



REQUEST FOR QUOTATION (RFQ) (Service)

To : All Interested Bidder	DATE: September 24, 2020
	RFQ/UNDP/KALFOR/89218/054/2020 - <i>Video Documentary Production of The Village Planning for APL in 3 District, Ketapang, Kotawaringin Barat and Kutai Timur</i>

Dear Sir / Madam:

We kindly request you to submit your quotation for **RFQ/UNDP/KALFOR/89218/054/2020 - Video Documentary Production of The Village Planning for APL in 3 District, Ketapang, Kotawaringin Barat and Kutai Timur**, 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 October 1, 2020 at 1000 hour (GMT +7) and via ☒ *e-mail*, to the address below:

United Nations Development Programme

Menara Thamrin Building, 8th Floor

Attn: Head of Procurement Unit

Email address: Bids.id@undp.org

And should be marked/titled: **RFQ/UNDP/KALFOR/89218/054/2020 - Video Documentary Production of The Village Planning for APL in 3 District, Ketapang, Kotawaringin Barat and Kutai Timur**

Quotations submitted by email must be limited to a maximum of 10 (ten) MB per transmission, virus-free and no more than 6 (six) email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned service/s:

Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP KALFOR Project Office Manggala Wanabakti Building, Blok 7 th , 6 th Floor Jl. Gatot Subroto, RT.1/RW.3, Gelora, Kecamatan Tanah Abang, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 12190	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> October 2020 – March 2021 <input type="checkbox"/> As per Delivery Schedule attached [<i>if delivery will be staggered</i>]	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	N/A	
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER as proposed by bidder in order to meet the required delivery Date and Time
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency : For Local Bidders	
Value Added Tax on Price Quotation ²	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Technical Support	
Deadline for the Submission of Quotation	By 1000 hour (GMT+7) on <i>Thursday, October 01, 2020</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Bahasa for any legal certificate issued by local Government	
Documents to be submitted ³	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input type="checkbox"/> Quality Certificates (ISO, etc.);	

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 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.

³ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Latest Business Registration Certificate ; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied ; <input type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input type="checkbox"/> Others																												
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> NOT Permitted																												
Payment Terms ⁴	<table border="1"> <thead> <tr> <th>No.</th><th>Item</th><th>Timeline</th><th>Instalment</th></tr> </thead> <tbody> <tr> <td>1</td><td>Report based on secondary data and detail workplan</td><td>1st week of October 2020</td><td>10 %</td></tr> <tr> <td>2</td><td>Draft script, Storyboard for production process</td><td>1st week of November 2020</td><td>20 %</td></tr> <tr> <td>3</td><td>Draft Video for 3 (three) villages in Kutai Timur District</td><td>2nd week of December 2020</td><td>15 %</td></tr> <tr> <td>4</td><td>Draft Video for 4 (four) villages in Kotawaringin Barat District</td><td>2nd week January 2021</td><td>15 %</td></tr> <tr> <td>5</td><td>Draft Video for 4 (four) villages in Ketapang District</td><td>2nd week February 2021</td><td>15 %</td></tr> <tr> <td>6</td><td>Final edited video documenter with total 55 minutes with each sub-district duration 5 minutes</td><td>3rd week of March 2021</td><td>25 %</td></tr> </tbody> </table>	No.	Item	Timeline	Instalment	1	Report based on secondary data and detail workplan	1 st week of October 2020	10 %	2	Draft script, Storyboard for production process	1 st week of November 2020	20 %	3	Draft Video for 3 (three) villages in Kutai Timur District	2 nd week of December 2020	15 %	4	Draft Video for 4 (four) villages in Kotawaringin Barat District	2 nd week January 2021	15 %	5	Draft Video for 4 (four) villages in Ketapang District	2 nd week February 2021	15 %	6	Final edited video documenter with total 55 minutes with each sub-district duration 5 minutes	3 rd week of March 2021	25 %
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⁴ 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.

	(separate frame) for 11 sub districts		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : 0,5% Max. no. of days of delay : 1 (one) week After which UNDP may terminate the contract.		
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁵ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁶ <input type="checkbox"/> Others		
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: <i>LOT basis</i>		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁷ and if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type/s of Contract		
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis 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	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by more than one week <input type="checkbox"/> Others		
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection on the required deliverables Complete Installation <input type="checkbox"/> Passing all Testing will be tested within 48 hours upon received of goods <input type="checkbox"/> Completion of Training on Operation and Maintenance		

⁵ 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.

