



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **RFQ/UNDP/GMC/0000121934/003/2021 – Media Support to Facilitate Discourse on Implementation of multi-fisheries/multi-sector WPP (Wilayah Pengelolaan Perikanan) management**

Date: 14 January 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: ^{For} Martin Stephanus Kurnia

Title: Head of Procurement Unit

Date: 14 January 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Please refer to the event ID mentioned below. If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows: <input type="checkbox"/></p> <p>E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address (Bids.id@undp.org)</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Link to etendering system: https://etendering.partneragencies.org with event ID: IDN10.....</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 2 (two) days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in USD or IDR for Local Bidders
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP/UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals if any</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p>X Company Profile.</p> <p>X Registration certificate;</p> <p>X List and value of projects performed for the last 5 (five) years plus client's contact details who may be contacted for further information on those contracts;</p> <p>X List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project (if any);</p> <p>X Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field;</p> <p>X Completed and signed CVs for the proposed key Personnel;</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Quotation validity period	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Please refer to the list of deliverable mentioned in the TOR</p>
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p>

	<input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] X Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements X Others: upon acceptance and approval of each deliverable
Contact Person for correspondence, notifications and clarifications	E-mail address: Sestyo.wicaksono@undp.org/ rifqi.thorir@undp.org <u>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</u> <u>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.</u>
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 (two) days before the submission deadline. Responses to request for clarification will be communicated email and UNDP Global Website email and UNDP Global Website before the closing deadline
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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 (twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order X Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	January 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Media Support for Promoting Discourse on Implementation of multi-fisheries/multi-sector WPP (Wilayah Pengelolaan Perikanan) management

1. Background

Presidential Regulation Number 18/ 2020 on the National Medium-Term Development Plan (RPJMN) for 2020-2024, and Presidential Regulation Number 59/ 2017 on Achieving Sustainable Development Goals, mandate the achievement of Goal 14: Life Below Water, through implementation of Fishery Management Areas (known as Wilayah Pengelolaan Perikanan Negara Republik Indonesia or WPPNRI) as the main approach for sustainable development in marine and fisheries sector.

The implementation of WPP as a basis for fisheries development is expected to boost fisheries productivity which in turn plays a role in sectoral and regional growth, in accordance with 2020-2024 RPJMN, which focus on increasing economic resilience demonstrated by the ability to manage and use economic resources, producing high value added goods and services to fulfill domestic and export markets. An integrated development through WPP, that focuses on optimizing the strength of marine and fisheries in each region, is expected to boost inclusive and quality growth that is supported by the sustainable use of natural resources, and thus improve welfare into a just and equitable way.

The existence of WPP as a unit of fisheries and marine development has been established by the Fisheries Law, and specifically regulated in PERMEN-KP No. 18/ 2014 on WPPNRI where WPP is identified as a management area for fishing, aquaculture, conservation, research and fisheries development which includes inland waters, archipelago waters, territorial seas, additional zones, and Indonesia's exclusive economic zone.

WPP-based development utilises a regional approach and expected to maintain the sustainability of maritime and marine resources, including fisheries, amidst the increasing need for food in line with the increase in population. As the WPP-based development focuses on tackling regional challenges, it is considered as an effective approach to answer the complexity in the fishery and marine sector, a sector that is characterized by the dominance of small-scale fisheries with simple technology, high input costs, low access to capital, inadequate infrastructure, lack of upstream and downstream integration, lack of harmonization in spatial planning, degradation of the marine environment, and difficulty in surveillance.

Importantly, there challenges is even more critical considering there are at least 26 government agencies working on fisheries-related management which increase urgency for integrated approach. The WPP-based development is crucial to cluster the unique issues in regional level under WPP framework, and consolidate all the stakeholders to collaboratively addressed the issue through an integrated perspective.

Ministry of Marine Affairs and Fisheries (MMAF) through PERMEN-KP No. 33/ 2019 has initiated establishment of marine capture-based WPP which detailed institutional arrangement of WPP Management Body (Lembaga Pengelola WPP) aiming to increase efficiency, optimizing, and coordination in implementing WPP management in the marine capture according to respective management based on the Fisheries Management Plan (RPP) for each WPP. The initiation of marine capture based WPP here is referred as spectrum one of WPP or phase one of WPP development.

