



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNDP/SP4N LAPOR!/163705/029/2021 –
Integrated Campaign SP4N LAPOR!

Date: 10 December 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

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

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Issued by:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'M. Kurnia', enclosed within a blue DocuSign signature box.

Signature: _____

21B257514E5748B...

Name : Martin Kurnia

Title : Procurement Analyst

Date : 10 December 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>Please refer to the etendering system with event ID: IDN10-0000011188</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> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information.</p> <p style="text-align: center;">The Event ID for etendering system: IDN10-0000011188</p> <p>Bid submission address: eTendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ 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: N/A ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either</p>

	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.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP UNDP UNDP UNDP UNDP UNDP UNDP UNDP UNDP UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 1 month</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in</p> <p><input checked="" type="checkbox"/> USD; or</p> <p><input checked="" type="checkbox"/> IDR - Indonesian Rupiah (Mandatory for Local Bidders)</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p>

	<p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p> <p>Except for any legal document issued by the Local Government e.g. certificates, notarial deed, etc.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 (five) years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 (two) clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other (<i>the list of achievements (only for e.g. agency of the year award, Citra Pariwara Award, etc.) in the past 10 (ten) years</i>)</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If</p>

	multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”																
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Payment will be made after satisfactory acceptance by UNDP of the services provided based on the following schedule:																
	<table border="1"> <thead> <tr> <th>Payment</th> <th>Deliverables</th> <th>Percentage</th> <th>Timing</th> </tr> </thead> <tbody> <tr> <td>1st payment</td> <td> National/Local Supermarket/Minimarket Chain Advertising: 1. The List of Location Identification & Selection 2. The Report of Advertising Key Visual Concept Development 3. The Report of Advertising Key Visual Art Direction and Copywriting Execution 4. The Report of Advertising (Poster) Key Visual Production and Printing Production and Distribution </td> <td>20%</td> <td>2nd month of contract*</td> </tr> <tr> <td>2nd payment</td> <td> National/Local Supermarket/Minimarket Chain Advertising: 1. The Report of the completion of Campaign Dissemination (including installment and maintenance) Social Media Management: 2. The Report of Social Media Administrator (only handling SP4N-LAPOR! Social Media Channels) Podcast Campaign: 3. The Report of Storyline, Script, and Content Development 4. The Report of Spotify Podcast Sponsorship Campaign Release ** 5. The Report of Youtube Podcast Sponsorship Campaign Release** </td> <td>50%</td> <td>5th month of contract*</td> </tr> <tr> <td>3rd payment</td> <td>The Report of Post Dissemination Study (Quantitative Research) including social media reporting**</td> <td>30%</td> <td>End of contract*</td> </tr> </tbody> </table>	Payment	Deliverables	Percentage	Timing	1 st payment	National/Local Supermarket/Minimarket Chain Advertising: 1. The List of Location Identification & Selection 2. The Report of Advertising Key Visual Concept Development 3. The Report of Advertising Key Visual Art Direction and Copywriting Execution 4. The Report of Advertising (Poster) Key Visual Production and Printing Production and Distribution	20%	2 nd month of contract*	2 nd payment	National/Local Supermarket/Minimarket Chain Advertising: 1. The Report of the completion of Campaign Dissemination (including installment and maintenance) Social Media Management: 2. The Report of Social Media Administrator (only handling SP4N-LAPOR! Social Media Channels) Podcast Campaign: 3. The Report of Storyline, Script, and Content Development 4. The Report of Spotify Podcast Sponsorship Campaign Release ** 5. The Report of Youtube Podcast Sponsorship Campaign Release**	50%	5 th month of contract*	3 rd payment	The Report of Post Dissemination Study (Quantitative Research) including social media reporting**	30%	End of contract*
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<p>*The final payment will be made once service provider completes all of the obligations. ** The current UNDP policy requires the payment for trainer, moderator, notetaker, participants, and etc. for online training/online event to be paid directly by UNDP Finance Unit. Thus, the service provider must exclude the fee for trainer, moderator, notetaker, and participant, and etc. in the finance proposal and include the fee details in their report submission to be processed by UNDP Finance Unit. The payment for trainer, moderator, notetaker, participants, and etc. for online training/online event to be paid directly by UNDP Finance Unit. Thus, the service provider must exclude the fee for trainer, moderator, notetaker, and participant, and etc. in the finance proposal and include the fee details in their report submission to be processed by UNDP Finance Unit.</p>																	
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements																

