

# **REQUEST FOR QUOTATION (RFQ)**

**RfQ - Creative and technical support for the event AgriTech Summit**
**tentatively planned for Thursday 07th July 2022 in Sarajevo in BiH**

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| RFQ Reference: : RFQ-115-22-EU4Business- | Date: 14 June 2022 |

# **SECTION 1: REQUEST FOR QUOTATION (RFQ)**

UNDP kindly requests your quotation for the provision of 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:

**United Nations Development Programme in Bosnia and Herzegovina**

Zmaja od Bosne bb, Sarajevo 71000

## **SECTION 2: RFQ INSTRUCTIONS AND DATA**

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| **Introduction** | 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](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit) 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. 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. |
| **Deadline for the Submission of Quotation** | 17:00 CET, Wednesday, 22 June, 2022 |
| **Method of Submission** | Quotations must be submitted as follows: [x]  Dedicated Email AddressBid submission address: **email: registry.ba@undp.org, Ref: RFQ-115-22-EU4BUSINESS-*** 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: 20MB
* Mandatory subject of email: **Ref: RFQ-115-22-EU4BUSINESS-**
* Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.
* It is recommended that the entire Quotation be consolidated into as few attachments as possible.
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| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,**  | 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>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti> |
| **Gifts and Hospitality** | 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. |
| **Conflict of Interest** | **UNDP requires every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. 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.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. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of ContractSelect the applicable GTC:[x]  [General Terms and Conditions / Special Conditions for Contract.](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default) Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html)  |
| **Special Conditions of Contract** |  |
| **Eligibility** | 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.It is the Bidder’s responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative. |
| **Currency of Quotation** | Quotations shall be quoted in EUR or local currency BAM; (UN Operational Exchange Rate on bid opening date will be applied). The payment to a local vendor will be made in BAM. |
| **Joint Venture, Consortium or Association** | 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. Refer to Clauses 19 – 24 under [Solicitation policy](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation%20Process_Solicitation.docx.docx&action=default) for details on the applicable provisions on Joint Ventures, Consortium or Association. |
| **Only one Bid** | 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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must:[x]  be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation**  | English language or official BiH languagesIncluding documentation including catalogues, instructions and operating manuals. |
| **Documents to be submitted** | Bidders shall include the following documents in their quotation:[x]  Annex 2: Quotation Submission Form duly completed and signed[x]  Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1[x]  Company Profile.[x]  Registration certificate.[x]  List and value of projects similar to the subject of procurement, performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts.[x]  Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of design and execution of public awareness campaign [x]  Latest Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder’s country, proving minimum average annual turnover of BAM 100,000 for the last three years.[x]  Completed and signed CVs of the team members who will carry out the Assignment detailing qualifications, experience in similar assignments. |
| **Quotation validity period** | Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation. |
| **Price variation** | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.  |
| **Partial Quotes** | [x]  Not permitted |
| **Alternative Quotes** | [x]  Not permitted |
| **Payment Terms** | [x] Payments of the delivered services will be done within thirty (30) days from the date of meeting the following conditions-80 percent upon completion of first deliverables -20 percent upon completion and acceptance off final report  |
| **Conditions for Release of****Payment** | [x]  Written Acceptance of Services and Works from UNDP Project manager, based on full compliance with RFQ requirements  |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: registry.ba@undp.org 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 three (3) days before the submission deadline. Responses to request for clarification will be communicated through e-mail by 17 June 2022  |
| **Evaluation method** | [x] The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer☒ Technical responsiveness/Full compliance to requirements and lowest priced offer |
| **Evaluation criteria** | [x] Full compliance with all requirements as specified in Annex 1 [x] Full acceptance of the General Conditions of Contract[x]  Company/organization is registered for the services in subject of this procurement [x]  Company/organization must have at least 5 (five) years of experience as a legal entity in designing and delivering raising awareness campaigns [x]  Minimum average annual turnover of BAM 100,000 for the last 3 years. ☒ Minimum 3 contracts of similar scope executed over the last 3 (three) years in Bosnia and Herzegovina☒ Minimum 3 recommendation letters with contact details for implemented public awareness raising campaigns in Bosnia and Herzegovina ☒ Minimum personnel proposed for this project (**at least three experts must be full time employees, qualifications and experience is provided in the section 12**): 1. Communications Expert/Team Leader
2. Event Manager
3. Graphic Designer
4. Social Media Specialist/Content Writer
5. Technical support, producer
6. Technical support, cameraman
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| **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** | [x]  [Contract Face Sheet](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_General%20Considerations%20of%20Contracting_Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc&action=default) (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.) |
| **Expected date for contract award.** | 23 June 2022 |
| **Policies and procedures** | This RFQ is conducted in accordance with [UNDP Programme and Operations Policies and Procedures](https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d&Menu=BusinessUnit)  |
| **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](http://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)**