Parallel to the progress of mainstreaming of WPP-approach in the marine capture fisheries, with support from UNDP's the Global Marine Commodities project, the Ministry of National Development Planning (BAPPENAS) through Working Group of Goal 14 of Sustainable Development Goals, has initiated creation of a Multi Stakeholder Platform for Sustainable Fisheries. This platform aims to catalyst operationalization of multi-fisheries/multi-sector

WPP management, which cover all range of sub-sector (i.e. aquaculture, capture fisheries, spatial management including conservation, surveillance, research, and human resources) in the marine and fisheries. The multi-fisheries/ multi-sector WPP management here is referred to as spectrum two of WPP or phase two of WPP development. This spectrum two will directly link to RPJMN's target such as contribution of maritime GDP, and growth in marine and fisheries sector.

The platform is designed as an inclusive cross sectoral coordination mechanism, which helps synchronize the role and mandates of government agencies/ministries, local government as well as stakeholders, to mainstream the implementation of multi-fisheries/multi-sector WPP management, and thus achieving the agreed targets in the RPJMN 2020-2024. The platform is expected to not reduce, replace, or replicate roles of any agencies, instead it provides a medium to strengthen the collaborative work in marine and fisheries sector, which include BAPPENAS as planning ministry, Coordinating Ministry of Maritime Affairs and Investment (CMMAI) as the sector coordinating ministry, MMAF as technical ministry and other related ministries/agencies (i.e. Ministry of Home Affairs, etc.) and stakeholders (i.e. academics, multi-scale industry, civil society including women, youth and indigenous communities, etc.). The platform, as a coordination support mechanism in the national level for multi-fisheries/ multi-sector WPP management, will also provide a model for potential replication for coordination support mechanism in the WPP or regional level.

Through GMC Project, Ministry of National Development Planning/ BAPPENAS and UNDP is working with Pusat Kajian Sumberdaya Pesisir dan Lautan- IPB (PKSPL-IPB) to develop three analysis to support the implementation of multi-fisheries/multi-sector WPP management, which are:

- A. Operational guideline for governance of Multi Stakeholder Platform for multi-fisheries/ multi-sector WPP management
- B. Policy analysis to determine harmonization of role of central and local government, and between ministries and agencies through the governance of Multi Stakeholder Platform for multi-fisheries/ multi-sector WPP management
- C. Analysis and modelling of risk-based approach for licensing in fisheries sector, including analysis on the adequacy of Fisheries Management Plan for investment in the frame of multi-fisheries/ multi-sector WPP management

2.Objective of the Assignment

Providing service to facilitate discussion by managing online webinars and providing customized media coverage on the implementation of multi-fisheries/multi-sector WPP management, based on the three analysis developed by GMC Project.

3.Scope of Works

Providing personals and logistics for successful implementation of the event:

Item No.	Description/Specification of Goods	Quantity
A.	List of requirement for each webinar (total three webinars)	
	1.System webinar/online meeting with Audio & Video Setup (Live Streaming on the media's channel) for Large Meeting Zoom up to 500 participants, for <u>three webinars</u>	3 packages consist of: production of 3 webinar events, its and associated
	2.Audio visual for <u>three webinar</u> , consist of video bumper, poster, virtual background, and webinar materials for multimedia on the webinars	

	<p>3. One (1) Promotion in the Instagram feed, twitter timeline, and facebook wall for each <u>three webinars</u></p> <p>4. One (1) professional moderator for <u>three webinars</u> focusing on implementation of multi-fisheries/multi-sector WPP management</p> <p>The webinars are scheduled for:</p> <ul style="list-style-type: none"> - A half day (appx 3 hours) webinar on week 1 of February, 2021 - A half day (appx 3 hours) webinar on Week 2 of February, 2021 - A half day (appx 3 hours) webinar on Week 4 of February, 2021 <p>The topic of the webinars are:</p> <ul style="list-style-type: none"> - the multi-fisheries/ multi-sector WPP management as a way forward for marine and fisheries development with at least 3 speakers/resource persons/experts - the harmonization of central and local government, and between ministries and agencies through multi-fisheries/ multi-sector WPP with at least 3 speakers/resource persons/experts - The risk-based approach for licensing in fisheries sector, and adequacy of Fisheries Management Plan to boost investment in the frame of multi-fisheries/ multi-sector WPP at least 3 speakers/resource persons/experts 	social media promotions)
B.	List of requirement for customized media package:	
	<p>1. Creation and publication of <u>three in-depth report/article</u> focusing on the topic of the WPP (each on Week 1 of February 2021, Week 2 of February and Week 4 of February 2021):</p> <ul style="list-style-type: none"> • the multi-fisheries/ multi-sector WPP management as a way forward for marine and fisheries development • the harmonization of central and local government, and between ministries and agencies through multi-fisheries/ multi-sector WPP • The risk-based approach for licensing in fisheries sector, and adequacy of Fisheries Management Plan to boost investment in the frame of multi-fisheries/ multi-sector WPP <p>2. Creation and publication of <u>three attractive visual info graphs or motion graphic</u>, (each on Week 1 of February 2021, Week 2 of February and Week 4 of February 2021):</p> <ul style="list-style-type: none"> • the multi-fisheries/ multi-sector WPP management as a way forward for marine and fisheries development • the harmonization of central and local government, and between ministries and agencies through multi-fisheries/ multi-sector WPP • The risk-based approach for licensing in fisheries sector, and adequacy of Fisheries Management Plan to boost investment in the frame of multi-fisheries/ multi-sector WPP <p>3. Publication and editing of <u>three opinions</u> focusing on the multi-fisheries/multi-sector WPP management (draft of written materials will be provided as a supporting materials for further editing), (each on Week 1 of February 2021, Week 2 of February and Week 4 of February 2021):</p> <ul style="list-style-type: none"> • the multi-fisheries/ multi-sector WPP management as a way forward for marine and fisheries development • the harmonization of central and local government, and between ministries and agencies through multi-fisheries/ multi-sector WPP 	3 packages consist of: 3 in-depth report, 3 infographics, 3 opinions, and 4 interviews, and social media promotion]

