



RFQ Reference: RFQ/UNDP/GOLD-ISMIA/134949/011/2021 – Event Organizer for COP-4 Minamata Convention	Date: 29 April 2021
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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: _____

A handwritten signature in black ink, appearing to be 'MSK' or similar, written over a horizontal line.

Name: Martin Stephanus Kurnia

Title: Head of Procurement

Date: 29 April 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 etendering system with event ID: IDN10 - 0000009133</p> <p>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:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>For eTendering method, click the link https://etendering.partneragencies.org</p> <ul style="list-style-type: none"> The Event ID for etendering system: IDN10 - 0000009133 <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_an_dinvestigation.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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input 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 10 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	<p>Quotations shall be quoted in;</p> <p><input checked="" type="checkbox"/> United States Dollars or</p> <p><input checked="" type="checkbox"/> Local Currency : IDR (Mandatory for Local Bidders)</p>
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>

	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.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including 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: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Others Bahasa Indonesia for any legal certificate issued by the local government Including documentation including catalogues, instructions and operating manuals. Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <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 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> 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; (UN-TICK) <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 (three) clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other List of relevant experiences
Quotation validity period	Quotations shall remain valid for 90 (ninety) days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted 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"
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other (Please refer to the payment schedule mentioned in the TOR)
Conditions for Release of Payment	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Services, based on full compliance with RFQ requirements

	<input checked="" type="checkbox"/> Others upon acceptance and approval of each deliverable
Contact Person for correspondence, notifications and clarifications	E-mail address: agneta.silvia@undp.org and yusef.millah@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 by e-tendering system and UNDP Global Website by 2 (two) days before the 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 (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 <input checked="" type="checkbox"/> 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.	01 June 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.
Other Information	Bid Conference through zoom meeting Day/Date: Thursday, 06 May 2021 Time: 13.00 hour (GMT+7) Zoom Link: https://undp.zoom.us/join/82667571478 Meeting ID: 826 6757 1478 Password: 794327 Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system" (https://etendering.partneragencies.org) as written in the

	<p>method of submission. If you have not registered in the system before, you can register by logging in using:</p> <p>Username: event.guest Password: why2change</p> <p>The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to yusef.millah@undp.org and agneta.silvia@undp.org.</p> <p>Please note that ATLAS has following minimum requirements for password:</p> <ol style="list-style-type: none"> 1.Minimum length of 8 characters; 2.At least one capital letter; and 3.At least one number. <p>New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.</p> <p>For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.</p> <p>The user guide and video are available to you in the UNDP public website in this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p> <p>You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the e-tendering system.</p>
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ANNEX 1: SCHEDULE OF REQUIREMENTS

Term of Reference

RFQ – Event Organizer for Road to COP-4 Minamata Convention

1. General Information

Title	: Event Organizer for Road to COP-4 Minamata Convention
Project No	00107292 – GOLD-ISMIA
Report to	: National Project Manager GOLD-ISMIA
Location	: Online platforms
Duration of contract	: The expected duration of the contract is 10 months (June 2021 – March 2022) calculated based on the contract starting date
Location	: Home based

2. Background

Indonesia was elected to be the host for the Fourth Meeting of the Conference of Parties (COP 4) Minamata Convention 2021 in Bali. The election is announced at the COP 3 Minamata Convention in Geneva, 25 November 2019. The Minamata Convention is an international agreement to control and reduce the use of mercury, effective since 2017 and ratified by 114 countries, including Indonesia.

By acknowledging the danger of mercury for human and environment health, the President of Indonesia has issued the Presidential Regulation No. 21 of 2019 on the National Action Plan for Mercury Reduction and Elimination. Under this regulation, Indonesia is one of the firsts that enforce comprehensive legal framework on mercury restrictions, that may serve as a reference for other countries.

Hosting the COP 4 Minamata Convention 2021 will provide a momentum for Indonesia to perform its central role in environmental diplomacy. The attendance of thousands of delegates at the COP 4 is an opportunity that should be truly utilized by all Indonesian stakeholders, especially to garner international supports for national policies in mercury reduction.

The election of Indonesia to host COP 4 has gone through a long negotiation process for the last 4 months where it had to convince other countries that were originally also interested in hosting them to provide support to Indonesia. Hosting the COP 4 of the Minamata Convention in November 2021 is a momentum for Indonesia to play a central role in environmental diplomacy. The presence of thousands of delegates at COP 4 is an opportunity that all stakeholders in Indonesia need to take full advantage of, especially to increase international support for national policies on mercury reduction.