	<input checked="" type="checkbox"/> Others [Written acceptance of Reports and/or lists for each point in the deliverable table in this RFQ]
Contact Person for correspondence, notifications and clarifications	E-mail address: armada.pratama@undp.org; yusef.millah@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 (Three) days before the submission deadline. Responses to request for clarification will be communicated by email to armada.pratama@undp.org; yusef.millah@undp.org.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	01 March 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE

Integrated Campaigns to Increase Citizen Participation for SP4N-LAPOR! Project in Indonesia

1. Background

The Korea International Cooperation Agency (KOICA) and the United Nations Development Programme (UNDP) Indonesia are initiating a collaboration with the Ministry of Administrative and Bureaucratic Reform (KemenPAN-RB) to strengthen the capacity of Indonesia's e-Governance by enhancing the national complaint handling system, SP4N-LAPOR!. Since 2017, KOICA and UNDP have held extensive discussions with various stakeholders, including the Government of Indonesia (GoI), mainly the Executive Office of the President (KSP), KemenPAN-RB, and the Republic of Indonesia's Ombudsman Office (ORI). Subnational governments, such as Badung Regency, Bali Provincial Government, Sleman Regency, Special Region of Yogyakarta Provincial Government, Tangerang Regency, and West Sumatra Provincial Government, are also key stakeholders involved in the project.

SP4N-LAPOR! was developed as an online complaint handling system to increase civic participation in the monitoring of government performance, programmes, and provision of public services.

KOICA and UNDP have developed to enhance SP4N-LAPOR! to address these urgent needs at national and subnational levels. This 4-year programme aims to strengthen SP4N-LAPOR! by building the capacity of responsible authorities at national and subnational levels to handle and manage citizen complaints more effectively and raise public awareness of the G2C system through strategic public campaigns.

The programme will be directly implemented by UNDP in close coordination with KOICA and KemenPAN-RB. The programme's activities will have 3 major components. First, UNDP will work to develop a master plan for an integrated national complaint handling system. Second, KOICA and UNDP will work closely with the national and subnational governments to provide invitational and local technical training, respectively. Third, UNDP will work with the national and sub-national governments to increase awareness of SP4N-LAPOR! within government and to citizens. In doing so, UNDP will focus on promoting the G2C system to marginalised groups in society, including women, youth, and persons with disabilities to use SP4N-LAPOR! as a platform to raise their voice and increase access to public services.

As part of Output 3, which aims to increase the visibility of SP4N-LAPOR!, public outreach activities have been developed to encourage Indonesian citizens to use the system. Implementing integrated campaign strategies using both traditional and digital media is an effective way of reaching out to the wider public, including those who are not familiar with digital technology. Therefore, the project will focus on promoting SP4N-LAPOR! to six pilot locations with digital advertising platforms, as well as offline marketing efforts.

2. Objectives

The Output 3 activities aim to develop public campaigns to increase public awareness and citizen participation for SP4N-LAPOR! mainly in six pilot locations (Badung Regency, Bali Provincial Government, Sleman Regency, Yogyakarta Provincial Government, Tangerang Regency, and West Sumatra Provincial Government). The objectives of implementing integrated campaigns, including both online and offline marketing, are as follows:

- Promote SP4N-LAPOR! to citizens mainly living in six pilot locations and nationally.
- Encourage citizens to use SP4N-LAPOR! for monitoring the government's performance, programmes, and the provision of public services.
- Increase the visibility of SP4N-LAPOR! through influential figures, digital marketing and national supermarket/minimarket chain advertising with posters in the targeted areas.
- Show how the public, including women, youth and persons with disabilities, use SP4N-LAPOR! to file complaints and convey aspirations.
- Reflect gender mainstreaming and social inclusion actively when developing campaign strategies.