	<ul style="list-style-type: none"> The risk-based approach for licensing in fisheries sector, and adequacy of Fisheries Management Plan to boost investment in the frame of multi-fisheries/ multi-sector WPP <p>4. Conducting and publication of <u>four interviews</u> on stakeholder's perspective on multi-fisheries/ multi-sector WPP, (one in Week 1 of February 2021, one in Week 2 of February 2021, and two in Week 4 of February 2021):with:</p> <ul style="list-style-type: none"> Representing government: Arifin Rudiyanto (Deputi Bidang Sumber Daya Alam dan Kemaritiman, Kemen. PPN/ BAPPENAS) Representing industry: Yugi Prayanto (Wakil Ketua KADIN Bidang Kelautan dan Perikanan) Representing Academics: Dr. Luky Adrianto (Fakultas Perikanan dan Ilmu Kelautan, IPB University) Representing development partner: Sophie Kemkhadze (UNDP Indonesia) 	
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4. QUALITY ASSURANCE

To ensure effectiveness the works and quality assurance to meet the expected output, the selected Organization/Company must conduct regular coordination during preparation, implementation for all the scope of works, this including that all products, both for webinar and media products, must be consulted with and approved for publication from below entities, which are:

1. Director of Marine Affairs and Fisheries, Ministry of National Development Planning/Bappenas
2. National Project Coordinator for GMC Project, UNDP
3. Communication focal point for GMC Project, UNDP

5. EXPERIENCE

The UNDP is seeking an organization/company, which can demonstrate:

1. A nationally reputable media/content platform company by providing portfolio of at least 3 relevant media coverages within the last 5 years focus on in-depth report or special report focus on public policy or environment or development issue
2. Portfolio of organizing online webinar/panel discussion/dialogue events with high number of participants/viewers (>100 pax), at least three (3) such events within the last 2 years focus on public policy or environment or development issue
3. Proof of managing/having a YouTube channel with minimum 70,000 subscribers, AND social media platform in Instagram, Twitter, and Facebook.
4. Proof of valid company registration certificates

The selected Organization/Company is expected to put together a team composed of key personnel of national expertise which collectively brings experience and commitment, which consist of **at least**:

1. Team Leader also as editor in chief who will be responsible for managing production of all media products, final editing of all materials, and successful implementation of the webinar:
Providing proof of education qualification with at least Bachelor's degree; AND providing portfolio of leading production of at least 5 journalistic products covering issues related to environment, or natural resource management, or fisheries/marine sector
2. Writer who will be responsible for editing prepared opinions draft, developing in-depth report and interview

Providing proof of education qualification with at least Bachelor's degree; AND providing portfolio of developing at least 5 journalistic products covering issues related to environment, or natural resource management, or fisheries/marine sector

3. Graphic designer who will be responsible for creating asset graphics and attractive visual infographs or motion graphic for the webinars, and for promotion in social media

Providing proof of education qualification with at least Bachelor's degree; AND providing portfolio of at least 3 infographic or data visualization in the news media

4. Producer who will be responsible for the webinars production

Providing proof of education qualification with at least Bachelor's degree; AND providing portfolio of managing at least 3 media-hosted zoom-based webinars