Now, entering 2021, it is necessary to make various efforts to support Indonesia's readiness as the host, including the dissemination of information about mercury and the COP-4 of the Minamata Convention to stakeholders and the public. One effort that can be done is to carry out a massive publication to the Road to COP-4 Convention using the various platforms currently available.

3. Objectives

- a. To introduce Minamata Convention to public audience;
- b. To promote COP-4 Minamata Convention Hosted by the Government of Indonesia especially to related stakeholders and public;
- c. To showcase the Indonesia's progress and achievement on reducing and eliminating mercury; and
- d. To create the awareness of mercury impacts to public audience.

4. Venue

All events will be held online using zoom platform

5. Scope of Works

As shown on Table 1. The selected vendor will deliver services on series of events in the framework of COP-4 Minamata Convention that will be held on November 2021. There are eight topics that will guide the selected vendor on organizing those events.

Table 1. List of expected outputs and schedule

Expected Outputs	Schedule	Description
Topic #1 Launching Road to COP-4 of Minamata Convention		
1. Press conference	June 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Minister of Environment and Forestry 2. Minister of Health or equivalent <p>Moderator:</p> <p>Representative of Ministry of Environment and Forestry (Echelon 2)</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. 15 National media (3 media printing and 12 media online) 2. Related ministries (30 people) 3. International Organization (approximate 10 people) 4. MoEF staff (approximate 50 people) 5. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before press conference	Participants: COP-4 committee and selected bidder

Expected Outputs	Schedule	Description
3. Opening video for press conference (two minutes edited video)	June 2021	<ul style="list-style-type: none"> - Video posted in social media of COP-4 including Fb, twitter, IG, YouTube - Video will be displayed during press conference
Topic #2 Minamata Diseases and Mercury		
1. Media Briefing with media and influencer	July 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Director General of Ministry of Environment and Forestry or related Ministry (Echelon 1) 2. Director General of Ministry of Health or related Ministry (Echelon 1) 3. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) <p>Moderator: Puri Anindita or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. 15 National Media (3 media printing and 12 media online) 2. Related ministries (30 people) 3. International Organization (10 people) 4. MoEF staff (50 people) 5. COP-4 committee (15 people)
2. Talk show with influencer/public figure	July 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) 2. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) 3. Expert from University 4. Expert from International Organization <p>Moderator: Prita Laura or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 200 people)

Expected Outputs	Schedule	Description
		<ul style="list-style-type: none"> 2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
3. Two (2) online preparation meetings	A week before media briefing	Participants: COP-4 committee and selected bidder
4. One feature/article about the talk show	July 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #3 ASGM issues and mercury usage in Indonesia		
1. Talk show with influencer/public figure	August 2021	<p>Speakers:</p> <ul style="list-style-type: none"> 1. Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) 2. Government representative from Ministry of Energy and Mineral Resource or related Ministry (Echelon 2) 3. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) 4. Expert from International Organization <p>Moderator: Jihan Novita or equivalent</p> <p>Participants:</p> <ul style="list-style-type: none"> 1. Public audience (approximate 200 people) 2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before talkshow	- Participants: COP-4 committee and selected bidder
3. Two minutes edited video	August 2021	- Video posted in social media of COP-4 including Fb, twitter, IG, YouTube

Expected Outputs	Schedule	Description
		- Video will be displayed during press conference
4. One feature/article about talk show	August 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #4 Progress and achievement of GOI on mercury reduction and elimination		
1. Talk show with influencer/public figure	Sept 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) 2. Government representative from Ministry of Energy and Mineral Resource or related Ministry (Echelon 2) 3. Government representative from Ministry of Industry or related Ministry (Echelon 2) 4. Government representative from Ministry of BUMN/PUPR or related Ministry (Echelon 2) 5. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) <p>Moderator: Prita Laura or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 200 people) 2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before talkshow	- Participants: COP-4 committee and selected bidder
3. Two minutes edited video about ASGM	Sept 2021	<p>- Video posted in social media of COP-4 including Fb, twitter, IG, YouTube</p> <p>- Video will be displayed during press conference</p>