- Use a human-interest story and/or behavioural change approach when executing the campaign.

3. Integrated Campaign Description

The project will create a series of campaigns both in six pilot locations and nationally to promote SP4N LAPOR! and increase public awareness. The SP4N LAPOR! will be featured in advertising posters for public venues such as supermarkets/minimarkets, podcasts and social media marketing.

4. Details of the Integrated Campaign

1) National/Local Supermarket/Minimarket Chain Advertising Production and Installation

Posters will be produced to promote the campaign in the six pilot areas. The potential advertising platforms include national supermarket/minimarket chains where local audiences make a regular visit.

a. Advertising platform identification

- The vendor should propose potential advertising venues and identify the strategic supermarket chain locations to maximise the visibility of advertising. Establishing a partnership with existing supermarket chains is the vendor's responsibility. The total number of the venues in the six pilot areas should be 120 (one hundred and twenty) locations or 20 (twenty) places per pilot location. Detail of identification and selection steps is as follows:
- Identify advertising partners, such as **prime national/local supermarket/minimarket chain or other public venues/ spaces* visited by the public regularly**, to display advertisements.
- Provide statistic data of buyer quantity/ visitor number and network of supermarket/ minimarket chain or network of public venues as a justification to select certain locations.
- Establish a legal partnership with partners to display the advertisements during the contract period.

***Public venues/spaces are defined as venues for economic activities that are publicly accessible and are owned & administered by government/ private sectors.**

b. Poster Production and Installation

After selecting the potential venues for advertising channels, supermarket/minimarket window posters will be produced. The vendor will be responsible for designing, producing, and installing the posters on the themes given by UNDP. It also includes regular maintenance of the posters attached to the venues.

• Production of Campaign Assets

Based on approved creative elements, the vendor should produce advertising posters suitable for the selected advertising platforms. **4 (four) different posters targeting each pilot location or 480 posters in total** under the same theme will be produced (when it comes to grouping the pilot locations to develop marketing strategies, Sleman Regency and Yogyakarta Province will be considered as the same area, where two regions share a similar culture. It also applies to Badung Regency and Bali Province). The detailed specification of the poster, including size and materials, will be stated in the section below.

• Minimum Specification

No	Location (shop windows and interiors)	Requirement
1	National/Local Supermarket/Minimarket Chain in Badung Regency	A2 size 594mm (height) X 420 mm (width) Flexi Paper (280g) The pictures or images used for poster production should have a high-resolution, 300 DPI (dots per inch)
2	National/Local Supermarket/Minimarket Chain in Bali Province	
3	National/Local Supermarket/Minimarket Chain in Sleman Regency	
4	National/Local Supermarket/Minimarket Chain in Yogyakarta Province	

5	National/Local Supermarket/Minimarket Chain in Tangerang Regency	
6	National/Local Supermarket/Minimarket Chain in West Sumatra Province	

c. Advertising Production and Installation Timeline

- Timeline
 - Platform Identification & Selection: 3 (three) weeks
 - Advertising Key Visual Concept Development: 1 (one) month
 - Advertising Key Visual Art Direction and Copywriting Execution: 2 (two) weeks
 - Advertising (Poster) Key Visual Production and Printing Production and distribution: 2 (two) weeks
 - Campaign dissemination (including instalment and maintenance): 3 (three) months period after the completion of development and production stages.

