



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>333-2021-UNDP-UKR-RFQ-RPP</b>	Date: 03 November 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

**LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

**LOT 2: “Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”**

as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  \_\_\_\_\_

Name: **Ms. Agnes Kochan**

Title: **UNDP Operations Manager**

Date: **November 03, 2021**

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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> <p><b>NB. If after deadline the number of bids is not enough to proceed with evaluation process, the decision about deadline prolongation can be made. For security point of view It is recommended to create 2 archive files (*.zip format only!): one should include technical proposal, another one should include financial proposal and be encrypted with password. Both files should be attached to the email letter. Herewith, absence of archives protected <u>does not lead</u> to rejection of bids.</b></p> <p>During evaluation process companies will be officially asked by UNDP procurement unit via email to provide password to archive with financial proposal. Please do not include the password either to email letter or technical proposal and disclose before official request.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>23:59 (Kyiv time), November 17, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<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 <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>tenders.ua@undp.org</b></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>.ZIP, .PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>20 MB</b></li> <li>▪ Mandatory subject of email: <b>333-2021-UNDP-UKR-RFQ-RPP</b></li> <li>▪ 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.”</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>

<b>Fraud, Corruption,</b>	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP.</p>
<b>Eligibility</b>	<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>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p>or</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p>

<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<p>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:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></li> </ul> <p>[according to Project Cards Registration № 4206-02 and № 4019-05]</p>
<b>Language of quotation</b>	<p><b>English or Ukrainian, or Russian</b></p> <p>Reports shall be written in Ukrainian.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p>For both <b>Lot 1</b> and <b>Lot 2</b>:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</li> <li><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.</li> <li><input checked="" type="checkbox"/> Copy of Latest Business Registration Certificate.</li> <li><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single taxpayers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</li> <li><input checked="" type="checkbox"/> A letter of interest/letter of offer, which outlines previous experience as it is required in the section "Experience and Qualifications Requirements" as well as experience in implementing similar projects and the competitive advantages of the applicant company/organisation.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li><input checked="" type="checkbox"/> Financial proposal for respective Lot in line with the respective instructions provided.</li> </ul>

	<p>For <b>Lot 1:</b></p> <p><input checked="" type="checkbox"/> The company's portfolio of the previous projects, setting out minimum 5 (five) videos with similar to these Terms of Reference technical requirements and minimum 5 (five) photo sets. The respective link (-s) should be provided.</p> <p><input checked="" type="checkbox"/> CVs of project team members (Script Writer, Director, Cameraman, Sound Engineer, Editors, Photographer and others (if any)) with clear description of their roles in the Project for current Terms of Reference, including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.</p> <p><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming and photo producing processes and subsequent editing of videos for the whole period of contract.</p> <p>For <b>Lot 2:</b></p> <p><input checked="" type="checkbox"/> The company's portfolio of the previous projects, setting out minimum 3 (three) videos with similar to these Terms of Reference technical requirements and minimum 3 (three) sounds tracks. The respective link (-s) should be provided.</p> <p><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming and audio producing processes and subsequent editing of videos for the whole period of contract.</p> <p><input checked="" type="checkbox"/> CVs of project team members (Script Writer, Director, Cameraman, Sound Engineer and others (if any)) with clear description of their roles in the Project for current Terms of Reference, including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.</p> <p><input checked="" type="checkbox"/> Mobile app promotion plan as per template provided.</p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>60 days</b> from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<p><input type="checkbox"/> Not permitted</p> <p><input checked="" type="checkbox"/> <b>Permitted: The offers may be submitted to different Lots, but for all the equipment under respective Lot.</b></p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> <b>Not permitted</b></p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<p><input type="checkbox"/> Passing Inspection [specify method, if possible]</p> <p><input type="checkbox"/> Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Contact Person for corresponde</b>	<p>E-mail address: <b>Procurement Unit, UNDP Ukraine, <a href="mailto:procurement.rpp.ua@undp.org">procurement.rpp.ua@undp.org</a></b></p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p>

<b>nce, notifications and clarifications</b>	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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <b>3 (three)</b> days before the submission deadline. Responses to request for clarification will be communicated via direct sharing the responses to requester's email as well as announcement on UNDP Procurement Notices by <b>17 November 2021</b> .
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<p><b><u>Administrative Requirements:</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline.</li> <li><input checked="" type="checkbox"/> Offers must meet required Offer Validity.</li> <li><input checked="" type="checkbox"/> Offers have been signed by the proper authority.</li> <li><input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in "Documents to be submitted" section.</li> <li><input checked="" type="checkbox"/> Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine.</li> <li><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions.</li> </ul> <p><b><u>Technical Requirements for Lot 1:</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least 3 (three) years of experience in shooting videos.</li> <li><input checked="" type="checkbox"/> At least 1 (one) year of experience in producing photos.</li> <li><input checked="" type="checkbox"/> At least 3 (three) successfully implemented social projects and/or campaigns.</li> <li><input checked="" type="checkbox"/> Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 5 (five) videos).</li> <li><input checked="" type="checkbox"/> Availability of a professional portfolio in producing photos (at least 5 (five) photo sets).</li> <li><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming and photo producing processes and subsequent editing of videos for the whole period of contract.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li><input checked="" type="checkbox"/> Experience in making social-themed videos for international organisations and/or government institutions will be an advantage.</li> <li><input checked="" type="checkbox"/> Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited (several experts can be combined in one person):</li> </ul> <p><b><i>Script Writer:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Journalism, Communication or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in creative writing, copywriting and editing.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b><i>Director:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Management, Business Administration or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in directing the process of shooting videos and managing information campaigns.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul>

