



REQUEST FOR QUOTATION (RFQ)

Development of Audio-Visual Materials

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| RFQ Reference: UNDP/RFQ/2021/30 | Date: 21 June 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

Annex 4: Terms of Reference

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: Shiva Prakash Adhikari

Title: Procurement Associate

Date: 21 June 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

| | |
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| 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>5.30 pm Nepal Time, 05 July 2021</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 type="checkbox"/> E-tendering</p> <p><input checked="" 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>Bid submission address: procurement.np@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF or MS Word ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 25 MB ▪ Mandatory subject of email Development of Audio-Visual Materials - UNDP/RFQ/2021/30 - {Bidder's Name} ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. |
| 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_andinvestigation.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> |

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| 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 type="checkbox"/> Cancellation of PO/Contract if the service is delayed by [XXX days]</p> <p><input type="checkbox"/> Others []</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. 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 Nepalese Rupees |
| 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> |

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| | 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 checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes |
| Language of quotation | English 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"/> Tax registration and the latest tax clearance certificate <input checked="" type="checkbox"/> List and value of similar projects/services performed for the last five years services plus client's contact details who may be contacted for further information on those contracts <input type="checkbox"/> Product brochures, specifications, certifications, quality certifications, and related documents <input checked="" type="checkbox"/> Names and curriculum vitae of individuals who will be involved in completing the services <input checked="" type="checkbox"/> Short video file or Link to a sample video produced by the company |
| Quotation validity period | Quotations shall remain valid for 30 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 |
| Alternative Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted |
| Payment Terms | <input checked="" type="checkbox"/> Lump-sum basis <input type="checkbox"/> Other Click or tap here to enter text. |
| Conditions for Release of Payment | <input type="checkbox"/> Passing Inspection (as mentioned in the specifications), Complete Installation <input type="checkbox"/> Passing all Testing <input type="checkbox"/> Satisfactory Performance on Monthly basis <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others |

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| Contact Person for correspondence, notifications and clarifications | E-mail address: query.procurement.np@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by posting queries and UNDP responses in UNDP procurement page by 5.30pm Nepal Time, 21 June 2021. |
| 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 checked="" 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 checked="" type="checkbox"/> Purchase Order <input 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 |
| Expected date for contract award. | By July 12, 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**Audio-visual materials to be produced/delivered**

| Material | Topic |
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| 1. One 2- to 3-minute-long video for social media and other platforms. (This can also be used as a project intro video which shows what project is aiming/doing from its HCWM component) | Health precautions and containment measures being used and promoted in the project areas. |
| 2. One less than 1-minute-long video PSA for broadcasting | Safe management of household waste during COVID home isolation/general medical waste such as masks |
| 3. Three radio PSAs in different languages (Maithili, Nepali, Tharu, Magar, Doteli) | -Safe management of household waste during COVID home isolation/general medical waste such as masks, further translated into local language -Exposure to hazards of HCW due to mismanagement, further translated into local language Household waste segregation, collection and management |
| 4. Two up to 5-minute-long video to be used for training (<i>Mix of animation and visuals</i>) Narrative of process (In Nepali and English subtitles) | 1. Inertization and Encapsulation of pharmaceutical waste 2. Autoclave testing procedure 3. Sharp waste management in rural areas |
| 5. Two up to 5-minute-long video/documentaries on solid waste management (Language in Nepali with English subtitle). One of this can be used as a project intro video which shows what project is aiming/doing from its municipal solid waste component | -waste processing and income generation -income generation through vermi composting and organic farming -waste segregation and household composting |

Delivery Requirements

| Delivery Requirements | |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery date and time | Bidder shall deliver all Video and PSAs within 8 weeks after Contract/PO signature. |
| Delivery Terms (INCOTERMS 2020) | DDP |
| Customs clearance (must be linked to INCOTERM) | <input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder |
| Exact Address(es) of Delivery Location(s) | Kathmandu |

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| Distribution of shipping documents (if using freight forwarder) | Click or tap here to enter text. |
| Packing Requirements | Click or tap here to enter text. |
| Training on Operations and Maintenance | |
| Warranty Period | |
| After-sales service and local service support requirements | |
| Preferred Mode of Transport | |

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: | UNDP/RFQ/2021/30 | 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i> | | | | |
| 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. |
| <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. |

| Yes | No | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 – GOODS/SERVICE

Bidders are requested to complete this form, sign it and return it as part of their bid 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: | UNDP/RFQ/2021/30 | Date: Click or tap to enter a date. |

| Currency of the Quotation: Click or tap here to enter text. | | | | | |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------------|-------------|
| INCOTERMS: Click or tap here to enter text. | | | | | |
| Item No | Description* | UOM | Qty | Unit price | Total price |
| | 1. One 2- to 3-minute-long video for social media and other platforms. 2. One less than 1-minute-long video PSA for broadcasting 3. 15 radio PSAs (3 in 5 languages: Maithili, Nepali, Tharu, Magar, Doteli) 4. Two up to 5-minute-long video to be used for training (<i>Mix of animation and visuals</i>) 5. Two up to 5-minute-long video/documentaries on solid waste management | | | | |
| Sub Total | | | | | |
| VAT 13% | | | | | |
| Total Final and All-inclusive Price | | | | | |