2) Podcast Campaign

As the project aims to target the general publics with different demographic groups, including women, youth and person with disabilities, there is a need to promote the system to younger generations who are comfortable using digital media.

a. Topic

The podcast campaign and digital advertisement will focus on introducing SP4N-LAPOR! and discuss current social issues that SP4N-LAPOR! is handling. The storyline will explain how the public, mainly women, youth, and persons with disabilities (PWD), use the platform to file complaints and convey aspirations, as well as user's positive testimonials while maintaining gender mainstreaming. Please refer to the details below for the development of topics.

- Brief introduction and background of SP4N LAPOR!, including KemenPAN-RB's partnership with UNDP and KOICA.
- Explain the latest updates on SP4N LAPOR!'s website and how to file complaints or convey aspirations via the website, text messaging and mobile applications.
- Include a discussion with youth and/or disabled-friendly and/or a gender-balanced perspective by involving respondents from the latest public satisfaction survey as listeners/participants whenever possible.
- Include current social issues, human-interest stories, and behavioural change approach in the podcast content production.
- Explain how women, youth, and disabled people could use SP4N LAPOR! to convey their complaints and aspirations.
- Pay attention to gender mainstreaming and social inclusion.

b. Timeline and Platforms

- Timeline
 - Storyline, script, and content development and production: 2 (two) months
 - Spotify Podcast campaign: 1 (one) episode within the contract period
 - YouTube Podcast campaign: 1 (one) episode within the contract period
- Platforms
 - 1 (one) popular YouTube channel
 - 1 (one) popular Spotify channel

c. Podcast Format

SP4N LAPOR! will sponsor the episodes. Both the host and the guest star will promote SP4N LAPOR! during the episodes at least 3 (three) times during the show.

d. Podcast Criteria

- Preferably a channel that supports social issues and has a prominent influence for the general publics and youth audiences.

- Controversial channel/host/guest star are discouraged to be selected.
- The topic of the episode will not contradict with the SP4N LAPOR! brand.
- YouTube channel will have at least two million subscribers and an average 1 million viewers with mostly youth viewers.
- Spotify channel will be in the top ten monthly Podcasters in the past year that mostly youth audiences listen to.
- The selected channel publishes contents dedicated for youth audiences.

e. Podcast Channel Selection

- The selected vendor could submit prospective channels for this campaign after signing the contract alongside the proof/justification that the channel will fulfil the criteria.
- UNDP SP4N LAPOR! Project Team and KemenPAN-RB will have the authority to select the podcast channel proposed by vendor.

3) Social Media Management

The SP4N LAPOR! Team of KemenPAN-RB needs assistance to develop engagement in SP4NLAPOR! social media accounts. Thus, the presence of social media administrator is imperative. The details of the activity will be as follows:

a. Timeline and duration

- The official date of work will be one day after signing the contract by both parties.
- The administrator will be responsible to maintain SP4N LAPOR!'s social media accounts for 5 (five) months.

b. Platforms

Social Media Platforms consist of as follows:

- SP4N LAPOR! YouTube channel
- SP4N LAPOR! Facebook channel
- SP4N LAPOR! Twitter channel
- SP4N LAPOR! Instagram channel

c. Timeline of Social Media Management

The administrator will manage SP4N LAPOR!'s social media platforms on a daily basis for the duration of 5 (five) months.

4) Source of Fund

This activity is funded by UNDP-KOICA SP4N LAPOR! Project.

5) Qualification of the company

a. Company Experiences

- i. The company must have experience in having at least 2 (two) relevant projects in implementing integrated campaigns, including online and offline platforms, at the national level in the past 5 (five) years. This requirement should be proven by the list of clients and evidence of the relevant projects (as required in Annex).
- ii. The company must have experience in working with social media, as well as producing and disseminating public advertisement, such as advertising posters, in public spaces in Jakarta **and** other major cities in Indonesia in the past five years.
- iii. The company must share the list of achievements (e.g. agency of the year award, Citra Pariwara Award, etc.) in the past 10 (ten) years.
- iv. Experiences in working with international organizations and the Indonesian government related to public services will be an asset.

b. Personnel Qualifications

- i. Team Leader (1) will be working as a focal point between UNDP Indonesia and the selected vendor to discuss all matters related to the project. He or she will be responsible for managing

the project and budget for this activity. This person will be responsible for managing the overall quality of the integrated campaigns.