	<p><b><i>Cameraman:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Journalism or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in video making and post-production.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b><i>Sound Engineer:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least 3 (three) years of proven experience in broadcasting, sound editing and engineering.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b><i>Editor:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Master's or equivalent degree in Literature, Journalism or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in editing.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b><i>Advanced English Editor:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Master's or equivalent degree in English and Foreign Languages, English Literature, Journalism or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in writing, editing and translation of English texts to Ukrainian and vice versa.</li> <li>✓ Advanced level of English (C1-C2) proven by the international certificate TOEFL or IELTS or analogue.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b><i>Photographer:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least 3 (three) years of proven experience in professional photography and photojournalism.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><input checked="" type="checkbox"/> Assignment completion within 11 (eleven) weeks after start of the Contract.</p> <p><b><u>Technical Requirements for Lot 2:</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least 3 (three) years of experience in shooting videos.</li> <li><input checked="" type="checkbox"/> At least 1 (one) year of experience in producing soundtracks.</li> <li><input checked="" type="checkbox"/> Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 3 (three) videos).</li> <li><input checked="" type="checkbox"/> Availability of a professional portfolio in producing soundtracks (at least 3 (three) soundtracks).</li> <li><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming and audio producing processes and subsequent editing of videos for the whole period of contract.</li> <li><input checked="" type="checkbox"/> Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</li> <li><input checked="" type="checkbox"/> Experience in making social-themed videos for international organisations and/or government institutions will be an advantage.</li> <li><input checked="" type="checkbox"/> Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited (several experts can be combined in one person):</li> </ul> <p><b><i>Script Writer:</i></b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Journalism, Communication or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in creative writing, copywriting and editing.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul>
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	<p><b>Director:</b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Management, Business Administration or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in directing the process of shooting videos and managing information campaigns.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b>Camerman:</b></p> <ul style="list-style-type: none"> <li>✓ At least Bachelor's or equivalent degree in Journalism or other relevant field.</li> <li>✓ At least 3 (three) years of proven experience in video making and post-production.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><b>Sound Engineer:</b></p> <ul style="list-style-type: none"> <li>✓ At least 3 (three) years of proven experience in broadcasting, sound editing and engineering.</li> <li>✓ Fluency in Ukrainian and Russian.</li> </ul> <p><input checked="" type="checkbox"/> Assignment completion within 12 (twelve) weeks after start of the Contract.</p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (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.)</p> <p><input type="checkbox"/> <a href="#">Contract for Works</a></p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p>
<b>Expected date for contract award.</b>	<b>01 December 2021</b>
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000.00 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.
<b>Other</b>	<p>Bid recommended structure <u>per each Lot</u>:</p> <p>Folder 1: Copies of latest registration Certificates and other relevant registration documents of company/organization.</p> <p>Folder 2: Properly filled Annex 2 and Annex 3.</p> <p>Folder 3: A letter of interest/letter of offer, which outlines previous experience as it is required in the section "Experience and Qualifications Requirements" as well as experience in implementing similar projects and the competitive advantages of the applicant company/organisation.</p> <p>Folder 4: The company's portfolio of the previous projects.</p>



	<p>Folder 5: CVs of project team members (Script Writer, Director, Cameraman, Sound Engineer and others (if any)) with clear description of their roles in the Project for current Terms of Reference, including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.</p> <p>Folder 6: Reference letters on similar to these Terms of Reference projects from previous Clients / Partners.</p> <p>Folder 7: Other documents (if any)</p> <p><b>Documents should be named properly according to their content.</b></p>
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**ANNEX 1: SCHEDULE OF REQUIREMENTS****TERMS OF REFERENCE**

<b>Project title:</b>	UN Recovery and Peacebuilding Programme
<b>Description of the assignments:</b>	<p><u>LOT 1:</u> "Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine"</p> <p><u>LOT 2:</u> "Production of video and audio tracks for radio commercials aimed at promotion of the mob app "Rescue 101"</p>
<b>Location of the assignment:</b>	<p><u>LOT 1:</u> Donetsk and Luhansk oblasts (GCA), Zaporizhzhia Oblast, Zhytomyr.</p> <p><u>LOT 2:</u> Donetsk Oblast (Mariupol).</p>
<b>Expected Places of Travel:</b>	<p><u>LOT 1:</u> Donetsk and Luhansk oblasts (GCA), Zaporizhzhia Oblast, Zhytomyr.</p> <p><u>LOT 2:</u> Donetsk Oblast (Mariupol).</p>
<b>Primary Supervisor's name and functional post:</b>	<p>- Communications Associate.</p> <p>- Rule of Law and Community Security Specialist.</p>
<b>Secondary Supervisor's name and functional post:</b>	Advocacy and Communications Associate
<b>Starting Date of Assignment:</b>	November 2021
<b>Duration of Assignment:</b>	November 2021 – January 2022

**1. BACKGROUND**

The current armed conflict in eastern Ukraine has had a direct and extremely negative impact on social cohesion, community security and the rule of law. While accepting the urgent need to address the challenges of restoration, economic recovery and peacebuilding in the areas directly and indirectly affected by the conflict in late 2014, the Government of Ukraine requested the international community to provide technical assistance and financial support to assess priority recovery needs. At the end of 2014, the United Nations, the World Bank, and the European Union assessed the recovery and peacebuilding later approved by the Cabinet of Ministers in mid-2015.