5. Moderator who will be responsible for moderating webinar sessions

Providing proof of education qualification with at least Bachelor's degree; AND providing portfolio in moderating at least 3 dialogues related to environment, or natural resource management, or development sector, or public policy

6. DELIVERABLES AND PAYMENT SCHEDULE:

Ref	Description of Deliverables	Payment Schedules
1.	<p>1.1 Published livestream of the <u>first and second</u> zoom-based webinar on bidder's YouTube channel</p> <p>1.2 File of asset graphics for the <u>first and second</u> zoom-based webinar (video bumper, promotion poster, virtual background, and webinar materials for multimedia on the webinars).</p> <p>1.3 Promoted the <u>first and second</u> zoom-based webinar in the Instagram feed, twitter timeline, and facebook wall for at least one week</p> <p>1.4 Published <u>the first package of customized media coverage</u> in the bidder's media website platform which consist of:</p> <ul style="list-style-type: none"> a. One in-depth report/article b. One opinion/column article c. One attractive visual info graphs or motion graphic d. One interviews on stakeholder's perspective e. Promotion in social media 	15 February 2020 (30%)
2.	<p>2.1 Published livestream of the <u>third</u> zoom-based webinar on bidder's YouTube channel</p> <p>2.2 Promoted the <u>third</u> zoom-based webinar in the Instagram feed, twitter timeline, and facebook wall for at least one week</p> <p>2.3 File of asset graphics for the <u>third</u> zoom based webinar (video bumper, promotion poster, virtual background, and webinar materials for multimedia on the webinars).</p> <p>2.4 Published <u>the second and third package of customized media coverage</u> in the bidder's media website platform which consist of:</p> <ul style="list-style-type: none"> a. two in-depth report/article 	15 March 2020 (70%)

	<ul style="list-style-type: none">b.two opinions/columns articlec.two attractive visual info graphs or motion graphicd.three interviews on stakeholder’s perspectivee.Promotion in social media	
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ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/GMC/0000121934/003/2021 – Media Support to Facilitate Discourse on Implementation of multi-fisheries/multi-sector WPP (Wilayah Pengelolaan Perikanan) management	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy	<input type="checkbox"/> Yes <input type="checkbox"/> No

documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/UNDP/GMC/0000121934/003/2021 – Media Support to Facilitate Discourse on Implementation of multi-fisheries/multi-sector WPP (Wilayah Pengelolaan Perikanan) management	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.*
- a brief methodology, approach and implementation plan;*
- team composition and CVs of key personnel*

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.	1.1 Published livestream of the <u>first and second</u> zoom-based webinar on bidder's YouTube channel 1.2 File of asset graphics for the <u>first and second</u> zoom-based webinar (video bumper, promotion poster, virtual background, and webinar materials for multimedia on the webinars). 1.3 Promoted the <u>first and second</u> zoom-based webinar in the Instagram feed, twitter timeline, and facebook wall for at least one week 1.4 Published <u>the first package of customized media coverage</u> in the bidder's media website platform which consist of: a. One in-depth report/article b. One opinion/column article c. One attractive visual info graphs or motion graphic d. One interviews on stakeholder's perspective e. Promotion in social media	
2.	2.1 Published livestream of the <u>third</u> zoom-based webinar on bidder's YouTube	

	<p>channel</p> <p>2.2 Promoted the <u>third</u> zoom-based webinar in the Instagram feed, twitter timeline, and facebook wall for at least one week</p> <p>2.3 File of asset graphics for the <u>third</u> zoom based webinar (video bumper, promotion poster, virtual background, and webinar materials for multimedia on the webinars).</p> <p>2.4 Published <u>the second and third package of customized media coverage</u> in the bidder's media website platform which consist of:</p> <p>a.two in-depth report/article</p> <p>b.two opinions/columns article</p> <p>c.two attractive visual info graphs or motion graphic</p> <p>d.three interviews on stakeholder's perspective</p> <p>e.Promotion in social media</p>	
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
- Team Leader (1 Person)	Person day	20		
- Writer (1 Person)	Person day	20		
- Graphic Designer (1 Person)	Person day	20		
- Producer (1 Person)	Person day	20		
- Moderator (1 Person)	Person day	20		
- others				
Other expenses (please specify in detail if any)				
System webinar/online meeting with Audio & Video Setup (Live Streaming on the media's channel) for Large Meeting Zoom up to 500 participants,	Event	3		
Promotion in social media: the Instagram feed, twitter timeline, and facebook wall	Package	3		
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance to the requirement	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company

Company Name Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Authorized Signature:

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Functional Title of Authorised

Signatory: Click or tap here to enter text.

Email Address: Click or tap here to enter text.