**Creative and technical support for the event AgriTech Summit**

###  **Background information**

The “Competitiveness and Innovation: Local Development Strategies – EU4Business” Project aims to contribute to economic growth and job creation through support for competitiveness and innovation in export-oriented sectors (e.g. wood processing, metal, textile, plastics or information and communication technologies), as well as in agriculture, food production, tourism and rural development in Bosnia and Herzegovina. The Project will also actively support the improvement of the business environment by providing technical assistance to relevant authorities in the country in the design, management and monitoring of financial incentives meant to strengthen competitiveness of small and medium-sized enterprises, improve cross-sectoral cooperation, and stimulate entrepreneurial initiatives, including development of local digital entrepreneurship.

The Project is a 4-year initiative (2018-2021), primarily funded by the European Union (EU) under the Instrument for Pre-Accession Assistance (IPA) II. It is jointly implemented by the United Nations Development Programme (UNDP), the German Development Cooperation Agency (GIZ), and the International Labour Organization (ILO).

The Project envisages three inter-related results:

* MSMEs performance is increased due to better access and availability of well targeted measures and innovative business development services in competitive export-oriented sectors;
* Business environment for development of new businesses and support to existing ones is improved; and
* Entrepreneurial initiatives in tourism and rural value chains for income and employment generation are increased.

UNDP will be responsible for implementation of Project activities related to agriculture, food production and rural development. The total Project budget amounts to 8.75 million BAM, while close to 6 million BAM will be allocated for grants intended to support commercial agricultural holdings, small and medium-sized enterprises in the food industry, and local communities and socio-economic stakeholders for rural development. The Project intends to support modernization of large agri-food industry value chains, targeting commercial agri-food operations through a systematic and integrated measures alongside the supply chain: production, collection, processing, marketing, and sales. In addition, the Project plans to enhance diversification of rural economic activities with focus on small-scale farmers who dominate rural Bosnia and Herzegovina, by strengthening their competitiveness, supporting upscaling of their holdings, on-farm processing, promotion of short value chains and off-farm activities, such as crafts and services in forestry and agriculture.

One of the main tools to deliver the Project assistance is the Grant Fund Facility (GFF), which serves as the Project financing mechanism to effectively support beneficiaries and achieve the set targets. Within the Capacity building of relevant stakeholders and strengthening MSMEs support structures for agri-food and rural development sector, it is foreseen that grant recipients under the GFF will be provided capacity development support to ensure better implementation results. Furthermore, it was noted that GFF beneficiaries can benefit from on-demand specialised TA and training and expanded TA through mentoring on various topics such as technology, product design, standards and certification, marketing, operational management, finance, farm management, etc.

The assignment will directly and immediately contribute to the implementation of the adopted country-wide Strategic Plan for Rural Development of Bosnia and Herzegovina 2018-2021 and its goal 2 “Strengthening competitiveness of agriculture, forestry and rural areas through increasing the level of investments and improving the transfer of knowledge and promotion of innovation” and goal 3 “Improving marketability of agri-food products by increasing value-added activities, improving quality and safety standards and strengthening linkages within the value chains”.