Before the conflict over the last decade, UNDP had been actively represented in eastern Ukraine, with a focus on community development, civil society development and environmental protection. The work to address the specific development challenges occurring from the conflict and the above-mentioned is based on previous work and established partnership relations. It was initiated in 2015 through the United Nations Recovery and Peacebuilding Programme, which is a multilateral donor framework program jointly implemented by four UN partner agencies in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (UN RPP): the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden & Switzerland.

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020. The United Nations Recovery and Peacebuilding Programme (UN RPP) provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme which is implemented nationwide in all regions of Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilisation, peace development, economy, and governance in eastern Ukraine after the outbreak of the conflict. It considers the opportunities provided by the Minsk Protocol dated September 2014 and revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

The Programme activities are grouped according to the following key components of the Programme, which reflect the priority needs of the region:

Component I: Economic Recovery and Restoration of Critical Infrastructure.

Component II: Local Governance and Decentralisation Reform.

Component III: Community Security and Social Cohesion.

The Community Security Working Groups (CSWGs) are important instruments that help build community dialogue whilst positively transforming the relationship and dynamics between local authorities and local populations, enabling a better engagement in the life of the community, and multiplying positive changes in the lives of people on conflict-affected communities in eastern Ukraine. Thus, it's of utmost importance to showcase how life of ordinary people living in the east of Ukraine is gradually changing for better with the help of CSWGs and the UN Recovery and Peacebuilding Programme. The video production is to be provided under the financial support of the government of the Kingdom of the Netherlands.

Another priority of the project is to support the creation of modern systems for emergency warning, monitoring and response. It involves the development of modern ICT solutions to strengthen community and personal security and promote adaptable emergency services.

Thus, in 2020, the mobile application "Rescue Service 101" was developed and transferred to the Main Department of State Emergency Service in Donetsk Oblast and after further testing was launched for use in the Donetsk Oblast. Mobile application "Rescue Service 101" (further – "mobile app") is aimed at providing emergency support to local population and tailored to the needs of different groups, especially the most vulnerable ones (children, elders, people with disabilities, people with speech and hearing impairments etc). The main goal of the developed mobile application is to bring the services provided by the Rescue Service closer to the users, without direct involvement of the call center. In an emergency, the registered user can call the rescue crew through pressing only one button and the rescue crew goes to the scene immediately.

The mobile app is available for both Android and iOS and has the following functions:

- to receive customized notifications based on the emergency situation in the area;
- to receive text recommendations as well as direct instructions from the rescue call center operator on how to handle emergency situations;
- to submit direct emergency requests to the Rescue Service by pressing only one button;
- to submit photos of suspicious items and unexploded ordnances with automatically identified geolocation information to the data center of the Rescue Service;
- to include a map with locations of the nearest bomb shelters and other protective facilities in the area;

- to include an information card that will have relevant health data of the user and his/her emergency contacts;
- to allow people with disabilities to report emergency via voice-activated systems and other means.

To popularize the usage of this mobile application among the population and inform about its critical functions, which are aimed at providing prompt assistance in emergency situations, it is necessary to conduct an information campaign through all available mass media.

In this regard, UNDP is looking for the Contractor to create a promo video and an audio track for commercials to promote the app on radio and in the national media.

## 2. MAIN GOALS AND OBJECTIVES

### **LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

The overall goal of this task is to show how Community Security Working Groups (CSWGs) operating in eastern Ukraine under the UN Recovery and Peacebuilding Programme, are making positive changes in the lives of people living in conflict-affected regions. The main goal of the assignment is to produce six videos about people from government-controlled areas of Donetsk and Luhansk oblasts, especially the most vulnerable ones, whose lives has been significantly improved due to CSWGs.

Under this assignment, the Contractor is responsible for:

1. Producing 6 (six) videos in Ukrainian with built-in English subtitles and without, with the video duration time up to 3 minutes.
2. Producing 6 (six) short versions of the same videos in Ukrainian with built-in English subtitles and without, with duration time up to 1 minute with additional on-screen text with the key messages in Ukrainian.
3. Producing 6 (six) short versions of the same videos in English with duration time up to 1 minute and on-screen text with the key messages in English.
4. Production of separate subtitle files with built-in timing both in English and Ukrainian in ‘srt.’ format for all above-mentioned videos.
5. Producing 6 sets of high-quality photos (up to 50 photos each) with all heroes and locations during producing each full-length video.
6. Transfer of all RAW materials/video footage produced and shot during the assignment.
7. Purchase the licensed audio materials for the video production and transfer of the licences to UNDP in Ukraine respective representative in the end of the assignment.
8. Creating detailed scripts for each video.

The preliminary list of the topics encompasses the following thematic areas and locations:

- **1<sup>st</sup> video:** Zhytomyr – reintegration of ATO/JFO ex-combatants to civilian life.
- **2<sup>nd</sup> video:** Novoaidar, Luhansk Oblast – inclusion of people with disabilities and helping vulnerable groups.
- **3<sup>d</sup> video:** Sartana, Donetsk Oblast – social cohesion and inclusion of Rome people in decision-making process at community level.
- **4<sup>th</sup> video:** Pryazovske, Zaporizhzhia Oblast – bridging the digital divide and boosting digital literacy among the elderly.
- **5<sup>th</sup> video:** Vuhledar, Donetsk Oblast – women’s empowerment and local development.
- **6<sup>th</sup> video:** Triokhizbenka, Luhansk Oblast – combatting domestic violence and enhancing community security.

The list of the characters and their contact details will be provided to the Contractor at the beginning of the assignment.

Under the agreement with the contractor, UNDP could change thematic areas, locations and characters of the stories and offer an alternative option.

