



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: October 28, 2020
	REFERENCE: MyRFP_2020_024

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision to Produce Bahasa Malaysia voiceover for animated short video**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Thursday, November 05, 2020 and via email, courier mail or fax to the address below:

United Nations Development Programme
Menara PJH, Level 10, No 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya.
procurement.my@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of **90 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscclconduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Patrick Pee
Assistant Resident Representative
10/28/2020

Description of Requirements

Context of the Requirement	Provision to Produce Bahasa Malaysia voiceover for animated short video.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>UNDP will like to engage a local company (Malaysia) to support the localization of the content produced by the UNDP B+HR Asia programme for a local audience in Malaysia. This will require providing a voiceover in Bahasa Malaysia for a short, animated video.</p> <p>The video is 2 minutes 36 seconds long.</p> <p>The Bahasa Malaysia translation of the narration will be provided to the consultant by UNDP in a written format.</p>
List and Description of Expected Outputs to be Delivered	<p>Specific tasks of the Consultant</p> <ul style="list-style-type: none"> - Pre-production briefing with Business and Human Rights National Specialist - Voiceover recording <ul style="list-style-type: none"> o Cast professional native Bahasa Malaysia speaker voiceover actors for the assignment o Send three sound samples to UNDP to select voice actor o Record high-quality voiceover sound file o Ensure precise timing of audio recording to match with video animation o Perform postprocessing of audio recording - Add voiceover track to video <ul style="list-style-type: none"> o Add voiceover track and music soundtrack to video (both music soundtrack and video file will be provided by UNDP) - Add BM subtitles to the video <p>Deliverables</p> <ul style="list-style-type: none"> - An audio soundtrack for the voiceover of the video in WAV and high-quality MP3 formats - A video file with voiceover integrated in MP4 format, rendered in the same quality as the source file received

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	After the audio and video files have been provided and reviewed, the consultant may be expected to provide support for changes to address any quality issues following review.
Person to Supervise the Work/ Performance of the Service Provider	Business and Human Rights National Specialist, Governance Unit, UNDP Malaysia.
Frequency of Reporting	N/A
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, Malaysia.
Expected duration of work	7 working days
Target start date	16 November 2020
Latest completion date	30 November 2020
Travels Expected	Not Applicable
Special Security Requirements	Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not Applicable . The company will use their own equipment and software.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency_ Malaysia Ringgit

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted											
Payment Terms ³	<table><tr><th>Outputs</th><th>%</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Upon satisfactory and acceptance of final production</td><td>100</td><td>30 November 2020</td><td>Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr></table>				Outputs	%	Timing	Condition for Payment Release	Upon satisfactory and acceptance of final production	100	30 November 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Outputs	%	Timing	Condition for Payment Release									
Upon satisfactory and acceptance of final production	100	30 November 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.									
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Business and Human Rights National Specialist, Governance Unit, UNDP Malaysia.											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order											
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.											
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (45%)											

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%) <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" 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
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Page 7-9) Note: Please separate the Financial Proposal (Section D & E) and ensure that is password protected.
Contact Person for Inquiries (Written inquiries only) ⁶	procurement.my@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.
Other Information [pls. specify]	Please refer to the detailed Terms of Reference (TOR) for all other information.

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ 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.

Terms of Reference

Context

Asia has long been synonymous with economic dynamism. Over the last several decades, hundreds of millions of people have been lifted out of poverty, health and educational provision has been enhanced, and new industries have taken root. Still, rapid economic growth has not been without steep social and environmental costs, with long-term implications for the well-being and prosperity of states, communities and individuals in the region.

The aim of the Business and Human Rights (B+HR Asia) project is to promote the implementation of the UN Guiding Principles on Business and Human Rights (UNGPs) as a means to mitigate business-related human rights risks and impacts, level the playing field to allow responsible businesses to remain competitive, while promoting multilateral solutions to global challenges.

Malaysia is one of the countries where the action is implemented, with communications activities targeting a wide range of audiences including governments, state officials, members of the business sector, Civil Society Organizations, and the general public.