- Based on the list in Annex I: Schedule of Requirements

Cost Breakdown by Cost Component

| Description of Activity | Qty | Unit Cost | Total cost |
|-------------------------------------------------------------------------------|-----|-----------|------------|
| I. Personnel Services (Chose only ones applicable) | | | |
| 1. Services from Home Office | | | |
| a. Producer/Director/Team Leader | | | |
| b. Editor | | | |
| c. Script Writer | | | |
| d. Narrator | | | |
| e. Videographer | | | |
| f. Other (Specify)..... | | | |
| II. Out of Pocket Expenses (please select only the applicable items) | | | |
| 1. Travel Costs | | | |

| | | | |
|-------------------------|--|--|--|
| 2. Daily Allowance | | | |
| 3. Other (Specify)..... | | | |
| Total | | | |

Compliance with Requirements

| | You Responses | | |
|------------------------------------------|--------------------------|--------------------------|-----------------------------------------------------|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Minimum Technical Specifications | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Delivery Lead Time | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Warranty and After-Sales Requirements | <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 <i>[pls. specify]</i> | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

Terms of Reference
Development of Audio-Visual Materials

Contract Duration: 8 Weeks between 12 July and 6 September 2021
Type of Contract: Institutional Service Contract
Location, Country: Kathmandu and Provinces, Nepal
Expected Starting Date: 12 July 2021

1. Background and Objective

UNDP Nepal under its COVID recovery effort, works with five municipalities and seven provincial and regional hospitals with the aim of strengthening their capacities in safe management of the municipal solid waste along with the potentially hazardous healthcare waste through implementation of various activities under the Promoting Green Recovery Project. This alliance with the municipalities and the health care facilities is expected to create employment opportunities for more than 1500 most marginalized and vulnerable population affected by the pandemic as well as foster business recovery and green growth and supporting in containment of the COVID-19 virus in the existing and post-COVID context. Furthermore, the project aims in wider dissemination of the information to the communities and the key stakeholders for efficient management of the wastes and increased community participation.

In this regard, UNDP is working with relevant federal ministries and departments as well as provincial and local governments for effective management of municipal and healthcare waste. The healthcare waste management (HCWM) component of the PGRP project aims to provide required technical and logistical supports to the select health care facilities to improve the existing situation of health care waste generated from the health care facilities that were specifically designated for treatment of COVID patients and dealing with potentially infected or patient of COVID-19. The support will extend to establishing safe health care waste management system, advocacy and information dissemination on COVID-19 to the vulnerable population and strengthen the capacity of the targeted groups.

UNDP intends to enhance its visibility, among others, by producing and disseminating communication materials on its field activities and achievements on the ground. To that end, PGRP is seeking an institutional service provider to develop short videos and audio and video PSAs. By way of these materials, the project intends to a) make visible particularly the collaboration with the Government of China for health care waste management in Nepal and b) reach out to public with messages for awareness of urban waste management and health precautions and containment measures.

2. Description of the tasks

The service provider will develop a professionally and technically sound video documentary with footage collection from the above sites including interviews of key stakeholders and beneficiaries. The provider will ensure the video documentaries and PSAs are developed in a timely manner and with high quality.

PGRP is supporting following seven hospitals for their healthcare waste management:

1. Koshi Provincial Hospital - Biratnagar, Province no. 1
2. Narayani Sub-Regional Hospital - Birgunj, Province no. 2

3. Rapti Provincial Hospital – Tulsipur, Lumbini Province
4. Janakpur Provincial Hospital – Janakpur, Province no. 2
5. Shree Birendra Hospital – Chhauni, Kathmandu, Bagmati Province
6. Bheri Provincial Hospital – Nepalgunj, Lumbini Province and
7. Surkhet Provincial Hospital, Birendranagar, Karnali Province

PGRP is also supporting the following Municipalities for their municipal solid waste management:

1. Janakpurdham Sub-Metropolitan City, Province no. 2
2. Tillotama Municipality, Lumbini Province
3. Waling Municipality, Gandaki Province
4. Birendranagar Municipality, Karnali Province
5. Bheemdutt Municipality, Sudurpaschim Province

For videos, footage from some of these hospitals and locations may be collected. The field travel logistics/transportation support will be provided by UNDP.

In close coordination with the Communications Office/Technical Expert and overall supervision of the National Project Manager, the service provider will.