Requirements for the video materials are specified in the following section

**LOT 2: “Production of video and audio track for radio commercials aimed at promotion of the mob app “Rescue 101”**

The main goal of this assignment is to promote the app and its critical functions to wider populations via national media channels, attracting more users, bringing security services closer to people who might need them and making security services way more accessible.

The objectives of this assignment are:

1. Development of detailed scenarios for one promo video and one audio track that will be used exclusively in Donetsk Oblast.
2. Production a promo video and an audio track based on the scripts preliminary approved by UNDP.
3. Pitching the video and audio to the media (all available platforms – news agencies and social media) and radio stations in Donetsk Oblast, ensuring wide media outreach in the region.

**3. SCOPE OF WORK****LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

Under the direct supervision of Communications Associate / Advocacy and Communications Associate, the Contractor will be responsible for the following key tasks:

1. Developing a script of the stories, a detailed work plan and schedule for the video shooting.
2. Organising and conducting video shooting at the approved locations, as well as producing sets of high-quality photos, obtaining all security clearances for the video production team – communications with CIMIC and JFO Centre for the approvals if needed.
3. Video editing and making post-production of all video materials into a ready-made products.
4. Transfer of all videos, subtitle files, photo sets, music licenses and RAW materials to UNDP respective representative.

**The Objective of Stage 1: to develop a script of the stories, a detailed work plan and a schedule for the shooting.**

- The final list of topics and locations was discussed and agreed with UNDP.
- Collection and arrangement of information required for video production.
- Creating a script in Ukrainian and subtitles both in English and Ukrainian languages for all six videos, preparing key messages in English and Ukrainian for respective short versions of videos.
- Developing a work plan and specifying the shooting schedule at the agreed locations.

**The Objective of Stage 2: to organise and conduct video recording at the approved locations.**

- Conducting video shooting in the field in accordance with the filming schedule approved by UNDP.
- Shooting of scenes, locations, and people preliminary chosen to be featured in the videos.
- Producing sets of high-quality photos (up to 50 photos per a set) with all heroes and locations during producing each full-length video.
- The Contractor shall provide the personnel for the shooting, as well as arranging vehicles required for the transportation of the video team during the assignment in target oblasts.

**The Objective of Stage 3: to edit videos and make post-production of all video materials into a ready-made product.**

- Selection/Purchasing of the copyrighted soundtracks for all videos preliminary approved by UNDP.
- Editing, making colour and sound adjustments, sound recording in Ukrainian and English (for short versions with key messages in English) and processing the footage to create finalised videos in line with the described requirements (Adobe Premiere Pro and Adobe After Effects (or their analogues).
- Each video must be accompanied by an appropriate disclaimer and a set of logos, agreed with UNDP Communications Associate / Advocacy and Communications Associate.

- All videos and sets of photos should be submitted to the respective expert at UNDP via email with the link to the permanent storage on the cloud drive with uploaded set of files in the order of shooting as early as possible in line with the schedule described in the following Section 4.

General technical requirements for the video production:

- Duration – as specified in Section 2. MAIN GOALS AND OBJECTIVES
- Extension of the final product: .mov, .avi or equivalent thereof;
- Video codec: H.264 (AVC), H.265 (HEVC), DivX, Xvid;
- Audio codec: MP3, AAC;
- Video aspect ratio: 16:9 (or 16:10);
- Video bit rate: 4.5 Mbit/s or higher;
- Resolution: 4K (UHD) or 1080p (Full HD) 1920×1080 (minimum) or higher, UHD (preferably);
- Subtitles (English and Ukrainian subtitles shall be in .srt format and embedded in the English and Ukrainian versions of the video respectively as above-mentioned).

General technical requirements for the photo production:

- Extension of the final products: .jpg/.jpeg, .raw or equivalent thereof;
- Landscape orientation;
- Full-colour;
- At least 300dpi, preliminary A3 (3508x4961 px) or A4 (3508x2480 px) size.

**LOT 2: “Production of video and audio track for radio commercials aimed at promotion of the mob app “Rescue 101”**

Under this assignment, the Contractor will be responsible for:

1. Development of scenarios for one promo video clip and one audio track for the use exclusively in Donetsk Oblast in consultation with press office of the Main Department of State Emergency Service in Donetsk Oblast based entirely on their recommendations and requirements.
2. Shooting the video based on the script preliminary approved by UNDP in consultation with Community Security and Social Cohesion Specialist and Advocacy and Communications Associate. Date, place and time of filming process shall be agreed with UNDP prior to the date of filming. At the request of UNDP, the Contractor shall ensure that representative of UNDP and/or another person designated by UNDP is present during the filming process. The Contractor is responsible for engaging the actors and representatives of Donetsk SES in the video. UNDP shall approve working version of the video clip.
3. Audio track production that will be arranged in line with scenario developed by Contractor in view of recommendations on the main aspects of mobile app advertising provided by the press office of the Main Department of State Emergency Service in Donetsk Oblast and agreed by UNDP.  
The final video and audio versions must be approved by UNDP.
4. Contractor should perform the dissemination of video and audio clips through the Internet, social networks, TV, news and radio channels in accordance with dissemination plan provided by Contractor together with application documents for the present assignment. UNDP reserves the right to amend the proposed promotion plan which does not entail the basic cost exceeding. Each communication channel through which the video will be disseminated shall be pre-approved by UNDP.  
Video and audio dissemination:  
Dissemination period: 1 month from the date of UNDP approval for the final versions of the video and audio track. At least 25,000 unique video views on social media. Means of video promotion is determined in promotion plan submitted together with application documents for this assignment by Contractor. UNDP reserves the right to amend the proposed promotion plan which does not entail the basic cost exceeding

Production of both, video and audio materials, should be fully in line with the Law of Ukraine “On Advertising,” key requirements of the National Council of Television and Radio Broadcasting of Ukraine and terminology of the UN Recovery and Peacebuilding Programme that will be provided for the Contractor by UNDP at the beginning of the assignment.