Expected Outputs	Schedule	Description
4. One feature/article about talk show	Sept 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #5 Readiness of GOI for COP-4 (Information on the implementation of COP-4, including objectives and targeted participants)		
1. Two (2) online preparation meetings	A week before press conference	Participants: COP-4 committee and selected bidder
2. Press Conference with President of COP-4	Oct 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. President of COP-4 Minamata (Echelon 1) 2. Government representative from Ministry of Foreign Affairs or related ministry (Echelon 1) <p>Moderator: Puri Anindita or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. 15 National media (3 media printing and 12 media online) 2. Related ministries (approximate 30 people) 3. International Organization (approximate 10 people) 4. MoEF staff (approximate 50 people) 5. COP-4 committee (15 people)
Topic #6 Daily coverage on the process of COP 4 Minamata Convention (Nov 2021)		
1. Press Conference with President COP 4	Nov 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. The Minister of Environment and Forestry 2. The President of COP-4 Minamata <p>Moderator: Andhini Effendi or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. 15 National media (3 media printing and 12 media online) 2. Related ministries (approximate 30 people) 3. International Organization (approximate 10 people) 4. MoEF staff (approximate 50 people) 5. COP-4 committee (15 people)

Expected Outputs	Schedule	Description
2. Two (2) online preparation meetings	A week before COP-4 Minamata	Participants: COP-4 committee and selected bidder
3. Three-day media coverage	Nov 2021	10 National online media
Topic #7 Global efforts to eliminate mercury		
1. Talk show with influencer/public figure	December 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Director General of Ministry of Environment and Forestry or related Ministry (Echelon 1) 2. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) 3. Expert from University 4. Expert from International Organization <p>Moderator: Jihan Novita or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 200 people) 2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before talkshow	Participants: COP-4 committee and selected bidder
3. One feature/article about talk show	December 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #8 Public awareness on Indonesia's policy on phasing out mercury		
1. Talk show with influencer/public figure	January 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) 2. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) 3. Expert from University

Expected Outputs	Schedule	Description
		<p>4. Expert from International Organization</p> <p>Moderator: Prita Laura or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 200 people) 2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before talkshow	- Participants: COP-4 committee and selected bidder
3. Two minutes edited video	January 2021	<p>- Video posted in social media of COP-4 including Fb, twitter, IG, YouTube</p> <p>- Video will be displayed during press conference</p>
4. One Feature/article on mercury used at ASGM	January 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #9 Success story of Indonesia on mercury reduction and elimination		
1. Talk show with influencer/public figure	February 2021	<p>Speakers:</p> <ol style="list-style-type: none"> 1. Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) 2. Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) 3. Expert from University 4. Expert from International Organization <p>Moderator: Prita Laura or equivalent</p> <p>Participants:</p> <ol style="list-style-type: none"> 1. Public audience (approximate 200 people)

Expected Outputs	Schedule	Description
		2. Followers of influencer (approximate 500 people) 3. Related government agencies (100 people) 4. 10 National online media 5. MoEF staff (50 people) 6. COP-4 committee (15 people)
2. Two (2) online preparation meetings	A week before talkshow	- Participants: COP-4 committee and selected bidder
3. Two minutes edited video	February 2021	- Video posted in social media of COP-4 including Fb, twitter, IG, YouTube - Video will be displayed during press conference
4. One feature/article about talk show	February 2021	Article published in 10 online media and social media of COP-4 including Fb, twitter, IG, YouTube
Topic #10 Daily coverage on the process of COP 4 Minamata Convention on March 2022		
1. Two (2) online preparation meetings	A week before COP-4 Minamata	Participants: COP-4 committee and selected bidder
2. Press Conference with President COP4	March 2022	Speakers: 1. The Minister of Environment and Forestry 2. The President of COP-4 Minamata Moderator: Andhini Effendi or equivalent Participants: 1. 15 National media (3 media printing and 12 media online) 2. Related ministries (approximate 30 people) 3. International Organization (approximate 10 people) 4. MoEF staff (approximate 50 people) 5. COP-4 committee (15 people)
3. Three-day media coverage	Nov 2021	- 10 National online media
4. Two minutes edited video	March 2022	- Video documentation of COP-4 Minamata - Video posted in social media of COP-4 including Fb, twitter, IG, YouTube

In pursuing the above-mentioned objective and expected outputs, the selected vendor will be responsible to implement the following more detail sub-activities:

1. Press Conference

- Organize four (4) online press conferences with different topics as stated in Table 1.
- The topics of the press conference are:
 - o Topic #1 Launching Road to COP-4 of Minamata Convention
 - o Topic #5 Readiness of GOI for COP-4
 - o Topic #6 Daily coverage on the process of COP 4 Minamata Convention (November 2021)
 - o Topic #10 Daily coverage on the process of COP 4 Minamata Convention (March 2022)
- For each press conference, selected bidder should perform:
 - a. Host zoom webinar with capacity of 200 invitees and live streaming in YouTube page of Ministry of Environment and Forestry
 - b. Invite and confirm the attendance of the 2 speakers, 1 moderator and 15 National media (3 printing media and 12 online media) based on MoEF approval. Please refers to Table 1
 - c. Circulate the invitation letter and zoom link for the speakers and moderator
 - d. Prepare registration page for the participants and attendance list
 - e. Prepare one press release with 2 pages maximum which must be written in an appropriate format and clear content
 - f. For each press conference, selected bidder will organize two (2) brief meetings with COP-4 Minamata Committee in one week before press conference that aim to discuss the preparation and press releases with MoEF and provide allowance using SBU rate (Please refers to ANNEX 3)
 - g. Provide video recording of the webinar exported from zoom platform and Minutes of Meeting
 - h. Circulate press release to all invited medias before the press conference
 - i. Conduct a dry run scheduled maximum an hour before the event
 - j. Ensure the news are posted within 2 weeks after event on the media that we invited
 - k. Prepare clipping/comprehensive report on media coverage (newspaper cuttings, links to online coverage and pdf file of online coverage)
 - l. Provide allowance for 2 speakers (using SBU rate) and 1 moderator. Please refer to ANNEX 3
 - m. For each press conference, provide internet allowance (IDR 100,000/day) for 15 National media, 50 of Government representative and COP-4 committee, please refer to ANNEX 3

2. Media Briefing

- Organize one (1) online media briefing of which involving 15 National media (3 printing media and 12 online media) with Topic #2 Minamata Diseases and Mercury
- Host zoom webinar with capacity of 200 invitees
- Invite 2 speakers, 1 moderator and 1 influencer (please refers to Table 1)
- Confirm the attendance of the media and influencer

- Prepare maximum 2 page media briefing materials related with the specific topic provided by COP-4 Committee
- Provide allowance for speakers (using SBU rate) and 1 moderator. Please refer to ANNEX 3
- Provide two (2) brief meetings for the preparation of media briefing with COP-4 committee and provide allowance using SBU rate (Please refers to ANNEX 3)
- Provide internet allowance (IDR 100,000/day) for 15 media, 5 COP-4 committee and 50 MoEF staff (please refers to ANNEX 3)

3. Talk show

- Organize six (6) talk shows with different topics as stated in Table 1.
- The topics of the talk show are:
 - Topic #2 Minamata Diseases and Mercury
 - Topic #3 ASGM and mercury usage in Indonesia
 - Topic #4 Progress and achievement of GOI on mercury reduction and elimination
 - Topic #7 Global efforts to eliminate mercury
 - Topic #8 Public awareness on Indonesia's policy on phasing out mercury
 - Topic #9 Success story of Indonesia on mercury reduction and elimination
- For each talkshow, selected bidder should perform:
 - a. Host zoom webinar with 900 participants capacity and live streaming in YouTube page of Ministry of Environment and Forestry
 - b. Prepare event promotion on social media including media placement in Instagram, Facebook and Zoom or equivalent for 2000 views
 - c. Invite and confirm the attendance of speakers, influencer and moderator based on MoEF approval. Please refers to Table 1
 - d. Circulate the invitation letter and zoom link for the speakers, influencer and moderator
 - e. Prepare registration page for the participants and attendance list
 - f. Provide video recording of the webinar exported from zoom platform and Minutes of Meeting
 - g. Provide e-certificated for registered participants and panelists
 - h. Provide virtual background for all panelists
 - i. Conduct one dry run with moderator and panelists including deliver a short briefing on how to use or join the webinar
 - j. Provide allowance for speakers (using SBU rate) and moderator
 - k. Provide two (2) brief meetings to discuss the presentation materials and provide allowance for COP-4 committee using SBU rate (Please refers to ANNEX 3)
 - l. Publish one (1) feature/article of talkshow coverage on 10 National online media
 - m. Provide internet allowance (IDR 100,000/day) for 15 media, 5 COP-4 committee and 50 MoEF staff (please refers to ANNEX 3)