In addition, the assistance provided will also contribute to addressing some of the key challenges related to low absorption of public/international development cooperation funds through boosting project capacities at the beneficiary level, targeting primarily farmers and small and medium enterprises.

To be able to deliver the previously mentioned assistance, the Project seeks support from a professional service provider who will be selected and engaged in an assignment through this Request for Proposals. The service provider shall meet high standards of qualification, technical and professional competency necessary for the achievement of targets set up in this assignment.

### **Objective of the Activity:**

EU4Business project is organizing the first AgriTech Summit in Bosnia and Herzegovina, a unique event about the future and the virtual reality of the agri-food sector.

The AgriTech summit aims to show through a joint discussion how technological solutions help some of the most significant challenges facing agriculture today. In particular, the Summit will address the key issues this sector is facing and the growing demand for technological advances in agriculture. Drawing on the example of successful regional and global initiatives, the Summit will provide a platform for engaging discussion and networking that must not be missed.

The meeting of the regional AgriTech ecosystem is a place where agribusiness leaders, technology pioneers and investors will gather to exchange ideas, be inspired, and identify future partners. Participants will have the opportunity to see the many potentials of the agricultural sector through dynamic panels, inspirational presentations, and networking opportunities. In addition, a demo scene about urban agriculture and a VR stage will offer a unique insight into the future of architects.

Key issues will be discussed through three main panels:

* Digital agriculture
* Innovative short supply chain management
* Renewable energy on the farm

The summit will be held on July 7, 2022, in Sarajevo and will bring together a large number of theorists and practitioners in this field.

Only selected Service Provider will provide design and only one idea will be used for the final event, while the preparation and set-up of equipment needs to be done one day prior to event.

**The Service provider will secure, execute and pay all direct and related costs for all the tasks envisioned by this RFQ.**

###  **Outputs/ tasks**

Output 1 The Service provider will be tasked to conceptualize and organize:

1. The technical organization of one public event and set up. Event will be organized indoor inside the Cineplexx.

* Provide general technical support team (installation, set-up, branding of the event venue, etc) (set up the design before the event in agreement with the UNDP, city authorities and provide support during and after the event) The event, July 7th is supposed to start at 10:00am, for registration of the participants and Media statement. Thereafter the panel discussion on the main stage will follow. All equipment and set-up need to be set-up and prepared on 6th of July (day prior to event) together with general rehearsal
* Provide audio-visual support for three conference rooms compactible with Cineplexx equipment to produce screen projection and ensure qualitative sound system, together with technical staff support in realization and setting up the equipment. One main audio system for main room, 7 microphones compactible with Cineplexx audio sound system. if required, the UNDP videos must be transferred to DCP (Digital Cinema Package)
* Set up and maintain 1 main stage with black carpet to cover the stage 6 x 3 m
* Provide at least 10 LCD vertical displays / video posters to be provided 55” inch or larger display with stands and sound system for video to be displayed with auto play reproduction possibility through use of laptop or internal USB capabilities. Metal stalls for LCD screens should be secured. For demo stage and whole projection.
* Set of Ambient and intelligent lightning (in line with design approved by UNDP)
* Rent and provide wireless microphone for moderator and 6 wireless microphones for the panelist
* Set up and rent of six creative armchairs for speakers
* Set up of Eight stage reflectors with different colors, green/blue/yellow, CRI (Color rendering index) value over 90, and flicker free
* Set up of 3D holograms to produce logos and event signature, equipment. Size of the holograms: Diameter: 150cm/59'', Resolution: 2048\*2880, LED: 2880pc, Rated Power: 320W
* Production of the LIVE stream, to be produced in HD on Facebook and Zoom, together with Zoom speakers to be shown in the hall + 2 cameras (600), from three rooms simultaneously
* Provide internet connection to enable HD production of live stream, together with WIFI extenders and one Wi-Fi connection for participants, at highest speed
* Design an eco-wall with plants and additional eco content, procurement, and installation of materials
* Setting up the digital carpet sizes 3 x 2m, with LED screens, enabled to be walked over it
* Enable transport of project equipment and general two-day support
* Organize and set up of translation room, 100 headsets for translation for main room in time with Zoom translation, at the same time provide translation over Zoom for one side room
* Organize and engage three hostesses or ushers to welcome the guests and assist in the events setup;

