



UNOPS

Request for quotation (RFQ) for Provision of Video Production Services

RFQ No. UNOPS -SFRS-2014-S-040

**Request for quotation (RFQ)
for Provision of Video Production Services
RFQ No. UNOPS -SFRS-2014-S-040**

Date: 17 October 2014

UNOPS is accepting quotations from suppliers for provision of video production services. All interested parties must complete and return the attached price sheet to the following email address: srcp.bids@unops.org or in a sealed envelope to Šumatovačka 59, 11 000 Belgrade, Serbia.

1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

3 Currency

All prices shall be quoted in RSD (Republic of Serbia Dinar) VAT free

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

5 Delivery (for goods)

n/a

6 Mobilization and duration (for services)

Service provision shall commence immediately after contract signature. The successful supplier is expected to provide the video production services per day until 15th July 2015 on when needed basis. There is a possibility of extension. The details are provided in Annex C.

7 Quotations due

All quotations must be received at the email address stated below no later than:

Date: 23 October 2014
12:00h, noon, CET
UNOPS-RSPC, Šumatovačka 59, 11000 Belgrade
Or by E-mail: srpc.bids@unops.org
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:
<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20General%20Conditions%20for%20Goods.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/GCCs%20For%20Professional%20Services.pdf>
<http://www.unops.org/SiteCollectionDocuments/Procurement/Conditions-of-services-below50K.pdf>

9 Clarifications

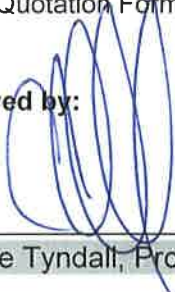
Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

Approved by:

Date:



Graeme Tyndall, Programme Manager

ANNEX A

Requirements

The following documents form part of this RFQ and must be completed and returned with your offer:

- Quotation form;
- Company registration documents;
- Terms of Reference;
- Financial offer;
- Previous Experience Form supported by at least three references on the previous similar projects;
- List of all completed or on-going contracts in the last five years, with contract values, client names and brief description of the projects.
- List of the proposed crew necessary for the performance of this project, as specified in the Terms of Reference of this RFQ (Annex C), including a CV of each member of the crew.
- Proof of the technical capacities:
 - List and technical characteristics of professional recording equipment, as specified in Terms of Reference of this RFQ (Annex C).
 - List and technical characteristics of professional equipment that will be available to provide on-location editing of the recorded material.
 - Statements of the journalist, cameraman and video editor of the willingness to travel.
- A brief overview of company's portfolio with at least five years experience in the industry.
- List, brief description and duration of the available archive of footage about floods-affected areas, with a proof of copyrights.

ANNEX B

RFQ – Quotation form

Quotation form must be completed, signed and returned to UNOPS.
The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the terms and conditions of Quotation No. RFQ: UNOPS -SFRS-2014-S-040, set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the document.

Signature: _____

Date: _____

Name and title: _____

Company: _____

Postal address: _____

Tel.no: _____

Fax no: _____

Email address: _____

Validity of offer: _____

Currency of offer: _____

Payment terms 30 days accepted: ☐

Quotation to be addressed to:

UNOPS-RSPC
Procurement Unit
Šumatovačka 59
11 000 Belgrade, Serbia
or to the following e-mail: srpc.bids@unops.org



ANNEX C

Terms of References

Provision of Video Production Services

Project: EU Assistance for Flood Relief in Serbia

Duty Station: Belgrade

Project Background

The European Union Assistance for Flood Relief in Serbia Programme has resulted from the partnership of the Government of the Republic of Serbia, the Delegation of the European Union to the Republic of Serbia (DEU), and the resident United Nations agencies in Serbia, as a response to the devastating floods that affected the country in May 2014. The Programme is implemented in 24 municipalities affected hardest by the floods: Bajina Bašta, Valjevo, Varvarin, Velika Plana, Jagodina, Kosjerić, Koceljeva, Kragujevac, Kraljevo, Lazarevac, Loznica, Ljubovija, Mali Zvornik, Obrenovac, Osečina, Paraćin, Svilajnac, Smederevska Palanka, Trstenik, Ub, Čačak, Šabac and Šid.