Qualifications: A bachelor's degree in marketing, management, business administration, or other relevant field with a minimum of 3 years of professional experience in managing relationships with clients in the advertising industry.

- ii. Art Director (1) will provide visual, audio, and text aesthetic direction for producing and disseminating the integrated campaigns.
Qualifications: A bachelor's degree in communication, art, film, design, or other relevant field with a minimum of 3 years of professional experience in producing and executing advertisement designs as an art director.
- iii. Creative Director (1) will provide creative conceptual direction for producing and implementing the integrated campaigns.
Qualifications: A bachelor's degree in advertising, marketing, publication, media, design or other relevant field with a minimum of 3 years of professional experience in producing advertisement designs as a creative director.
- iv. Animator (1) will be responsible for creating artwork for videos needed for social media marketing with visual effects and animation.
Qualifications: A bachelor's degree in design communication visual, 3D modelling, computer graphic, or other relevant field with a minimum of 3 years of professional experience in creating artwork with visual effects as a motion graphic designer.
- v. Graphic Designer (1) will be responsible for creating a graphic design by assembling images, typography or motion graphics for videos needed for the integrated campaigns.
Qualifications: A bachelor's degree in design communication visual, 3D modelling, computer graphic, or other relevant field with a minimum of 3 years of professional experience in creating a graphic design as a graphic designer.
- vi. Campaign Documentation Photographer and Videographer (4) will be responsible for documenting and monitoring the progress of the campaigns with photo and video formats with high-resolution quality.
Qualifications: A 3 years diploma in film, photography technique, or other relevant field with a minimum of 4 years of work experience as a campaign documentation videographer.
- vii. Operations Manager (2) will be responsible for surveying advertisement locations and channels, overseeing and monitoring both the quality and quantity of the project's operations in field, including advertising production and socialization and pre- and post-production and socialization management.
Qualifications: A bachelor's degree in management, operations management, or other relevant field with a minimum of 3 years of professional experience in overseeing and monitoring overall operations for integrated campaigns as an operations manager.
- viii. Survey Conductor/ Enumerator (4) will be responsible for organizing and conducting campaign assessment to measure the effectiveness of the integrated campaigns of SP4N LAPOR! To increase brand awareness and citizen participation for the target audiences.
Qualifications: A bachelor's degree in survey and mapping or other relevant field with a minimum of 3 years of professional experience in conducting and analyzing a survey.
- ix. Copywriter and translator (1) will be responsible to produce copy and translate Bahasa Indonesia text to English on all designated platforms.
Qualifications: A bachelor's degree in language, literature, communication, or other relevant field with a minimum of 3 years of professional experience as a copywriter and translator.
- x. Social Media Administrator (1) will be responsible to maintain engagement in SP4N LAPOR! social media platforms.
Qualifications: A high school diploma with a minimum of 7 years of professional experience as a social media administrator.

6) Scope of Work

The company assigned for this project is expected to provide services during pre-production, production, implementation and post-implementation for the integrated campaigns. The company should directly coordinate with the UNDP SP4N LAPOR! and KemenPAN-RB team. The job description is as follows:

1) Development of strategies and campaign design

- Submit and update work plans and timelines regularly to UNDP and KemenPAN-RB.
- Conduct consultations with UNDP SP4N LAPOR! Team and other key stakeholders to develop topics and sharpen key messages to deliver target audiences in six pilot locations and Indonesia as mentioned above.
- Research best practices when creating digital content for youth and marginalized citizens in Indonesia.
- Conduct market research and desk review on public services in six pilot locations with a focus on women, youth and persons with disabilities to develop effective campaign strategies.
- Promote gender mainstreaming, social inclusion and human-interest stories with behavioural change approaches.
- Provide an assessment report that present market data, position of the product (SP4N LAPOR!) and target audience's behaviour both online and offline.
- Develop a timeline or calendar of events and deadlines.