The project is reliant on delivering information to target audiences in Malaysia effectively, therefore communication materials produced across different offices need to be adapted and made easily accessible to local communities while preserving consistent and compelling audiovisual quality.

To support this, the UNDP Malaysia is recruiting a technical consultant to produce local Bahasa Malaysia voiceover for its video material introducing the UN Guiding Principles on Business and Human Rights

Scope of Work

The purpose of this consultancy is to support the localization of the content produced by the UNDP B+HR Asia programme for a local audience in Malaysia. This will require providing a voiceover in Bahasa Malaysia for a short, animated video.

The video is 2 minutes 36 seconds long.

The Bahasa Malaysia translation of the narration will be provided to the consultant by UNDP in a written format.

The Consultant will work under the guidance and supervision of the Business and Human Rights National Specialist.

Specific tasks of the Consultant

- Pre-production briefing with Business and Human Rights National Specialist
- Voiceover recording
 - Cast professional native Bahasa Malaysia speaker voiceover actors for the assignment
 - Send three sound samples to UNDP to select voice actor

- Record high-quality voiceover sound file
- Ensure precise timing of audio recording to match with video animation
- Perform postprocessing of audio recording
- Add voiceover track to video
 - Add voiceover track and music soundtrack to video (both music soundtrack and video file will be provided by UNDP)
- Add BM subtitles to the video

Deliverables

- An audio soundtrack for the voiceover of the video in WAV and high-quality MP3 formats
- A video file with voiceover integrated in MP4 format, rendered in the same quality as the source file received

After the audio and video files have been provided and reviewed, the consultant may be expected to provide support for changes to address any quality issues following review.

Bidders are requested to **include the cost of the voiceover actor** in their proposal and propose the best and most cost-effective solution to meet UNDP's requirements, while ensuring a high level of service.

Expected Outputs and Deliverables

Deliverables	Estimated Duration to Complete	Timeline	Review and Approvals Required
1. Sound recording and post processing (including voice actor casting and selection) – output: audio file	Max. 4 days	18 November 2020	Business and Human Rights National Specialist, Governance Unit, UNDP Malaysia
2. Add voiceover to animated short video – output: video file	Max. 3 day	20 November 2020	
Total	Max. 7 days		

The final products need to be delivered in the required formats described under the Scope of work section.

The consultant will use his/her own equipment and software.

Intellectual Property

All information and production outputs under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

Durations of Assignment, Duty Station and Expected Places of Travel

Duration

The assignment is estimated to commence in November 2020. The assignment will need to be completed 30 November 2020 at the latest. Up to maximum of 7 working days.

Duty Station

The consultancy will be home-based and shall set-up a schedule to engage with the project team through video conference or other remote communication tools.

Payment schedule

The contract and payments will be assessed by UNDP Malaysia. The lump-sum price is fixed regardless of changes in the cost components.

- 100% upon submission and approval of all deliverables

Experiences and Competencies

Required Skills and Experience

The consultant should possess the following expertise and qualifications:

Education

- Certificate in audio or video production.

Working experience

- Minimum 2 years of relevant work experience providing voiceover recordings for audio-visual projects;
- Experience in working with UN and other international development agencies is an advantage.

Skills and knowledge

- Knowledge of sound editing and sound postproduction;
- Experience with a variety of audio and video formats;
- High IT literacy;
- Professional approach to time, costs and deadlines.

Language

- Excellent communication (spoken, written) skills in English and Bahasa Malaysia.

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Treats all people fairly without favouritism.

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change/comments/suggestions and ability to manage.

Financial Proposal

Specify a lump sum fee that is all inclusive and takes into account various expenses the agency expects to incur during the contract.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷**(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)**

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable* (To be separated with password protected)

	Deliverables	Percentage	Price (MYR)
1	Upon satisfactory and acceptance of final production	100%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]: (To be separated with password protected)

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Team leader				
2. Team member				
3. Team member				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*