



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference - <b>RFQ/LBY/RFF/2022/010 - Production and dissemination of three short films about the Telemedicine Application in Libya</b>	Date: 10 February 2022
---	------------------------

### 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.

Approved by:

Signature: 

Name: Shohrukh Abdulloev

Title: Head of Procurement Unit

Date: 10 February 2022

## 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>
<b>Deadline for the Submission of Quotation</b>	<p><b>17<sup>th</sup> February 2022 16:00PM Tripoli Local Time.</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>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <li>- By Email</li> <li>- Bid submission address: <a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a></li> <li>- Subject of the email must start with: <b>RFQ/LBY/RFF/2022/010 - Production and dissemination of three short films about the Telemedicine Application in Libya</b> <ul style="list-style-type: none"> <li>▪ File Format: PDF, MS Word, MS Excel</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: 20 MB</li> </ul> </li> </ul> <p>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p>
<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, Fraud, Corruption,</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> <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 <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></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<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</p>

	<p>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><a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><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>Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</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.</p> <p>Bidders must have appropriate permission/registration from relevant Libyan Government body to operate in Libya (copy of the registration/permission must be provided with the bid).</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in USD</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> <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>
<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: be inclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>▪ Annex 2: Quotation Submission Form duly completed and signed.</li> <li>▪ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</li> <li>▪ Company Profile.</li> <li>▪ Registration certificate</li> <li>▪ List and value of projects performed for the last 5 years (Minimum of 2 contracts of similar value, nature, and complexity) plus client's contact details who may be contacted for further information on those contracts.</li> <li>▪ 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.</li> <li>▪ CVs for the proposed key Personnel.</li> <li>▪ Copies of Contracts and Completion Certificate of two similar contracts as prime contractor.</li> <li>▪ Project Schedule: An outline of the firm/company's proposed timeline reflecting start and completion dates of tasks including.</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<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>
<b>Partial Quotes</b>	<p>Not permitted</p>
<b>Alternative Quotes</b>	<p>Not permitted</p>
<b>Payment Terms</b>	<p>100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
<b>Conditions for Release of Payment</b>	<p>Complete implementation of the project Passing all reviews and approval of UNDP Project Manager Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>
<b>Contact Person for correspondence,</b>	<p>E-mail address: <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a></p> <p>Attention: Quotations shall not be submitted to this address but to the Email address mentioned above (<a href="mailto:tenders.ly@undp.org">tenders.ly@undp.org</a>). Otherwise, offer shall be disqualified.</p>

<b>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>Site visit</b>	N/A
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline.
<b>Evaluation method</b>	The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<ol style="list-style-type: none"> <li>1. Minimum of 2 contracts of similar value, nature and complexity implemented over the last 2 years working with an INGO.</li> <li>2. Experience in producing commercial films on mobile applications</li> <li>3. Experience in producing a minimum of 4 commercials to launch new businesses in Libya</li> <li>4. Experience in producing marketing and branding films for the domestic (Libyan) audience</li> <li>5. Legal registration in Libya.</li> <li>6. Capacity to undertake the project. The company/firm should have completed as prime contractor at least two contracts in production of promotion videos. Copies of contracts and links to promotional videos must be provided.</li> <li>7. Qualification and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment: <ul style="list-style-type: none"> <li>• Team Leader - shall have at least 4 years of relevant experience in film making</li> <li>- Proficiency in English Language</li> <li>• Script writer - shall have at least - Minimum of 4 years of relevant experience in communications</li> <li>- be fluent in Arabic</li> </ul> </li> <li>8. Submission of Implementation Timeline/Meeting the works completion deadline of two months as mentioned in Annex I.</li> <li>9. Acceptance of General Terms &amp; Conditions for Contracts.</li> </ol>
<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>	Purchase Order <a href="#">Contract for Goods and Services</a>
<b>Expected date for contract award.</b>	28 February 2022
<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.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Project Description

Since the beginning of the outbreak of COVID-19 in Libya until the end of August 2021, a total of 1,542,044 tests for COVID-19 have been conducted and 308,972 (20%) have been confirmed positive. In addition, there has been 4,247 deaths related to COVID-19.

The steady spread of the virus poses a growing threat to the most vulnerable populations in Libya, especially those living in the most remote areas. The Ministry of Health has developed and implemented a COVID-19 National Response Plan to tackle the virus, which includes the innovative use of the Telemedicine Initiative for Libya to ensure more Libyans gain access to decent healthcare no matter who they are or where they live.

The Telemedicine Initiative for Libya has proven to be effective in helping Libya's healthcare system tackle COVID-19, however, it is still underutilized due to a general lack of awareness of its existence.

In this regard there is a need to develop awareness raising and communications material to better inform Libyans about the Telemedicine Initiative for Libya and specifically how it can meet their healthcare needs. The production and dissemination of awareness raising videos will bring the much-needed national attention to the Telemedicine application. These videos will be distributed on a variety of social media platforms as well as domestic TV channels and other appropriate mediums.

### Objectives

The main objectives of producing awareness raising films on the Telemedicine Initiative of Libya is to:

1. Raise national awareness about the telemedicine application
2. Increase the use of the Telemedicine application within all communities of Libya, especially the most vulnerable

### Scope of services

At a time of rising COVID-19 infections and deaths there is a pressing need to raise the awareness of the Telemedicine Initiative for Libya. This will increase the use of the application by Libya's most vulnerable communities and those that live in hard-to-reach areas. This can be achieved by the production and dissemination of two short videos, which will bring about greater awareness about the Telemedicine Initiative for Libya.