2) National/Local Supermarket/Minimarket Chain Advertising Production and Installation

a. Developing Campaign Ideas

- Develop big idea concepts for creative and engaging campaigns for the selected advertising methods. Ideas should be presented through rough executions of concept/mood boards, key visual and key messaging.
- The vendor is responsible for analysing relevant research and contributing to strategy development.

b. Developing Creative Elements

- Based on the approved big idea, develop specific elements of the campaign, including scripts and detailed storyboards for each advertisement.
- The vendor should develop ideas for posters, which will be installed at the selected public venues, in line with the core creative concept.

c. Revision of Campaign Content

- The vendor should implement maximum 5 (five) times revisions to the design and content of the advertisements.

d. Installation

- Install the posters at specified venues.
- Oversee the installation of the advertisements in the venues where the advertisements will be displayed. Maintain the advertisements throughout the advertising period.
- Provide checklists on a biweekly basis to ensure the quality of the advertisements and solve any issues, such as damages on the posters, within 2 (two) days and this will be reflected in the post dissemination report.

e. Platforms

- The service provider is expected to collaborate with at least 120 (one hundred and twenty) well-established national/ local supermarket/minimarket chain in 6 (six) pilot locations located in prime locations within the area. Thus, the number of supermarket chain is approximately 20 (twenty) for each pilot location.

3) Podcast Campaign

a. Storyline Preparation

- Develop a story concept for the campaign with a close discussion with UNDP and KemenPAN-RB.
- Provide story structure for podcast campaign.
- Prepare a script, copywriting, and translation for the storyline prior to the campaign.
- Revise the content maximum 5 (five) times.

b. Podcast Campaign Production

- Produce high quality audio and visual content suitable for YouTube and Spotify channels and advertisement.
- Provide English-Indonesian language subtitles for YouTube channels and advertisement.
- Revise the design and content maximum 5 (five) times.

c. Podcast dissemination

- Be responsible for disseminating high quality content in compliance to the format for each platform. The online platforms should include popular YouTube and Spotify channels.

4) Social Media Management

The assigned administrator is responsible for maintaining communication with followers and subscribers of SP4N LAPOR! social media. The administrator must directly coordinate with UNDP and SP4N LAPOR! team at KemenPAN-RB.

a. Managing social media account

- Manage SP4N LAPOR! social media messaging and conversation including but not limited to direct messages and comments.
- Upload and place content in SP4N LAPOR! social media platforms.
- Monitor and improve engagement rate and the number of followers and subscribers of SP4N LAPOR! social media platforms.
- Manage keywords and Search Engine Optimization (SEO) of SP4N LAPOR! social media platforms.
- Track statistics and analytics of SP4N LAPOR! social media platforms.
- Monitor, capture, and share interactivity regularly.
- Research and recommend trends and social channels to be adapted and/or followed.
- Conduct pre- and post-assessment of the engagement rate and number of followers and subscribers of SP4N LAPOR! social media.

5) Assessment of the Integrated Campaigns Effectiveness

The vendor is responsible for conducting and reporting assessment of the integrated campaigns to measure the effectiveness of the advertising strategies and platforms to the targeted public with particular attention to women, youth, and people with disabilities audiences and gender mainstreaming. Please refer to the guidelines of the assessment as follow:

- Citizen Satisfaction Survey of SP4N LAPOR! 2020, marketing and communication strategy of SP4N LAPOR!, roadmap of SP4N LAPOR! , and pre- and post-assessment of public transport advertisement of SP4N LAPOR! will be baselines for conducting the integrated campaign's assessment.
- Conduct a post-campaign study to measure the SP4N LAPOR! brand awareness and the effectiveness of the campaigns by targeting key audiences exposed to the advertisements in the venues and platforms after the advertising period.
- Be responsible for increasing the SP4N LAPOR! brand awareness after the advertising period.
- Be responsible for conducting research and providing the results and analysis of the post-campaign survey to measure the effectiveness of advertising strategies and platforms to the target audiences.
- Provide a final report which includes the outcomes of the advertisements and post-campaign assessment results and documentation materials with photos, videos, and other necessary proofs during the advertising period.
- Specifically, for the Social Media Administrator, the incumbent must be able to achieve a 10 per cent increase of the engagement rate and the number of followers and subscribers by the end of the contract. The selected vendor will use the baseline acquired from SP4N LAPOR!'s social media engagement rate and the number of followers and subscribers in the beginning of the campaign.
- The assessment could be conducted offline/online/hybrid approach depend on the on-going situation.

- The estimated timeline for conducting post-assessment is 1 (one) month.

7) Assumptions and Risk

Assumptions:

- Ministry of Administrative and Bureaucratic Reform of the Republic of Indonesia endorsed the plan and methodology used by the service provider.
- Ministry of Administrative and Bureaucratic Reform of the Republic of Indonesia will make sure that the concept and content of this campaign will be different from the previous campaigns produced for SP4N LAPOR!.
- Routine coordination to anticipate late delivery of activities between UNDP and the service provider.
- The social restrictions (PPKM) in the respective advertising locations might cause delay during campaign implementation.
- Both UNDP and KemenPAN-RB own full rights for both the raw materials and final approved materials and are able to re-use the materials for future promotional campaign activities. Thus, the service provider must submit all materials to both UNDP and KemenPAN-RB.

Risk: Considering the recent COVID-19 related situation, the implementation of the activities may be rescheduled after assessing the situation.

8) Payment Schedule and Estimated Timeline

Payment will be made after satisfactory acceptance by UNDP of the services provided based on the following schedule:

Payment	Deliverables	Percentage	Timing
1 st payment	National/Local Supermarket/Minimarket Chain Advertising: <ol style="list-style-type: none"> The List of Location Identification & Selection The Report of Advertising Key Visual Concept Development The Report of Advertising Key Visual Art Direction and Copywriting Execution The Report of Advertising (Poster) Key Visual Production and Printing Production and Distribution 	20%	2 nd month of contract*
2 nd payment	National/Local Supermarket/Minimarket Chain Advertising: <ol style="list-style-type: none"> The Report of the completion of Campaign Dissemination (including installment and maintenance) Social Media Management: <ol style="list-style-type: none"> The Report of Social Media Administrator (only handling SP4N-LAPOR! Social Media Channels) Podcast Campaign: <ol style="list-style-type: none"> The Report of Storyline, Script, and Content Development The Report of Spotify Podcast Sponsorship Campaign Release ** The Report of Youtube Podcast Sponsorship Campaign Release Release** 	50%	5 th month of contract*
3 rd payment	The Report of Post Dissemination Study (Quantitative Research) including social media reporting**	30%	End of contract*

*The final payment will be made once service provider completes all of the obligations.

** The current UNDP policy requires the payment for trainer, moderator, notetaker, participants, and etc. for online training/online event to be paid directly by UNDP Finance Unit. Thus, the service provider must exclude the fee for trainer, moderator, notetaker, and participant, and etc. in the finance proposal and include the fee details in their report submission to be processed by UNDP Finance Unit.

