer and on an external hard drive.

The Contractor shall perform the following tasks:

Deliverable #	Task description	Deadline for deliverable
Deliverable 1	Meet with UNDP focal(s) to discuss the scope of work and the envisaged process of the assignment. The contractor is expected to develop:	<i>10 November 2020</i>

	<ul style="list-style-type: none"> - Workplan that includes the filming requirements in each location (lighting, landscapes, etc.); - Scripts and shot lists; The detailed schedule of the trips to the locations (the Contractor should work closely with UNDP Experts on production of photo essay and writing on SDG Integration (Expert #1-Photojournalist, Expert #2- Writer) including organizing field trips to two locations); - Establish and agree on a specified list of questions with UNDP communications focal(s); - Participate in the mission briefing with the UNDP communications focal(s). 	
Deliverable 2	Conduct necessary field trips to two locations, make video sets (at least 8 for a story) and, prepare and submit to UNDP for preliminary review and feedback the following: <ul style="list-style-type: none"> - Document that includes the full name and title of all interviewees, the dates and locations where video recording took place, and the file names for the correspondent video footage in case the provided material is not organized in labeled folders; - Consent forms for video shooting (the templates will be provided by UNDP); - Raw footage of all the collected material (video). 	<i>17 November 2020</i>
Deliverable 3	Finalize the video-stories with the comments and feedback and submit to UNDP the following: <ul style="list-style-type: none"> - Final products/post-production: final cut of 2 video stories, 2 social media snippets; - Delivery of materials related to reshoots or additional interviews, if applicable. 	<i>07 December 2020</i>

4. MONITORING/REPORTING REQUIREMENTS:

The Contractor shall report to Knowledge and Advocacy Officer, SDG Integration Team, UNDP. The payment shall be arranged in stages in accordance with the proposed payment scheme below and upon acceptance of the deliverables based on quality control and recommendations. The final report shall be submitted to UNDP no later than 30 November 2020.

The Contractor shall provide the necessary information and reports according to a preliminary determined schedule or as soon as possible (within a reasonable period of time). UNDP will be the ultimate authority to control the quality of work results and assess the Contractor's performance during the assignment.

UNDP will provide payments upon provision of deliverables duly certified by UNDP in accordance with the table above.

5. REQUIREMENTS FOR CONTRACTOR (COMPANY/ORGANISATION/EXPERT GROUP)

The consultancy requests company/organisation/expert group that will be presented in the tender proposal with their key qualifications and specialities related to the assignment: Team Leader/ Director, at least one Team Member (camera person). The contractor can propose additional team members. Team Leader/ director will lead the assignment in close collaboration with them.

Key requirements to the organisation:

- Officially registered organisation (commercial or non-profit) in Ukraine. In case, if Group of Experts decides to apply, a letter of affiliation with an officially registered organisation (which will be the Contractor in case of contract award) must be provided;
- At least three years of experience in video production/postproduction on sustainable development topics;
- Experience in working with UN agencies and/or other international organizations is desirable.

The video production team that has the following minimum composition and qualifications:

Team Leader/ Director

Education

- University degree (Bachelor's) or equivalent in Filming, Photography, Communications, Public Relations, Media Relations, Journalism or related field.

Experience

- At least 5 years of relevant experience in filming, photography, journalism or communications;
- Experience in the usage of hardware, such as camera equipment, switching equipment and digital editing equipment and software packages with advanced knowledge of Corel Video Studio Ultimate, Adobe Photoshop and other editing and graphic animation tools is required;
- Experience in video postproduction and postproduction as well as ability to produce videos in High Definition, verifiable through portfolio/reel;
- Previous experience in working with UN agencies and/or other international organizations will be considered as an asset.

Languages

- Fluent Ukrainian, knowledge of English will be considered as an asset.

Team Member / Cameraperson

Education

- University degree (Bachelor's) or equivalent in Filming, Videography, Journalism or related field.

Experience

- At least 3 years of relevant experience in photography, videography, journalism or communications;
- Experience in the usage of hardware, such as camera equipment, switching equipment and digital editing equipment and software packages with advanced knowledge of Corel Video Studio Ultimate, Adobe Photoshop and other editing and graphic animation tools is required;
- Previous experience in working with UN agencies and/or other international organizations will be considered as an asset.

Languages

- Fluent Ukrainian.

6. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL

Proposals should include:

- Technical proposal form filled in and the company profile not exceeding 10 pages.
- Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.
- At least 3 reference letters for the company from the previous customers/clients/partners reflecting the nature of projects implemented, their results and the role of the applicant.
- Description of the proposed team including CVs of the team members.
- At least 2 (two) examples of the showreels.
- Financial proposal in line with the instructions provided below

EVALUATION REQUIREMENTS

Technical compliance of the proposal will be evaluated based on the correspondence to the requirements as follows:

1. Administrative check:

- The organization is duly registered
- The validity of the proposal is 60 days
- General Terms and Conditions of UNDP accepted

2. Technical compliance:

- Company/ organization has at least 5 years with experience in video production and post-production.
- Work plan proposed is relevant and corresponding to the requirements of TOR
- Timetable of service provision corresponds to the requirements of TOR
- The video production team proposed has qualification as required above
- At least three years of experience in video production/postproduction on sustainable development topics
- Experience in working with UN agencies and/or other international organizations is desirable

7. FINANCIAL PROPOSAL:

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation. Please clearly indicate currency of the proposal.

In case any public events and/ or field trips are planned as part of the present assignment, the contractors will not be responsible for logistics of events. UNDP will cover the conference costs (including possible printing, food, accommodation, transportation, tickets and etc.) on its own. Travel costs should not be included into the proposal.

The financial proposal shall specify the cost of professional services for the assignment – the total amount and distribution in accordance with the above-mentioned proposed schedule of tranches – Table A Cost Breakdown per Deliverables, as well as line-item breakdown – Table B - Cost Breakdown by Cost Component. Payments will be made in 3 tranches, in particular, the payment schedule will be as follows:

Deliverable 1-2. 60%

Deliverable 3. 40%

A. Cost Breakdown per Deliverables*

	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
1	Deliverable 1	20%		
2	Deliverable 2	40%		
3	Deliverable 3	40%		
	Total	100%		USD

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
Personnel Services				
Team Leader				
.....				
Other members of the team, if needed				
<i>Other costs (if any – to define clearly activities/costs)</i>				

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁵*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁶)***

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 UKR/2020/791:

TABLE 1 : BRIEF COMPANY PROFILE

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	Please indicate here
Business Licenses – Registration Papers, Tax Payment Certification, etc	EDRPOU, ID tax number Copies of State registration and Tax registration should be attached
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.

⁵ This serves as a guide to the Supplier in preparing the quotation and price schedule.

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

Please provide contact details of at least 3 previous partners for reference	Please attach the signed reference letters (if any).
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)

Technical proposal

- Technical proposal form filled in and the company profile not exceeding 10 pages.
- Proposed work plan, with suggested timeline; approach to the development of the project and description how objectives mentioned in ToR will be achieved indicating the persons responsible for each area of activity.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Price offer**Currency - _____**

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of proposal may be UAH or USD, though USD is highly recommended as the price of the contract will be based on the proposal and its currency and will not be changed in its duration. Thus, USD price proposal provides better option for currency risk mitigation. Please clearly indicate currency of the proposal.

In case any public events and/ or field trips are planned as part of the present assignment, the contractors will not be responsible for logistics of events. UNDP will cover the conference costs (including possible printing, food, accommodation, transportation, tickets and etc.) on its own. Travel costs should not be included into the proposal.

The financial proposal shall specify the cost of professional services for the assignment – the total amount and distribution in accordance with the above-mentioned proposed schedule of tranches – Table A Cost Breakdown per Deliverables, as well as line-item breakdown – Table B - Cost Breakdown by Cost Component. Payments will be made in 3 tranches, in particular, the payment schedule will be as follows:

Deliverable 1-2. 60%

Deliverable 3. 40%

A. Cost Breakdown per Deliverables*

	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Tentative Schedule	Price (Lump Sum, All Inclusive)
1	Deliverable 1	20%		
2	Deliverable 2	40%		
3	Deliverable 3	40%		
	Total	100%		USD

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services

Activity/Costs	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	Cost per unit	Amount excluding VAT
Personnel Services				
Team Leader				
.....				
Other members of the team, if needed				
<i>Other costs (if any – to define clearly activities/costs)</i>				

TABLE 2: 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>
Validity of Quotation (min. 60 days)			
All Provisions of the UNDP General Terms and Conditions. http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			

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]