- Develop a work plan including site/field visit plan as per the proposed timeline shown on section 3 below
- Collect necessary materials and consult and work closely with PGRP team to develop the overall concept and narrative for the audio visual communication material;
- Shoot video/pictures to capture activities and interventions as agreed
- Develop scripts and finalize in consultation with PGRP project;
- Present the draft products to PGRP/UNDP;
- Provide high-resolution copies of the final Videos and PSAs
- The Video Documentaries and PSAs will run in English as well as in Nepali voiceover with English subtitle.
- Films must be shot with professional equipment that meets basic minimum 'international broadcast requirements'

3. Audio-visual materials to be produced/delivered under the contract

| Material | Topic |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. One 2- to 3-minute-long video for social media and other platforms. (This can also be used as a project intro video which shows what project is aiming/doing from its HCWM component) | Health precautions and containment measures being used and promoted in the project areas. |
| 2. One less than 1-minute-long video PSA for broadcasting | Safe management of household waste during COVID home isolation/general medical waste such as masks |
| 3. Three radio PSAs in different languages (Maithili, Nepali, Tharu, Magar, Doteli) | -Safe management of household waste during COVID home isolation/general medical waste such as masks, further translated into local language |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>-Exposure to hazards of HCW due to mismanagement, further translated into local language</p> <p>Household waste segregation, collection and management</p> |
| <p>4. Two up to 5-minute-long video to be used for training (<i>Mix of animation and visuals</i>) Narrative of process (In Nepali and English subtitles)</p> | <p>1. Inertization and Encapsulation of pharmaceutical waste 2. Autoclave testing procedure 3. Sharp waste management in rural areas</p> |
| <p>5. Two up to 5-minute-long video/documentaries on solid waste management (Language in Nepali with English subtitle). One of this can be used as a project intro video which shows what project is aiming/doing from its municipal solid waste component</p> | <p>-waste processing and income generation -income generation through vermi composting and organic farming -waste segregation and household composting</p> |

4. Expected deliverables and schedule

| Deliverables | WK1 | WK2 | WK3 | WK4 | WK4 | WK5 | Wk6 | WK7 | WK8 |
|---------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Deliverables | WK1 | WK2 | WK3 | WK4 | WK4 | WK5 | Wk6 | WK7 | WK8 |
| 13. Inception report including concept of the video documentaries and PSAs | | | | | | | | | |
| 14. Field video documenting and Preparation of Audio PSAs | | | | | | | | | |
| 15. First versions of the Audio PSAs | | | | | | | | | |
| 16. First Version of the Video PSA | | | | | | | | | |
| 17. UNDP Inputs to Audio and Video PSAs | | | | | | | | | |
| 18. Final versions of the Audio and Video PSAs (ready for broadcasting*) | | | | | | | | | |
| 19. First Version of the Videos | | | | | | | | | |
| 20. UNDP Inputs to the Videos | | | | | | | | | |
| 21. Final versions of the Videos | | | | | | | | | |
| 22. Final Inputs to the Video from UNDP | | | | | | | | | |
| 23. Final ready versions of the Videos along with all raw footages | | | | | | | | | |
| 24. Final work completion report submitted | | | | | | | | | |

**By this time, Service Provider for PSA and Video broadcasting will be on board.*

5. Payment Terms:

20% Upon submission of Inception Report

40% Upon submission of First Versions of Videos and PSAs

40% Upon submission of final Versions and Completion Report

6. Quality Assurance

The communication officer will closely monitor the work and advise on script and visualization and assist in the overall coordination for this undertaking. Furthermore, with overall supervision of National Project Manager, PGRP team will help ensure both quality and timeliness of the production of the video.

7. Copyright

- UNDP reserves the copyright of the produced video and PSAs
- Written consent from UNDP will be required before the contractor uses or uploads the video in any website or social media.

8. Required Qualifications/ Experiences

8.1 Minimum Qualifications and Experience of the Service Provider:

- Minimum of five years professional work experience in video documentary production
- Expert technicians/documentary makers with intensive experience and exposure on development/humanitarian sector documentary production.
- Demonstrated technical skills in documentary's professional script writing and narration Both in Nepali and English languages
- The team leader and the proposed team members should have effective oral and interpersonal communication skills with local people and staffs at various levels and organizations with clarity and concision. They should have working understanding of the local context, and should be self-motivated, and have strong service orientation.

8.2 Qualification and Experience of the Team

The service provider decides who will be in the team composition and the number of days for each member works on a given project. CVs of all the members in the proposed team will be provided along with the proposal to be submitted by the service provider. The following professionals, if included, should have the required qualifications as indicated below:

i. Producer/Director/Team Leader

- Master's Degree in relevant field
- At least 3 years' experience in using media as development visibility tool
- Experience directing, writing and making documentaries/films —with a demonstrable ability to adapt complex ideas and translate them into simple narrative
- Understanding of development and health related themes
- Understanding of the UN System and work experience with United Nations Agencies in Nepal

ii. Editor

- Bachelors degree in communication or related field Experience
- Two years professional experience in the area of specialisation – video editing

iii. Script Writer

- Bachelor's Degree in related field
- and two years experience in script writing

iv. Narrator

- Bachelor's Degree in related field
- and two years experience in voice-over

v. Videographer

- Intermediate Degree
- Proven ability to produce video
- Experience working for national and international media

9. Technical Evaluation Criteria

- I. Expertise of firm / organisation submitting proposal
- II. Proposed Work Plan and Approach
- III. Personnel

10. Award Criteria

The contract will be awarded to the Technically Qualified lowest bidder.