4. Two minutes video

1. Develop six (6) edited two minutes videos with the following topics:
 - Topic #1 Road to COP-4 of Minamata Convention
 - Topic #3 ASGM and mercury usage in Indonesia
 - Topic #4 Progress and achievement of GOI on mercury reduction and elimination
 - Topic #8 Public awareness on Indonesia's policy on phasing out mercury
 - Topic #9 Success story of Indonesia on mercury reduction and elimination
 - Topic #10 Daily coverage on the process of COP 4 Minamata Convention (March 2022)
2. Under coordination with MoEF, the selected vendor should provide pre-production video activities as follow:
 - Develop story concept and mood board design of video.
 - Develop video script
 - If the situation is not conducive for taking offline video stocks and interview, animation video will be acceptable
 - Provide two (2) brief meetings for each video to discuss the video script
3. Produce all the videos in High Definition (HD) format with Indonesia voice over and English subtitle
4. Provide edited video with social media format with minimum 60 MB size, full offline/online editing with color grading, graphic treatment, music, sub tittle, and sound effect.

5. COP-4 Minamata Convention (online)

- Organize 3-day online media coverages on COP-4 Minama Convention in November 2021 and March 2022
- Invite 10 National online media and provide internet allowance
- Provide two (2) brief meetings to discuss the preparation and provide allowance for COP-4 Committee in each brief meeting
- Ensure media coverage published in 10 media

6. Institutional Arrangement

The selected bidder will work under direct supervision of COP-4 committee under MoEF and GOLD-ISMIA project and will be directly responsible for reporting, findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones.

The selected bidder should liase with 5 persons as COP-4 committee to discuss about topic, content, speakers, moderators and participants of each event. Approval from COP-4 committee is needed in every decision.

Social media of COP-4 will be provided by COP-4 committee as admin. The selected bidder should

confirm the access of social media account with admin. All publication including article and poster should subject to approval from COP-4 committee including poster design.

Upon signing of the contract, the selected vendor is expected to attend an inception meeting with UNDP/Project to review the scope of work, deliverables and reach an agreement for those aspects.

List of National media selection will be provided by COP-4 Minamanta Committee.

The selected vendor will coordinate intensively with COP-4 Minamanta Committee from MoEF and will take full responsibility for the overall management of activities, and bears all substantive, operational and financial requirement.

7. Qualifications of the Successful Service Provider

The company must:

- Experience in managing event, online and offline
- Having minimum in handling 5 relevant projects that involved international organization and ministries
- Proven event management experience with portfolio in relevant events
- Experience in networking with public figure and mass media.
- Experience in managing webinar using online platform

Competencies

- Having excellent organizational and facilitation skills
- Client oriented and resourceful including has social media followers with minimum 5,000 people
- Capability to work under pressure and within budget limits

8. Qualification of Key Personnel

a. Event Producer (1 person)

- Bachelor's Degree on communication, media, advertisement, marketing or related discipline
- Minimum 5 years working experience on communication/media/event organizer

b. Assistant Producer (2 person)

- Bachelor's Degree on communication, media, advertisement, marketing or related discipline
- Minimum 3 years working experience on communication/media/event organizer

c. Communication Specialist (1 person)

- Bachelor's Degree on communication, media, advertisement, marketing or related discipline

- Minimum 5 years of experiences in the field of communication, social media, digital campaign and digital creative
 - Has experience on writing article for media and op-eds
 - Has experience on development of media monitoring
- d. Operator/technician (3 person)
- 3 years Diploma on media, advertisement, marketing or related discipline
 - Minimum 2 years working experience on communication/media/event organizer
- e. IT (2 person)
- 3 years Diploma on computer science, informatic or related discipline
 - Minimum 3 years working experience on IT/media/event organizer
- f. Guest Booker (2 person)
- 3 years Diploma on marketing, sales or related discipline
 - Minimum 1 years working experience on media/event organizer
- g. Videographer (2 person)
- 3 years Diploma in communication, visual design, art science, journalism, engineering or other related fields
 - Minimum 3 years working experience of operating camera indoor and/or outdoor
 - Extensive experience on script writing
- h. Video Editor (1 person)
- 3 years Diploma in communication, visual design, art science, journalism, engineering or other related field;
 - Minimum 3 years working experience in video editing;
- i. Graphic Designer (2 person)
- 3 years Diploma or Bachelor's Degree on marketing, sales or related discipline
 - Minimum 3 years working 2 years working experience on media/event organizer
- j. Admin (1 person)
- 3 years Diploma on marketing, sales or related discipline
 - Minimum 1 year working experience on media/event organizer