1. Media and PR relations support for the events, namely:
* Create props related to the theme of the event with hashtags
* Record and edit jingle for AgriTech mixed with instrumental music
* Create 3 interactive posts for social media to announce the event, alongside infographics
* Print and design of B1 posters for cinema frames, branding and print of 100 small 80 x 80 x 110mm boxes, three (3) stage capafix 6 x 1 m, designer to be engaged to design 4 unique designs, following UNDP proposal and approval
* Photo-video production, to produce at least 100 pictures and one after movie in duration of 1 minutes, alongside with copyrights   together with press release to be developed and distributed

###  **Deliverables and expected outputs**

The Final report should include:

* All items stated under the activity in this ToR
* Statistics on number of individuals reached throughout the campaign.
* Professional photography’s.
* Detailed report on PR activities.
* Detailed report on social media campaign – reach, likes, engagement.

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|  | **Activity (as per TOR)** | **Estimated completion deadline** |
| Deliverable 1 |  Provide conceptual design and event plan   |  25th June 2022  |
| The technical organization of one public event and set up. Event will be organized indoor inside the Cineplexx, set up of all equipment one day prior to event.  |  06th July 2022  |
|  Media and PR relations support for the events *-* *Create props related to the theme of the event with hashtags* *-* *Record and edit jingle for AgriTech mixed with instrumental music* *-* *Create 3 interactive posts for social media to announce the event, alongside infographics* *-* *Print and design of B1 posters for cinema frames, branding and print of 100 small 80 x 80 x 110mm boxes, three (3) stage capafix 6 x 1 m, designer to be engaged to design 4 unique designs, following UNDP proposal and approval*  |   01st July 2022  |
| Media and PR relations support for the events *Photo-video production*  | 07th July 2022  |

All reports are to be submitted in English language. The Contractor must perform corrections if significant errors/mistakes are identified.

###  **Key Performance Indicators and Service Level**

### Key performance indicators are as follows:

###  All activities completed by defined deadlines and reports delivered in time.

###  All key activities and deliverables will be subject to review by UNDP team and Project partners.

###  **Governance and accountability**

Monitoring and evaluation of the Service Provider’s work will be conducted by the UNDP Project Manager. Service provider will submit monthly reports on progress of all activities. UNDP withholds the right to request periodical updates/reports on particular issues. All reports will be submitted in writing to the above listed persons.

UNDP might request of Service Provider to liaise with respective UNDP partners during the implementation of the activities.

Due to complexity of the tasks, Service Provider will need to appoint at least one person who will at all times be responsible for keeping track of plans, activities, progress reports and ongoing issues.

###  **Expected duration of the contract**

The intended commencement date is 23 June 2022 and period of implementation of the contract is defined in the above deadline with concrete outcomes. Contractor shall not be late on any given task.

###  **Duty Station**

Activities will be conducted at the premises of the service provider and the locations throughout Sarajevo Canton subject to this ToR.