#### The key outputs as follows:

Develop and deploy **three** short films about the Telemedicine Application.

- Produce three short films about the Telemedicine Initiative for Libya with the aim of increasing subscription of the Telemedicine application
- Disseminate the three short films on relevant media outlets

The overall outputs of the project highlighted in the table below:

<u>Tasks</u>	<u>Deliverables</u>	EXPECTED PERIOD
		From date of contract signing <i>(the timeframe will be adjusted based on the security context)</i>

Methodology of producing two short films on Telemedicine (timeline, work plan and draft outline)	Detailed timeline, work plan and draft outline	8 Days after the start of the contract
Filming, audio, and visual materials edited into format	First cut of the 1st film	16 Days after the start of the contract
	<b>Final cut 1st film</b>	20 Days after the start of the contract
	First cut of the 2nd film	36 Days after the start of the contract
	<b>Final cut of the 2nd film</b>	40 Days after the start of the contract
	First cut of the 3rd film	50 Days after the start of the contract
	<b>Final cut of the 3rd film</b>	55 Days after the start of the contract
Collation of project materials and files	Project files & all raw material	57 Days after the start of the contract

### Institutional Arrangement

The contractor (service provider) will regularly report to the Development Programme Specialist UNDP Libya. The Development Programme Specialist at UNDP Libya Country office will be responsible for managing the contract. Overall supervision of the contract will fall on the Development Programme Specialist.

Regular reporting on the progress of service delivery shall be delivered electronically in word and pdf format through e-mail to the Development Programme Specialist UNDP. The reports and documents shall be drafted in English. Other details can be found in the deliverable description

### Duration of the Work

The length of the service provided is two months from the date of signing the contract.

### Duty Station

The duty station is Tripoli Libya. The contractor will be working with the UNDP. Weekly reports will be done to UNDP Libya.

### **Qualifications of the Successful Contractor**

To be considered granted the contract for the service, the company should demonstrate the ability to perform the Telemedicine services and matching the below criteria.

1. Minimum of 2 contracts of similar value, nature and complexity implemented over the last 2 years working with an INGO.
2. Experience in producing commercial films on mobile applications
3. Experience in producing a minimum of 4 commercials to launch new businesses in Libya
4. Experience in producing marketing and branding films for the domestic (Libyan) audience
5. Legal registration in Libya.
6. Capacity to undertake the project. The company/firm should have completed as prime contractor at least two contracts in production of promotion videos. Copies of contracts and links to promotional videos must be provided.
7. Qualification and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment:

- Team Leader - shall have at least 4 years of relevant experience in film making
- Proficiency in English Language
  
- Script writer - shall have at least - Minimum of 4 years of relevant experience in communications
- be fluent in Arabic

### **Purchases & UNDP support**

The UNDP will not procure any items needed for the service of telemedicine. The company will utilise their tools, capacity, facilities to perform the required work. UNDP will provide coordination support between the company and the MoH.



## 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:	<b>RFQ/LBY/RFF/2022/010</b>	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: min 2 contracts not less than \$100,000				
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"/>	<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.
<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.

Yes	No	
<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

*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:	<b>RFQ/LBY/RFF/2022/010</b>	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following details:

1. Registration certificate, permission/registration from relevant Libyan Government body to operate in Libya (must be submitted with the bid).
2. Minimum of 2 contracts of similar value, nature and complexity implemented over the last 2 years working with an INGO.
3. Experience in producing commercial films on mobile applications
4. Experience in producing a minimum of 4 commercials to launch new businesses in Libya
5. Experience in producing marketing and branding films for the domestic (Libyan) audience
6. Capacity to undertake the project. The company/firm should have completed as prime contractor at least two contracts in production of promotion videos. Copies of contracts and links to promotional videos must be provided.
7. Qualification and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment:
  - Team Leader - shall have at least 4 years of relevant experience in film making
  - Proficiency in English Language
  - Script writer - shall have at least - Minimum of 4 years of relevant experience in communications
  - be fluent in Arabic
8. Submission of Implementation Timeline/Meeting the works completion deadline of two months as mentioned in Annex I.
9. Acceptance of General Terms & Conditions for Contracts.

## Financial Offer

Develop and deploy **three** short films about the Telemedicine Application.

- Produce three short films about the Telemedicine Initiative for Libya
- Disseminate the three short films on relevant media outlets

<u>Tasks</u>	<u>Deliverables</u>	<b>EXPECTED PERIOD</b> <b>From date of contract signing</b> <i>(the timeframe will be adjusted based on the security context)</i>	<b>Price</b> <b>(in USD)</b>
Methodology of producing three short films on Telemedicine (timeline, work plan and draft outline)	Detailed timeline, work plan and draft outline	8 Days after the start of the contract	
Filming, audio, and visual materials edited into format	First cut of the 1st 3 minutes film	16 Days after the start of the contract	
	<b>Final cut 1st 3 minutes film</b>	20 Days after the start of the contract	
	First cut of the 2nd 3 minutes film	36 Days after the start of the contract	
	<b>Final cut of the 2nd 3 minutes film</b>	40 Days after the start of the contract	
	First cut of the 3rd 3 minutes film	50 Days after the start of the contract	
	<b>Final cut of the 3rd 3 minutes film</b>	55 Days after the start of the contract	
Collation of project materials and files	Project files & all raw material	57 Days after the start of the contract	
<b>Total</b>			

## 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.
Approval process of tasks delivered	<input type="checkbox"/>	<input type="checkbox"/>	
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.	
<i>Exact name and address of company</i> 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.