**Expected Outcomes:**

Production of a read-made video and audio track based on the parameters specified below and its wide dissemination on the Internet (Donetsk regional media), social networks (including but not limited to Facebook, YouTube, Instagram) and on regional radio stations.

Along with audio and video, Contractor shall transfer to UNDP all copyrights, namely:

- a) the exclusive right to use the produced video and audio clips.
- b) the exclusive right to authorize or prohibit the use of the produced video and audio clips by other persons and related rights, right of ownership to the video and all video materials related to preparation of the video.

**General technical requirements for the video and audio production:**

- Duration of the videos: 0:30 - 2:00 min. (depending on the basic scenario approved by UNDP);
- Extension of the final product: .mov, .avi or equivalent thereof;
- Video codec: H.264 (AVC), H.265 (HEVC), DivX, Xvid;
- Audio codec: MP3, AAC;
- Video aspect ratio: 16:9 (or 16:10);
- Video bit rate: 4.5 Mbit/s or higher;
- Resolution: 4K (UHD) or 1080p (Full HD) 1920×1080 (minimum) or higher, UHD (preferably);
- Subtitles (English and Ukrainian subtitles shall be in .srt format and embedded in the English and Ukrainian versions of the video respectively as above-mentioned).

**General technical requirements for the audio track production:**

- Duration: 25-30 sec;
- Audio codec: MP3, AAC.

**N.B.: all activities should be coordinated on each step of the implementation with respective UNDP representatives. All the videos, audio and photo sets should be submitted to the respective representative at UNDP as early as possible in line with the schedule described in the following Section 4: EXPECTED OUTPUTS OF THE PROJECT /DELIVERABLES.**

**Other general provisions to LOT 1 and LOT2:**

- The Contractor is responsible for ensuring proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.
  - In the course of services provided, the Contractor should use disclaimers and logos by the requirements of the UNDP.
  - The video filming process and other offline activities within this assignment should be organized and conducted with the observance of sanitary-hygienic and sanitary-anti-epidemic rules and norms stipulated by the World health organization about the coronavirus disease (COVID-19) advice for the public WHO Covid ([https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm\\_source%3Dutm\\_source%3Dba-notification&utm\\_campaign=ogfx-314-ru&utm\\_medium=desktop](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public?utm_source%3Dutm_source%3Dba-notification&utm_campaign=ogfx-314-ru&utm_medium=desktop) ):
- ✓ Ensure policies and procedures related to COVID-19 are available and communicated to all involved in the process of filming.
  - ✓ Provide the filming crew and characters for the videos with a necessary number of fabric medical masks while being on set.
  - ✓ Ensure personal hygiene can be maintained through access to running water and soap, or hand sanitizer with at least 60% alcohol.
  - ✓ Ensure the filming crew and characters filmed in the video can wash or sanitize their hands frequently during the filming process.

**4. EXPECTED OUTPUTS OF THE PROJECT /DELIVERABLES**

<b>No.</b>	<b>Deliverables of the LOT 1</b> <b><i>“Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”</i></b>	<b>Deadline for deliverable</b>
1.	<ul style="list-style-type: none"> <li>The final list of topics, characters and locations was discussed and agreed with UNDP.</li> <li>The script based on the selected stories in each thematic area has been developed and agreed with UNDP.</li> <li>The work plan and the shooting schedule at the required locations has been developed and agreed with UNDP.</li> <li>All the subtitles are created both for English and Ukrainian versions. key messages developed for the on-screen text in short versions of the videos and agreed with UNDP.</li> </ul>	Up to 3 weeks from the start of the assignment
2.	<ul style="list-style-type: none"> <li>Video shooting at the approved locations based on the filming schedule approved by UNDP, was organised and held. Producing sets of high-quality photos is done.</li> <li>Six full-length videos are fully filmed, raw (draft) version is submitted for approval to the respective UNPD representatives.</li> <li>Respective changes (if any) have been introduced to the videos based on the feedback received from UNDP representatives.</li> </ul>	Up to 7 weeks from the start of the assignment
3.	<ul style="list-style-type: none"> <li>The copyrighted soundtrack has been selected/purchased and approved by UNDP.</li> <li>Postproduction editing, colour and sound adjustments have been made, the set of logos have been added to the filmed footage, and finalised videos have been submitted to UNDP based on the requirements listed in Section 4.</li> <li>Transfer of all produced videos, subtitle files, photo sets, music licenses and RAW materials to UNDP respective representatives.</li> </ul>	Up to 11 weeks from the start of the assignment

<b>No.</b>	<b>Deliverables of the LOT 2</b> <b><i>“Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”</i></b>	<b>Deadline for deliverable</b>
1.	<ul style="list-style-type: none"> <li>Detailed scenarios for video and audio track were developed and agreed with UNDP.</li> </ul>	Up to 2 weeks from the start of the assignment
2.	<ul style="list-style-type: none"> <li>Final version of video and audio track were produced and approved by UNDP.</li> </ul>	Up to 8 weeks from the start of the assignment
3.	<ul style="list-style-type: none"> <li>Video and audio track promotion in the media and on radio (video dissemination for at least 25,000 unique views).</li> <li>Submission of final report, containing confirmed information about video and audio track outreach in the media and on radio.</li> </ul>	Up to 12 weeks from the start of the assignment

**5. PROPOSED PAYMENT SCHEDULE:**

UNDP will pay the negotiated amount in three (3) tranches as per the delivery of outputs outlined above:

- After achieving the results of Deliverable 1 – 30%
- After achieving the results of Deliverable 2 – 40%



- After achieving the results of Deliverable 3 – 30%

The payment is made by UNDP within 30 (thirty) calendar days from the date of respective deliverable acceptance by UNDP and submission of originals of invoice, act of acceptance and tax invoice (if applicable).