9. Deliverable and Schedule of Payment

Expected Outputs	Due Date	Percentage of Payment
<p>1st deliverable: Completion of report on the implementation of the following events:</p> <p>Topic #1 Launching Road to COP-4 of Minamata Convention</p> <ol style="list-style-type: none"> 1. One Press conference 2. Two online preparation meetings 3. Two minutes edited videos posted on COP-4's social media <p>Topic #2 Minamata and Mercury</p> <ol style="list-style-type: none"> 1. Media Briefing with media and influencer 2. Talk show with influencer 3. Two online preparation meetings 4. One feature/article about the talk show published in 10 online media and COP-4's social media 	15 August 2021	20 %
<p>2nd deliverable: Completion of report on the implementation of the following events:</p> <p>Topic #3 ASGM and mercury usage in Indonesia</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meeting 3. Two minutes edited video posted on COP-4's social media 4. One feature/article about talk show published in 10 online media and COP-4's social media 	15 October 2021	20 %

<p>Topic #4 Progress and achievement of GOI on mercury reduction and elimination</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. One feature about talk show published in 10 online media and COP-4's social media 		
<p>3rd deliverable: Completion of report on the implementation of the following events: Topic # 5 Readiness of GOI for COP-4</p> <ol style="list-style-type: none"> 1. Two online preparation meetings 2. Press Conference <p>Topic # 6 Daily coverage on the process of COP 4 Minamata Convention (Nov 2021)</p> <ol style="list-style-type: none"> 1. Press conference 2. Two online preparation meetings 3. Three-day media coverage 	<p>15 December 2021</p>	<p>20 %</p>
<p>4th deliverable: Completion of report on the implementation of the following events: Topic #7 Global efforts to eliminate mercury</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. One feature/article about talkshow published in 10 online media and COP-4's social media 	<p>15 February 2022</p>	<p>20 %</p>

<p>Topic #8 Public awareness on Indonesia's policy on phasing out mercury</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. One feature/article about talkshow published in 10 online media and COP-4's social media 		
<p>5th deliverable: Completion of report on the implementation of the following events:</p> <p>Topic # 9 Success story of Indonesia on mercury reduction and elimination</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. One feature about talkshow published in 10 online media and COP-4's social media <p>Topic # 10 Daily coverage on the process of COP 4 Minamata Convention (Nov 2021)</p> <ol style="list-style-type: none"> 1. Press conference 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. Three-day media coverage 	<p>15 April 2022</p>	<p>20 %</p>

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/ISMIA/134949/011/2021 – RFQ – Event Organizer for Road to COP-4 Minamata Convention	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 documents on women empowerment, renewable energies or membership of trade	<input type="checkbox"/> Yes <input type="checkbox"/> No

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.
<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.

Yes	No	
<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/ISMIA/134949/011/2021 – RFQ – Event Organizer for Road to COP-4 Minamata Convention	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.	1st deliverable: Completion of report on the implementation of the following events: Topic #1 Launching Road to COP-4 of Minamata Convention <ol style="list-style-type: none"> 1. One Press conference 2. Two online preparation meetings 3. Two minutes edited videos posted on COP-4's social media Topic #2 Minamata and Mercury <ol style="list-style-type: none"> 1. Media Briefing with media and influencer 2. Talk show with influencer 3. Two online preparation meetings 4. One feature/article about the talk show published in 10 online media and COP-4's social media 	
2	2nd deliverable: Completion of report on the implementation of the following events: Topic #3 ASGM and mercury usage in Indonesia	

	<ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meeting 3. Two minutes edited video posted on COP-4's social media 4. One feature/article about talk show published in 10 online media and COP-4's social media <p>Topic #4 Progress and achievement of GOI on mercury reduction and elimination</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. One feature about talk show published in 10 online media and COP-4's social media 	
3	<p>3rd deliverable: Completion of report on the implementation of the following events:</p> <p>Topic # 5 Readiness of GOI for COP-4</p> <ol style="list-style-type: none"> 1. Two online preparation meetings 2. Press Conference <p>Topic # 6 Daily coverage on the process of COP 4 Minamata Convention (Nov 2021)</p> <ol style="list-style-type: none"> 1. Press conference 2. Two online preparation meetings 3. Three-day media coverage 	
4	<p>4th deliverable: Completion of report on the implementation of the following events:</p> <p>Topic #7 Global efforts to eliminate mercury</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. One feature/article about talkshow published in 10 online media and COP-4's social media <p>Topic #8 Public awareness on Indonesia's policy on phasing out mercury</p> <ol style="list-style-type: none"> 1. Talk show with influencer 2. Two online preparation meetings 3. Two minutes edited video 	