⁶ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

⁷ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input type="checkbox"/> Others
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Terms of Reference (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> 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	<i>Sestyo Ndaru Wicaksono / Fathia Alya Shabrina</i> <i>Procurement Unit</i> <i>Email: Sestyo.wicaksono@undp.org/fathia.shabrina@undp.org</i> 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.

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

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

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

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary

⁸ Where the information is available in the web, a URL for the information may simply be provided.

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.

(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.

Sincerely yours,



Martin Stephanus Kurnia
Procurement Analyst
September 24, 2020

Annex 1

TERMS OF REFERENCE

Video Documentary Production

The Village Planning To support The Forest Planning and Management for APL in 3 District, Ketapang, Kotawaringin Barat and Kutai Timur

“Strengthening Forest Area Planning and Management in Kalimantan” (KALFOR) Project

A. Background Information

The Government of Indonesia and the UNDP collaborate to run a project entitled “Strengthening Forest Area Planning and Management in Kalimantan”. The development challenge targeted by the project involves the need for Indonesia to define, plan for and create a better balance between the development and management of major estate crops such as rubber, coffee, and oil palm, and the need for improved forest protection. The project is designed to develop and implement various approaches to enhance protection of forested areas in non-national state forest land (APL), as well as lands within the convertible forest (HPK) category, both of which are subject to potential conversion (administratively and/or physically) to estate crops and other land uses.

The project intervention will be focused on three pilot provinces: West Kalimantan (Sintang and Ketapang District), Central Kalimantan (Kotawaringin Barat District) and East Kalimantan (Kutai Timur District). One of the objectives KalFor Project is to strengthen the capacity of the local government from province, district to village government to protect areas with retained forest cover from conversion to other landuses including estate crops. The project is structured into four components, with each component comprising a complementary suite of two to three outputs:

- i) Component 1: Mainstreaming of forest ecosystem service and biodiversity considerations into national, provincial, and district policies and decision-making processes for forest area planning and management;
- ii) Component 2: Strengthened and expanded implementation of best practices in the estate crops sector in maintaining biodiversity and ecosystem services in four target landscapes in Kalimantan;
- iii) Component 3: Creation of incentives system to safeguard forests, including biodiversity and ecosystem services, from estate crop sector;
- iv) Component 4: Knowledge management and M&E.

Existing villages have limitations in accessing service providers to increase their knowledge capacity and technical capacity for implementation in the village. This affects the quality of planning and development outcomes in the village, including in terms of forest area management in APL. To achieve maximum results, the village government and its people need to have adequate knowledge and forest management capabilities in APL. They will also need innovative and quality village development.

This situation must be supported by regulations at the village level that can become the basis for village governments to manage forestry areas that are oriented towards sustainability. For this reason, village facilitation activities are needed in managing the forest area around it to ensure that the village government is managing forestry areas in accordance with government policies in protecting forests outside the forest area. In addition, the involvement of women's roles also needs to be increase in the forest planning and management in APL. Women are the one of the stakeholders in the villages who use and access forest resources directly. Therefore, women should be part of stakeholder involved in the planning and decision-making process.

The KalFor project will produce documentary videos about existing forest areas in APL in 3-4 villages in each district of the project locus to showcase forest protection efforts implemented by the district government supported by the KALFOR Project.

B. SCOPE OF SERVICES, EXPECTED OUTPUTS AND TARGET COMPLETION

The overall objective of this project is to carry out the video documentary production to document the initial situation of the existing forested areas in the APL in the 3 - 4 villages in each District, with the plan management according to the community and its villages government.

The villages are:

Ketapang District, the location of the villages is as follow:

1. Sinar Kuri, Sungai laur Subdistrict
2. Riam Bunut Village, Sungai laur Subdistrict
3. Pangkalan suka Village, Nanga Tayap Subdistrict.
4. Tanjung Pasar Village, Muara Pawan subdistrict

Kotawaringin Barat District, the location of the villages is as follow:

1. Masorayan Lake, Kotawaringin lama subdistrict
2. Lada Mandala Jaya Village, Pangkalan lada subdistrict
3. Pasir Panjang Village, Arut Selatan subdistrict
4. Kubu Village, Kumai subdistrict

Kutai Timur District, the location of the villages is as follow:

1. Saka Village, Sangkulirang subdistrict
2. Sempayau Village, Sangkulirang subdistrict
3. Batu Lepoq Village, Karangan subdistrict

This video documentation will contain:

1. Initial condition of forest areas in the APL of villages in each District based on baseline data information provided by Project with their current utilization.
2. Community and village management plans to support forest management in APL, including community expectations for the future benefits.
3. Documentation best practices of women's participation in forest planning and management
4. Support from the Local Government from each District, PKTL-KLHK and the KalFor Project for forest planning and management in APL at the villages.