Above provisions on payment schedule are relevant to LOT 1 and LOT 2.

## 6. REQUIREMENTS FOR MONITORING/REPORTING/QUALITY ASSURANCE MEASURES

The Contractor will directly report to the Communications Associate / Advocacy and Communications Associate / Rule of Law and Community Security Specialist. The format of the reports must be agreed at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications to the report's format.

All reports are submitted to UNDP in electronic form (\*.docx, \*.xlsx, \*.pptx, \*.pdf formats) with the final products attached (via link to a permanent cloud drive), which are also accompanied by a paper version of an official letter from the Contractor on transferring these products to UNDP. The documents must be written in Ukrainian.

The Contractor must adhere to the monitoring and evaluation implemented by UNDP, as well as provide the necessary information, reports, and statistics according to a pre-established schedule or as quickly as possible (within an acceptable period).

The quality assurance measured will be implemented by relevant UNDP experts, who will provide a thorough evaluation of all the materials provided by the Contractor upon the agreed work plan. All the requirements mentioned above will be checked by UNDP experts upon the submission of video products and if submitted materials do not comply with the required quality standards, UNDP will expect and ask the Contractor to amend and/or adjust the materials as required.

All the payments will be processed upon availability of signed (work) acceptance certificates that must be approved by UNDP requesting unit responsible persons. Regular communications will be conducted by UNDP Communications Associate / Advocacy and Communications Associate with selected Contractor to identify any probable risks that may occur in process of the contract implementation.

In addition, video products acceptance shall be complemented with comprehensive quality control. This guarantees that all videos have high quality, required format, and conform to the applicable standards.

Upon completion of all work, the Contractor submits to UNDP all the videos, subtitle files, audio tracks, music licences, raw materials, photo sets obtained via the email with a link to the permanent cloud storage (available at the link for at least 1 (one) calendar year).

## 7. EXPERIENCE AND QUALIFICATION REQUIREMENTS

### **LOT 1: "Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine"**

The company/organisation submitting the proposal:

1. Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine.
2. At least 3 (three) years of experience in shooting videos.
3. At least 1 (one) year of experience in producing photos.
4. At least 3 (three) successfully implemented social projects and/or campaigns.
5. Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 5 (five) videos).
6. Availability of a professional portfolio in producing photos (at least 5 (five) photo sets).
7. Valid and legally acquired licenses for all software that will be used for the organisation of the filming and photo producing processes and subsequent editing of videos for the whole period of contract.
8. Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.

9. Experience in making social-themed videos for international organisations and/or government institutions will be an advantage.

10. Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited (several experts can be combined in one person):

***Script Writer:***

- At least Bachelor's or equivalent degree in Journalism, Communication or other relevant field.
- At least 3 (three) years of proven experience in creative writing, copywriting and editing.
- Fluency in Ukrainian and Russian.

***Director:***

- At least Bachelor's or equivalent degree in Management, Business Administration or other relevant field.
- At least 3 (three) years of proven experience in directing the process of shooting videos and managing information campaigns.
- Fluency in Ukrainian and Russian.

***Cameraman:***

- At least Bachelor's or equivalent degree in Journalism or other relevant field.
- At least 3 (three) years of proven experience in video making and post-production.
- Fluency in Ukrainian and Russian.

***Sound Engineer:***

- At least 3 (three) years of proven experience in broadcasting, sound editing and engineering.
- Fluency in Ukrainian and Russian.

***Editor:***

- At least Master's or equivalent degree in Literature, Journalism or other relevant field.
- At least 3 (three) years of proven experience in editing.
- Fluency in Ukrainian and Russian.

***Advanced English Editor:***

- At least Master's or equivalent degree in English and Foreign Languages, English Literature, Journalism or other relevant field.
- At least 3 (three) years of proven experience in writing, editing and translation of English texts to Ukrainian and vice versa.
- Advanced level of English (C1-C2) proven by the international certificate TOEFL or IELTS or analogue.
- Fluency in Ukrainian and Russian.

***Photographer:***

- At least 3 (three) years of proven experience in professional photography and photojournalism.
- Fluency in Ukrainian and Russian.

**LOT 2: "Production of video and audio tracks for radio commercials aimed at promotion of the mob app "Rescue 101"**

The company / organisation / entrepreneur submitting the proposal:

1. Officially registered organization (commercial or non-profit) or entrepreneur for at least 3 (three) years. For Ukrainian bidders – company/organization/entrepreneur should be registered on the government-controlled area of Ukraine.
2. At least 3 (three) years of experience in shooting videos.
3. At least 1 (one) year of experience in producing soundtracks.

4. Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 3 (three) videos).
5. Availability of a professional portfolio in producing soundtracks (at least 3 (three) soundtracks).
6. Valid and legally acquired licenses for all software that will be used for the organisation of the filming and audio producing processes and subsequent editing of videos for the whole period of contract.
7. Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
8. Experience in making social-themed videos for international organisations and/or government institutions will be an advantage.
9. Availability of human resources that will ensure the proper quality and timely performance of the contract; the project team proposed for conducting of this assignment should include at least but not limited (several experts can be combined in one person):

***Script Writer:***

- At least Bachelor's or equivalent degree in Journalism, Communication or other relevant field.
- At least 3 (three) years of proven experience in creative writing, copywriting and editing.
- Fluency in Ukrainian and Russian.

