

REQUEST FOR QUOTATION (RFQ)

Date: 26 December 2013

Dear Sir/Madam,

Subject: Request for Quotation for Video Production for EU PROGRES**Project: 00075632/00076872 - EUPROGRES****Case reference: UNOPS-EUPROGRES-2013-G-105**

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for purchase of the goods described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **13 January 2014, 12:00 hrs, noon, CET** in a sealed envelope on address EU PROGRES, Šumatovacka 59, 11 000 Beograd or via e-mail srpc.bids@unops.org to the attention of Procurement Unit. Please specify above project and case reference number on the envelope.
3. Any requests for clarification should be referred to:
Contact Person: Procurement Unit
Office: UNOPS/EUPROGRES
Address: Šumatovacka 59, 11 000 Beograd
Republic of Serbia
E-Mail: srpc.procurement@unops.org
4. Your quotation shall include the following:
 - Brief overview of company's portfolio, including 5 years long experience with three similar projects produced
 - Short CVs for cameraman (3 years experience), journalist (5 years experience) and editor (3 years experience), proving their ability for the task
 - Completed Bid Price and Delivery Form (see Annex II)
 - Completed Previous Experience Form (see Annex III)
 - Company registration documents (Izvod iz APR-a)
5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:

- (a) Compliance with all requirements as specified in Annex I
 - (b) Cost-effectiveness of price quotation
 - (c) Delivery time
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
7. UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids will not be allowed.
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract":
- UNOPS General Conditions for Goods
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
- (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

10. Information regarding Bid Protest can be found at:

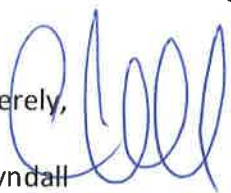
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,



Graeme Tyndall
Programme Manager

ANNEX I - TERMS OF REFERENCES**1. Scope of Works**

A video production company will, under the general guidance of the Communications Manager, be responsible for the production and post-production of six high quality videos about European Partnership with Municipalities Programme - EU PROGRES' work in South and South West Serbia. The selected company will undertake the following activities:

- Get acquainted with EU PROGRES Programme and in particular with the activities and projects related to the following themes:
 - Economic development
 - Social inclusion
 - Municipal services
 - Environmental protection
 - Education and youth
 - Project for the vocational educational training for textile producers in Novi Pazar
- Attend a meeting with the EU PROGRES' staff in one of the Programme offices¹ within preparations for the production of the script
- Develop written script, maximum two pages, for each of the six video features. EU PROGRES reserves the right to request modifications and must approve the final version of each script
- Visit at least 15 sites throughout South and South West Serbia (at least two-three project sites per each of the six videos), and produce video features for the above mentioned thematic areas. Although some flexibility will be required, the project will include visits to the following municipalities: Vranje, Leskovac, Trgovište, Preševo, Nova Varoš, Novi Pazar, Sjenica, Raška, Bosilegrad, Crna Trava, Surdulica, Prokuplje, in the period 20 January-28 February 2014.
- Each video must be between four and seven minutes long. The features must be provided in the format HD 1080/25P, 16:9 and should include minimum of two to four statements from relevant stakeholders and beneficiaries as well as narration
- Complete post-production of the filmed materials. Post production must be completed at the latest ten days after the completion of the filming of each video
- Provide EU PROGRES with an external hard disc with all raw video footage and provide three DVDs with final video features. All videos must also be provided in lower resolution suitable for Internet upload and sharing on social networks
- Ensure broadcast of at least three videos on TV station(s) with national frequency.

¹ Prokuplje or Vranje

- Each video must be in Serbian language with subtitles in English.

2. Outputs

- Six high quality video features, each between four and seven minutes long, about EU PROGRES' work in the following thematic areas: economic development, social inclusion, municipal services, environmental protection, education/youth, and project for vocational educational training for textile producers in Novi Pazar

3. Requirements

- The crew should at least include a qualified journalist with 5 years of working experience, camera person (3 years of experience), and audio video editor (3 years of experience)
- Brief overview of company's portfolio proving at least 5 years of experience with three relevant reference works should be provided
- The offeror should provide: professional sound equipment (including at least one microphone, two clip-on microphones and audio mixer); professional lights as needed for indoor/outdoor filming; professional editing equipment with the licensed programme, including three-point editing, match frame, multi track and asymmetric trimming, extend and split edit functions.
- The bid should include all costs, including transportation, food, possible accommodation etc.

4. Input

EU PROGRES will provide:

- Relevant briefing materials about the Programme and the specific projects
- Assistance in development of script and narration
- Assistance in identification of stakeholders to be interviewed

5. Monitoring and Progress Controls

- High quality videos about EU PROGRES' activities produced as per the above specification
- Video material provided within the set time framework.

6. Timeframe

- Video features should be produced between 20 January 2014 and 28 February 2014. Dates for the visits to municipalities should be coordinated and agreed with EU PROGRES.

7. Copyrights

- All copyrights of produced video material remain with EU PROGRES/UNOPS. The video cannot be altered, sold or redistributed without EU PROGRES/UNOPS written authorization.
- All material will acknowledge the EU and Swiss Government support, by featuring the EU PROGRES logo at the beginning and the end of each feature.
- Copyrights must be respected for all visual and audio materials used in the videos, such as music, graphics, etc.

ANNEX II: PRICE & DELIVERY FORM

QUOTATION				
BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):				
TOTAL FIRM DAP PRICE - DAP:				
All items are to be delivered (DAP and supplier to cover the costs of custom clearance agency if needed) to: UNOPS-EU PROGRES Timočka 4, 18 400 Prokuplje				
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: _____ Days (120 days)				
BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1	<i>Six video clips, 4-7 minutes long, produced in accordance with terms of reference (Annex I), provided on external USB hard disk (Daily fees, per diems and travel costs of the production crew should be included)</i>	1		

BIDDER'S DELIVERY DATA		
DELIVERY TIME (DAP FROM DATE OF ORDER):		
As soon as possible to Timočka 4, 18400 Prokuplje - not later than 28 February 2014	ITEM 1	

Date

Authorized Signature

ANNEX III: PREVIOUS EXPERIENCE FORM

Previous Experience				
Description of services/goods /works/	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

Authorized Signature: _____

Date: _____