Specification of documentary video are as follow:

Output : Video documentary in Bahasa Indonesia, with English subtitles
Format : MP4/ H.264 & MOV (Mastering)
Resolution : 1920*1080p Full HD – Aspect Ratio 16:9
Duration : 5 minutes (each villages) with total 11 villages

Required Crews

- Director (1 Person)
- Cameramen (2 Person)
- Editor (1 Person)
- Narrator (1 Person)
- Script Writer (1 Person)
- General Assistant (1 Person)

Required Equipment:

- 2 Video Cameras (Mirrorless camera, minimum Sony Alpha 6400 series or higher)
- 2 lenses (Fix, wide & Tele/zoom + filter)
- Aerial Videos /Drone
- Audio: Microphone (shotgun mic/clip on) & portable audio recorder
- Lighting led portable + reflector
- Tripod/Slider/gimbal

The selected contractor will conduct activities to do tasks to include:

Task 1: Conduct Pre-Production activities as the initial stages of the process of video documentary production

At this stage the company will carry out various preparation activities, including:

- a. Collecting secondary data from available sources from baseline KALFOR Project under each District particularly to obtain information of the initial condition of the area to be compared with the current utilization.
- b. Recommendation of detail scene location for production process.
- c. Determine the resource person or person in charge from each village

Task 2: Develop Script and Story Board

- a. Develop *script drafting* through discussions with the local government of each District, PKTL-KLHK and FMU Kalfor and the villages (online basis)
- b. Liaise with the resource person from each village for availability of production process (time and place)
- c. Conduct field survey/research for material and visual as the base for script drafting. The research including discussions with the local government of each District, PKTL-KLHK and FMU Kalfor and the villages.

- d. Report the preparation of equipment needed for the production stage along with accessories and supporting equipment in order to achieve the video requirement as mentioned above. **(any additional equipment can only be provided within the original quotation)**
- e. The preparation of the script documents proposal must contain with the following subject: goals, objectives, synopsis, and production mechanism to ensure the quality during the production stage

Task 3: Perform Production Stage

Production Stages will be implemented after completing pre-production stage. Activities in the production stage is include:

- a. Shooting at locations as planned in the script
- b. Audio visual record

Note:

The development script (Task-2) and production process (Task-3) which require physical travel to location will be implemented with prior approval from KALFOR Project before the activity conducted considering the pandemic COVID19 situation and will be fully under the selected vendor responsibility

Task 4: Post Production Stage

The post-production stage is the final stage in this work, including:

- a. Equalizing the standard with the Sintang village video that has been done before, both for color grading, audio and video treatment (text, narration, color)
- b. Editing process which include the work of tidying, compiling, cutting and re-integrating all the stock data of shooting into a complete arrangement as well as adding background audio. In this activity, the editor will reconstruct the pieces of the picture that have been taken by the cameraman.
- c. Mastering process, to produce a master of this work.
- d. Multiplication process of the output of the video documentary production with 5 copies of CD (including all video from 11 villages) for each sub district
- e. Set up video that compatible on various media channels such as Instagram, youtube, twitter, facebook.

C. TRAVEL

This activity require field working activities with traveling to the villages as mentioned above for video documentary production. As mentioned above, the travel will need prior approval from KALFOR Project:

Items included in travel expense (accommodations, meals and transportation) should be part of bidder's price proposal. The travel plan should take into consideration on the following factors:

- 1. **1-week field** survey each district
- 2. **1-week travel-time to each village** as mentioned above for production stage

D. DELIVERABLE AND PAYMENT SCHEDULE

Payment will be released in 6 (six) installments below upon timely submission of respective deliverables and their acceptance by KLHK team and KALFOR Project:

No.	Item	Timeline	Instalment
1	Report based on secondary data and detail workplan	1 st week of October 2020	10 %
2	Draft script, Storyboard for production process	1 st week of November 2020	20 %
3	Draft Video for 3 (three) villages in Kutai Timur District	2 nd week of December 2020	15 %
4	Draft Video for 4 (four) villages in Kotawaringin Barat District	2 nd week January 2021	15 %
5	Draft Video for 4 (four) villages in Ketapang District	2 nd week February 2021	15 %
6	Final edited video documenter with total 55 minutes with each sub-district duration 5 minutes (separate frame) for 11 sub districts	3 rd week of March 2021	25 %

E. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER/CONTRACTOR

Selected contractor that will carry out these activities must have the following minimum requirements:

1. Experience in producing documenter video at least 5 similar projects within the last 10 years (provide portfolio including list of clients, name of projects and name of PIC of clients from each project (name, email, and phone number))
2. Experience working with International Organization and Government Institution
3. Working experience in remote areas with limited access and network.
4. Have a good understanding and knowledge about local wisdom practices in community forest management Kalimantan is an advantage
5. Company/organization/institution must have a valid certificate/legal establishment of the institution issued by the Gol.

F. PRODUCTION TIMELINE

Task	October				November				December				Jan-21				Feb-21				Mar-21			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1: Pre-Production																								
1. Kutai Timur Field Survey																								
2. Kotawaringin Barat Field Survey																								
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Task 4: Post Production Stages																								
Shooting Draft Video Deliverable																								
Final Video Deliver																								

UNDP is committed to achieving workforce diversity in term of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply. All application will be treated with strictest confidants.

UNDP does not tolerate sexual exploitation an abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Annex 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁰

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹¹)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. RFQ/UNDP/KALFOR/89218/054/2020:

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

Item No	Description/Specification of Goods	Qty	UoM	Freq	UoM	Unit Price (IDR)	Total Price (IDR)
1	<u>Personeel</u>						
	Director (1 Person)	1	Person	1	Package		
	Cameramen (2 Person)	2	Person	1	Package		
	Editor (1 Person)	1	Person	1	Package		
	Narrator (1 Person)	1	Person	1	Package		
	Script Writer (1 Person)	1	Person	1	Package		
	General Assistant (1 Person)	1	Person	1	Package		
2	<u>Equipment</u>						
	2 Video Cameras (Mirrorless camera, minimum Sony Alpha 6400 series or higher)	1	Set	1	Package		
	2 lenses (Fix, wide & Tele/zoom + filter)						
	Aerial Videos /Drone						
	Audio: Microphone (shotgun mic/clip on) & portable audio recorder						
	Lighting led portable + reflector						
	Tripod/Slider/gimbal						
3	<u>Travel Cost</u>						
	<i>I. Survey Stage (7 days maximum for each district)</i>						
	1. Ketapang District (4 sub districts in 1 week)						
	- Flight Ticket to Pontianak return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	7	Day		

¹⁰ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	- Accommodation and meals	7	Person	7	Day		
	2. Kotawaringin Barat District (4 sub districts in 1 week)						
	- Flight Ticket to Pangkalan Bun return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	7	Day		
	- Accommodation and meals	7	Person	7	Day		
	3. Kutai Timur District (3 sub districts in 1 week)						
	- Flight Ticket to Samarinda return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	7	Day		
	- Accommodation and meals	7	Person	7	Day		
	II. Production Stage (1 week maximum for each sub-district)						
	1. Ketapang; 4 sub-district (Sinar Kuri, Riam Bunut Village, Pangkalan suka Village, Tanjung Pasar Village)						
	- Flight Ticket to Pontianak return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	28	Day		
	- Accommodation and meals	7	Person	28	Day		
	2. Kotawaringin Barat; 4 sub-districts (Masorayan, Lada Mandala Jaya Village, Pasir Panjang Village, Kubu Village)						
	- Flight Ticket to Pangkalan Bun return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	28	Day		
	- Accommodation and meals	7	Person	28	Day		
	3. Kutai Timur; 3 sub-districts (Saka Village, Sempayau Village, Batu Lepoq Village)						
	- Flight Ticket to Samarinda return	7	Person	1	Time		
	- Car Rental (include driver, gasoline, parking, toll, insurance, etc)	2	Unit	21	Day		
	- Accommodation and meals	7	Person	21	Day		
	GRAND TOTAL						

NOTE: All quotations must be exclusive of VAT and other applicable indirect taxes

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

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time: not later than 30 March 2021			
List of Personnel according to TOR			
List of equipment as listed on TOR			
Travel cost to carry out the survey and production stage			
Validity of Quotation: 120 days			
Compliance with UNDP General Terms and Conditions including payment terms			

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]