***Director:***

- At least Bachelor's or equivalent degree in Management, Business Administration or other relevant field.
- At least 3 (three) years of proven experience in directing the process of shooting videos and managing information campaigns.
- Fluency in Ukrainian and Russian.

***Cameraman:***

- At least Bachelor's or equivalent degree in Journalism or other relevant field.
- At least 3 (three) years of proven experience in video making and post-production.
- Fluency in Ukrainian and Russian.

***Sound Engineer:***

- At least 3 (three) years of proven experience in broadcasting, sound editing and engineering.
- Fluency in Ukrainian and Russian.

**8. INFORMATION AND DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS****For LOT 1:**

<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest/letter of offer, which outlines previous experience as it is required in the section "Experience and Qualifications Requirements" as well as experience in implementing similar projects and the competitive advantages of the applicant company/organisation.
<input checked="" type="checkbox"/>	The company's portfolio of the previous projects, setting out minimum 5 (five) videos with similar to these Terms of Reference technical requirements and minimum 5 (five) photo sets. The respective link (-s) should be provided.
<input checked="" type="checkbox"/>	CVs of project team members (Script Writer, Director, Cameraman, Sound Engineer, Editors, Photographer and others (if any)) with clear description of their roles in the Project for current Terms of Reference, including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.

<input checked="" type="checkbox"/>	Valid and legally acquired licenses for all software that will be used for the organisation of the filming and photo producing processes and subsequent editing of videos for the whole period of contract.
<input checked="" type="checkbox"/>	Financial proposal in line with the instructions provided below.

**For LOT 2:**

<input checked="" type="checkbox"/>	Copy of Latest Business Registration Certificate and Tax Registration certificate (not mandatory on submission stage but will be required if Offeror is selected for contract award).
<input checked="" type="checkbox"/>	A letter of interest/letter of offer, which outlines previous experience as it is required in the section “Experience and Qualifications Requirements” as well as experience in implementing similar projects and the competitive advantages of the applicant company/organisation/entrepreneur.
<input checked="" type="checkbox"/>	The company’s portfolio of the previous projects, setting out minimum 3 (three) videos with similar to these Terms of Reference technical requirements and minimum 3 (three) sounds tracks. The respective link (-s) should be provided.
<input checked="" type="checkbox"/>	CVs of project team members (Script Writer, Director, Cameraman, Sound Engineer and others (if any)) with clear description of their roles in the Project for current Terms of Reference, including information about their education, language knowledge and experience as well as confirmation of their availability if selected for this project.
<input checked="" type="checkbox"/>	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.
<input checked="" type="checkbox"/>	Valid and legally acquired licenses for all software that will be used for the organisation of the filming and audio producing processes and subsequent editing of videos for the whole period of contract.
<input checked="" type="checkbox"/>	Mobile app promotion plan as per template below.
<input checked="" type="checkbox"/>	Financial proposal in line with the instructions provided below.

Mobile app promotion plan should be submitted in the following format (applicable only for LOT 2):

No.	Video / audio clips promotion	Name of Mass media recourses, TV and Radio channels, social networks	Number and time of demonstrations

In the case the applicants are going to apply for both LOTs they should submit their applications separately: application for LOT 1 and application for LOT 2.

**9. EVALUATION METHOD / EVALUATION CRITERIA**

☒ Lowest price and technically compliant offer

Contract award shall be made to the Contractor whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, fully meeting qualification criteria below:

**LOT 1:** *“Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”:*

- Officially registered organization (commercial or non-profit) for at least 3 (three) years. For Ukrainian bidders – company/organization should be registered on the government-controlled area of Ukraine – pass/fail.
- At least 3 (three) years of experience in shooting videos – pass/fail.
- At least 1 (one) year of experience in producing photos – pass/fail.
- At least 3 (three) successfully implemented social projects and/or campaigns.
- Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 5 videos) – pass/fail.
- Availability of a professional portfolio in producing photos (at least 5 photo sets) – pass/fail.
- Valid and legally acquired licenses for all software that will be used for the organisation of the filming and photo producing processes and subsequent editing of videos for the whole period of contract – pass/fail.
- Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners – pass/fail.
- Experience in making social-themed videos for international organisations and/or government institutions will be an advantage – pass/fail.
- Availability of human resources that will ensure the proper quality and timely performance of the contract – pass/fail.

**LOT 2:** *“Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”:*

- Officially registered organization (commercial or non-profit) or entrepreneur for at least 3 (three) years. For Ukrainian bidders – company/organization/ entrepreneur should be registered on the government-controlled area of Ukraine – pass/fail.
- At least 3 (three) years of experience in shooting videos – pass/fail.
- At least 1 (one) year of experience in producing soundtracks – pass/fail.
- Availability of a professional portfolio in shooting videos with similar to these Terms of Reference technical requirements (at least 3 (three) videos) – pass/fail.
- Availability of a professional portfolio in producing soundtracks (at least 3 (three) soundtracks) – pass/fail.
- Valid and legally acquired licenses for all software that will be used for the organisation of the filming and audio producing processes and subsequent editing of videos for the whole period of contract – pass/fail.
- Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners – pass/fail.
- Experience in making social-themed videos for international organisations and/or government institutions will be an advantage.
- Availability of human resources that will ensure the proper quality and timely performance of the contract – pass/fail.