###  **Professional qualification of the successful contractor and its key personnel**

This section should provide information of the Offeror, to include the year and state/country of incorporation and a brief description of the Offeror’s previous and present activities most relevant to this ToR, as well as description of specific knowledge and previous experience in areas within the scope of this Quotation, structured in the following manner:

* Vendor is legally registered entity.
* Minimum five (5) years of relevant experience;
* Minimum 3 contracts of similar scope executed over the last 4 (four) years in Bosnia and Herzegovina
* List and value of projects similar to the subject of procurement, performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts.
* Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of design and execution of public awareness campaign in Bosnia and Herzegovina.
* Minimum average annual turnover of BAM 100,000 for the last 3 years;
* Strong creative skills – visualization and proven track record;
* Good and proven experience and skills on general communication and co-operation
* Expertise of Offeror’s full time employed employees or independent consultants, with the following minimum staff requirements (at least three experts must be full time employees):

|  |  |  |
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| **Staff`s profile** | **General responsibilities in relation to carrying out the assignment**  | **Required Competencies and Conditions** |
| **Communications Expert/Team Leader**  | Lead the team, responsible for the preparatory, implementation and post-implementation of the assignment.  Creates communications plan and the key messages, press releases, content, supervises other team members and secures quality assurance and serves as a contact point for UNDP.   | Degree in communications, economy, management, or a related field. Minimum seven (7) years of professional experience related to strategic communications, media, public relations. Full time employee of the service provider.    |
| **Event Manager**  | Create concept, plan and manage of segments of the envisioned events,  | Minimum five (5) years of experience in event planning and management.  Experience in organizing different types of events such as press conferences, open air events, etc Special focus on the visual space organization and appearance  Full time employee of the service provider.  |
| **Graphic Designer**  | Create all designs for the campaign   | Degree in graphic design or a related field with minimum five (5) years of experience  |
| **Social Media Specialist/Content Writer** | Responsible to develop and ensure implementation of social media content  | Minimum three (3) years of specific experience relevant to the assignment  Strategy, optimization, reporting with emphasis on Facebook/Instagram Ads   |
| **Technical support, producer** | Responsible to develop and ensure implementation of all technical aspects of the event  | Experience in organizing different types of events such as press conferences, open air events, etc Experience in Zoom and Facebook platforms for live   |
| **Technical support, cameraman**  | Responsible for live stream to be produced on Zoom and Facebook simultaneously  | Experience in Zoom and Facebook platforms for live Experience in production and media jobs, such as cameraman, videography, and photography  |

###  **Price and Schedule of Payments**

Payments of the delivered services will be done according to the following timetable:

* 80 percent upon successful completion of activities envisioned under Deliverable 1 in June 2022.
* 20 percent upon submission and approval of final report related to all deliverables in July 2022.

**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? | [ ]  Yes [ ]  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):* | [ ]  Yes [ ]  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):* | [ ]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [ ]  Yes [ ]  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)* | [ ]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [ ]  Yes [ ]  No |
| Bank Information | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Previous relevant experience: 3 contracts** |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of activity**  | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **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. |
|[ ] [ ]  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. |
|[ ] [ ]  **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.  |
|[ ] [ ]  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 wehave 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. |
|[ ] [ ]  **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. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/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. |
|[ ] [ ]  **Bankruptcy**: l/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. |
|[ ] [ ]  **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  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 all documents indicated in Section 2: RFQ Instructions and Data*

**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: BAM**

|  |  |  |
| --- | --- | --- |
| Ref | Description of Deliverables | Price  |
| Deliverable 1 | Develop a brief communications plan with the key messages for “lungs” campaign Design and apply campaign visual identity |  |
| Create, install, monitor, and organize “lungs” Design and execute social media campaign Conceptualize and organize one media eventInitial design and booking for outdoor promotion |  |
| Deliverable 2 | Conceptualize and organize one media eventExecute outdoor media promotion |  |
| Total without VAT |  |
| VAT |  |
| Total including VAT |  |

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

**Breakdown of Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel / other elements** | **UOM** | **Qty** | **Unit Price** | **Total Price** |
| Personnel |  |  |  |  |
| e.g. Project Manager/Team Leader | day |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| International flights |  |  |  |  |
| Subsistence allowance |  |  |  |  |
| Local Transportation  |  |  |  |  |
| Communication |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Total**  |  |  |  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements [pls. specify] |[ ] [ ]  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*Company NameClick 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. |