Estimated Timeline

	MAR					APR				MAY				JUN					JUL				AUG				
	W1	W2	W3	W4	W5	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W5	W1	W2	W3	W4	W1	W2	W3	W4	W5
National/Local Supermarket/Minimarket Chain Advertising																											
Location Identification & Selection																											
Advertising Key Visual Concept Development																											
Advertising Key Visual Art Direction and Copywriting Execution																											
Advertising (Poster) Key Visual Production and Printing Production and Distribution																											
Campaign dissemination (including installment and maintenance)																											
Social Media Management																											
Social Media Administrator (only handling SP4N-LAPORI Social Media Channels)																											
Podcast Campaign																											
Storyline, Script, and Content Development																											
Spotify Podcast Sponsorship Campaign Release																											
Youtube Podcast Sponsorship Campaign Release																											
Post Dissemination Study (Quantitative Research) incl. social media reporting																											

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.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade 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.			
Previous relevant experience: 2 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.
<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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

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

Financial Offer

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

Currency of Quotation: USD; or IDR - Indonesian Rupiah (Mandatory for Local Bidders)

Ref	Description of Deliverables	Percentage	Amount
1.	National/Local Supermarket/Minimarket Chain Advertising: 1. The List of Location Identification & Selection 2. The Report of Advertising Key Visual Concept Development 3. The Report of Advertising Key Visual Art Direction and Copywriting Execution 4. The Report of Advertising (Poster) Key Visual Production and Printing Production and Distribution	20%	
2.	National/Local Supermarket/Minimarket Chain Advertising: 1. The Report of the completion of Campaign Dissemination (including installment and maintenance) Social Media Management: 2. The Report of Social Media Administrator (only handling SP4N-LAPOR! Social Media Channels) Podcast Campaign: 3. The Report of Storyline, Script, and Content Development 4. The Report of Spotify Podcast Sponsorship Campaign Release ** 5. The Report of Youtube Podcast Sponsorship Campaign Release **	50%	
3.	The Report of Post Dissemination Study (Quantitative Research) including social media reporting**	30%	
Total		100%	

*The final payment will be made once service provider completes all of the obligations.

** The current UNDP policy requires the payment for trainer, moderator, notetaker, participants, and etc. for online training/online event to be paid directly by UNDP Finance Unit. Thus, the service provider must exclude the fee for trainer, moderator, notetaker, and participant, and etc. in the finance proposal and include the fee details in their report submission to be processed by UNDP Finance Unit.

Breakdown of Fees

Descriptions	UOM	Qty	UOM	Qty	Unit Price	Total Price
Personnel						
Team Leader	mandays	132	Person	1		
Art Director	mandays	45	Person	1		
Creative Director	mandays	45	Person	1		
Animator	mandays	45	Person	1		
Graphic Designer	mandays	45	Person	1		
Campaign Documentation Photographer and Videographer (4)	mandays	24	Person	4		
Operations Manager (2)	mandays	60	Person	2		
Survey Conductor/ Enumerator (4)	mandays	25	Person	4		
Copywriter and translator	mandays	20	Person	1		
Social Media Administrator	mandays	132	Person	1		
Supermarket/Minimarket National/Local Chain Advertising						
Advertising Platforms Rent and Maintenance	LS*	1		1		
Advertising (Poster) Key Visual Production and Printing Production	pcs	480	months	3		
Campaign Installment Material	pcs	480	months	3		
Podcast Campaign						
Spotify Podcast Sponsorship Campaign	LS*	1		1		
Youtube Podcast Sponsorship Campaign	LS*	1		1		
Post Dissemination Study (Quantitative Research) including social media reporting	LS*	1		1		
Other expenses						
Accommodation and Transportation Cost	LS*	1		1		
Other Costs: (please specify)						
Total						

*The term "LS" apply for the cost of the service only. Thus, personnel fee, accommodation & transportation cost, and other costs must be stated in separate line within the table.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Compliance with the Annex 1 – Schedule of Requirement	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

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

Exact name and address of company

Authorized Signature:

<p>Company NameClick or tap here to enter text.</p> <p>Address: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Phone No.:Click or tap here to enter text.</p> <p>Email Address:Click or tap here to enter text.</p>	<p>Date:Click or tap here to enter text.</p> <p>Name:Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory:Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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