## **10. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR, according to the abovementioned schedule.

The Contractor will be responsible for all administrative expenses associated with undertaking this assignment including development of videos, post-production and arranging vehicles for the filming crew incurred in this assignment,

The expenses related to the implementation of services, such as accommodation, meals, technical devices, rental of premises for the activities, travel costs, as well as experts fees and their travel costs should be included in the financial proposal.

**Taking into account that purchase of services will be carried out within the project of international technical assistance, price offers/invoices for payment must be presented without VAT.**

#### **A. Cost Breakdown per Deliverables**

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

**LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	40%	
3.	Deliverable 3	30%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		100%	

**LOT 2: “Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”**

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	40%	
3.	Deliverable 3	30%	
<b>Total all-inclusive cost without VAT, indicate currency</b>		100%	

#### **B. Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

Activity / Costs	UOM	Qty (Number of Units)	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1. Personnel				
1.1 Director	month			
1.2 Script writer	month			
1.3 Cameraman	month			
1.4 Sound Engineer	month			
1.5 Editor	month			
1.6 Advanced English Editor	month			
1.7 Photographer	month			
2. Other expenses				
2.1 Subsistence allowance				
2.2 Local Transportation				
2.3 Communications				
2.4 Other Costs: (please specify)				
<b>TOTAL without VAT, indicate currency</b>				

**LOT 2: “Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”**

Activity / Costs	UOM	Qty (Number of Units)	Price per unit without VAT, indicate currency	Cost without VAT, indicate currency
1. Personnel				
1.1 Director	month			
1.2 Script writer	month			
1.3 Cameraman	month			
1.4 Sound Engineer	month			
2. Other expenses				
2.1 Promotion plan implementation				
2.2 Subsistence allowance				
2.3 Local Transportation				
2.4 Communications				
2.5 Other Costs: (please specify)				
<b>TOTAL without VAT, indicate currency</b>				

## 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:	Click or tap here to enter text.	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.
Actual 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.
VAT payer status	Click or tap here to enter text.
Contract person name	Click or tap here to enter text.
Contact person email	Click or tap here to enter text.
Contact person phone	Click or tap here to enter text.
Company's core activities	Click or tap here to enter text.
Profile – describing the nature of business, field of expertise.	Click or tap here to enter text.
Business Licenses – Registration Papers, Extract from the Register of VAT payers or single taxpayers, etc.	EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single taxpayers should be attached.
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,	<input type="checkbox"/> Yes <input type="checkbox"/> No



<i>provide a Copy of the valid Certificate):</i>	
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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.
References	Minimum 2 (two) reference letters on similar to these Terms of Reference projects from previous Clients / Partners.

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Table 1. Mobile app promotion plan (applicable only for LOT 2)**

No.	Video / audio clips promotion	Name of Mass media recourses, TV and Radio channels, social networks	Number and time of demonstrations

**Table 2. Cost Breakdown per Deliverables\***

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdown according to stage, types of services and schedule of their provision.

**LOT 1: "Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine"**

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	40%	
3.	Deliverable 3	30%	
Total all-inclusive cost without VAT, indicate currency		100%	

**LOT 2: "Production of video and audio tracks for radio commercials aimed at promotion of the mob app "Rescue 101"**

No.	Deliverables	Percentage of the total price (weight for payment)	Price without VAT, indicate currency
1.	Deliverable 1	30%	
2.	Deliverable 2	40%	
3.	Deliverable 3	30%	
Total all-inclusive cost without VAT, indicate currency		100%	

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

**Table 3. Cost Breakdown by Cost Component**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**LOT 1: “Production of six videos showcasing the positive impact made by Community Security Working Groups on lives of people in eastern Ukraine”**

Activity / Costs	UOM	Qty (Number of Units)	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1. Personnel				
1.1 Director	month			
1.2 Script writer	month			
1.3 Cameraman	month			
1.4 Sound Engineer	month			
1.5 Editor	month			
1.6 Advanced English Editor	month			
1.7 Photographer	month			
2. Other expenses				
2.1 Subsistence allowance				
2.2 Local Transportation				
2.3 Communications				
2.4 Other Costs: (please specify)				
<b>TOTAL without VAT**, indicate currency</b>				

**LOT 2: “Production of video and audio tracks for radio commercials aimed at promotion of the mob app “Rescue 101”**

Activity / Costs	UOM	Qty (Number of Units)	Price per unit without VAT**, indicate currency	Cost without VAT**, indicate currency
1. Personnel				
1.1 Director	month			
1.2 Script writer	month			
1.3 Cameraman	month			
1.4 Sound Engineer	month			
2. Other expenses				
2.1 Promotion plan implementation				

2.2 Subsistence allowance				
2.3 Local Transportation				
2.4 Communications				
2.5 Other Costs: (please specify)				
<b>TOTAL without VAT**</b> , indicate currency				

**\*\*Dear Partners!**

*The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.*

*Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.*

*The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.*

*In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:*

- *the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";*
- *Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;*
- *in column 2 of section B – supplier's (seller's) services nomenclature;*
- *in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;*
- *in columns 4 and 5 - unit of services measurement;*
- *in column 6 - quantity (volume) of services delivery;*
- *in column 7 - the price of the service unit supply, excluding VAT;*
- *in column 8 - VAT rate code 903;*
- *in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".*
- *in column 10 - supply volume, excluding VAT (prepayment amount).*

*Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."*

*Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.*

*Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.*

*Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.*

*Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.*

**Table 4. Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Assignment completion within <b>11 (eleven)</b> weeks after start of the Contract for Lot 1.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Assignment completion within <b>12 (twelve)</b> weeks after start of the Contract for Lot 2.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (min. 60 days)	<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.

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