	4. One feature/article about talkshow published in 10 online media and COP-4's social media	
5	<p>5th deliverable:</p> <p>Completion of report on the implementation of the following events:</p> <p>Topic # 9 Success story of Indonesia on mercury reduction and elimination</p> <ol style="list-style-type: none"> 1. Talk show with influencer/public figure 2. Two online preparation meetings 3. Two minutes edited video posted on COP-4's social media 4. One feature about talkshow published in 10 online media and COP-4's social media <p>Topic # 10 Daily coverage on the process of COP 4 Minamata Convention (Nov 2021)</p> <ol style="list-style-type: none"> 1. Press conference 2. Two online preparation meetings 3. Two minutes edited video 4. Three-day media coverage 	
Total Price		

Breakdown of Fees

Personnel / other elements	Number of Personnel	UOM	Qty	Unit Price	Total Price
Personnel	a		b	c	a x b x c
Event Producer (1 person)	1	Man-days	100		
Assistant Producer (2 person)	2	Man-days	100		
Communication Specialist (1 person)	1	Man-days	100		
Operator/technician (3 person)	3	Man-days	100		
IT (2 person)	2	Man-days	100		
Guest Booker (2 person)	2	Man-days	100		
Videographer (2 person)	2	Man-days	100		
Editor (1 person)	1	Man-days	100		
Graphic Designer (2 person)	2	Man-days	100		
Admin (1 person)	1	Man-days	100		

Allowances					
Speaker: Minister of Environment and Forestry (MoEF) for 3 events x 4 OJ	1	Person	3		
Speaker: Minister of Health or equivalent for 1 event x 4 OJ	1	Person	1		
Speaker: Director General of MoEF or related Ministry (Echelon 1) for 2 events x 2 OJ	1	Person	2		
Speaker: Director General of Ministry of Health or related Ministry (Echelon 1) for 1 event x 2 OJ	1	Person	1		
Speaker: Influencer (Nicholas Saputra/Tasya Kamila/Nadine Chandrawinata or equivalent) for 5 events	1	Person	5		
Speaker: Government representative from Ministry of Environment and Forestry or related Ministry (Echelon 2) for 5 events x 2 OJ	1	Person	5		
Speaker: Government representative from Ministry of Energy and Mineral Resource or related Ministry (Echelon 2) for 2 events x 2 OJ	1	Person	2		
Speaker: Government representative from Ministry of Industry or related Ministry (Echelon 2) x 2 OJ	1	Person	1		
Speaker: Government representative from Ministry of BUMN/PUPR or related Ministry (Echelon 2) x 2 OJ	1	Person	1		
Speaker: President of COP-4 Minamata for 3 events x 24OJ	1	Person	3		
Speaker: Government representative from Ministry of Foreign Affairs or related ministry (Echelon 1) x 2 OJ	1	Person	1		
Speaker: expert from University for 4 events	1	Person	4		
Speaker: Expert from International Organization for 5 events	1	Person	5		
Moderator (Echelon 2)	1	Person	1		
Moderator: Puri Anindita or equivalent for 2 events	1	Person	2		
Moderator: Prita Laura or equivalent for 4 events	1	Person	4		

Moderator: Jihan Novita or equivalent for 2 events	1	Person	2		
Moderator: Andhini Effendi or equivalent for 2 events	1	Person	2		
Participants: - Media - MoEF Staff - COP-4 Committee	15 50 15	Person	11		
Facilitator: COP-4 Committee (Echelon 3)	15	Person	20		
Zoom webinar for 200 invitees	1	Lump sum zoom webinar for 200 pax	5		
Media placement for 2,000 views	1	Media placement	6		
Zoom webinar for 900 invitees	1	Lump sum zoom webinar for 900 pax	6		
Other expenses (if any)					
International flights					
Subsistence allowance					
Local Transportation					
Communication					
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.
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.

<p><i>Exact name and address of company</i></p> <p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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