The Programme has three major sectors:

- Reconstruction of public buildings and facilities, private homes, roads and purchase of equipment
- Cleaning, drying, repair, reconstruction and equipping of private residential units and economic empowerment of population living in the flood-affected areas
- Support to agriculture and revival of production on small agriculture family farms.

In addition, the Programme is supporting the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The **final beneficiaries** of this Programme are:

- Up to 889 families who were affected by the floods and currently live in unsatisfactory conditions or in the collective centres
- Thirty public institutions of primary importance (kindergartens, schools, medical centres) that are out of function due to the damage caused by the floods, which besides reparation and reconstruction need equipment for normal functioning
- Up to 202 micro and small enterprises whose business activities were terminated because of the floods
- Around 15,000 farms which lost crops, livestock and equipment in the floods
- The Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

Duties and Responsibilities

1. Purpose and Scope of Assignment

Under the general guidance of the Programme Communications Coordinator, the selected video production company will be responsible for recording video footage about the activities of the entire Programme. Those will include: the construction and reconstruction of private houses, reconstruction of public buildings and Krpanj-Korenita road as well as support to agriculture producers in 12 pre-selected municipalities. The filming will be organised before, during and after the Programme intervention.

The video production company shall also prepare a database of the archive footage of the intervention and complete production and post-production of **at least 12, but not more than 20 high quality video clips** about the implementation of the Programme in the 12 pre-selected municipalities. The topics of the video clips and stories will be identified and developed into scenarios under the close guidance of the Programme

Communications Coordinator, who must also approve all scenarios in advance. The Programme Communications Coordinator must also approve any deviations from the agreed scenarios.

The video production company will perform its duties and responsibilities in line with the Programme Communications Strategy, the Communications and Visibility Manual for European Union External Actions and as well as in accordance with the Communication Guidelines for the European Union Assistance for Flood Relief in Serbia.

The selected company will undertake the following activities:

- Get acquainted with the EU Assistance for Floods Relief in Serbia Programme and in particular with the activities and projects related to the following themes:
 - Construction of new and prefabricated houses in floods affected areas
 - Reconstruction of houses in floods affected areas
 - Reconstruction of public buildings damaged by the floods
 - Reconstruction of the public road Krupanj-Korenita
 - Assistance to farmers and agriculture sector and revival of production on small family farms
 - Purchase of equipment, economic empowerment
- Attend meetings with the relevant Programme staff to prepare for the development of the scenario
- Prepare a plan of recording and post-production based on the input provided by the Programme staff
- Develop written scenario (maximum two pages) for each video feature. EU Assistance to Floods Relief in Serbia Programme reserves the right to request modifications and must approve the final version of each scenario
- Each video clip must be between three and four minutes long. The features must be provided in the format HD 1080/25P, 16:9 and should include at least two statements from the relevant stakeholders and beneficiaries as well as a narrative part
- On-location filming for up to 46 days (approximately 30 days for preparation of video clips and 16 days for ad-hoc filming)
- Immediate on-location editing with upload of the footage on one of the free access file sharing websites within 12 hours and immediate provision on HDD
- The complete post-production (including graphics, music, etc.) will be done within three calendar days after all recording is done. All videos must also be provided in lower resolution suitable for Internet upload and sharing on social networks.
- Upon completion of all filming and production of at least 12, but not more than 20 clips, provide a hardware drive with all raw video footage to the Programme, and ten DVDs that will contain final, edited and approved versions of all video features.
- Upload final video clips onto YouTube or another sharing website which is easily accessible to local media in Serbia
- Ensure broadcast of at least eight video clips on TV stations with national, regional and local frequency

2. Outputs

- Establishment of database of footage of locations during the floods or legal access to such footage
- Provision of a plan of recording and post-production in line with the input from the Programme staff
- Recording selected locations in 12 municipalities before, during and after the intervention
- Immediate editing of the footage on-location and provision on HDD
- Production of at least 12, but no more than 20 high quality video clips, each between three to four minutes long, about the EU Assistance to Flood Relief in Serbia Programme work in the following thematic areas:
 - The construction of new houses on eight sites
 - The reconstruction of houses on eight sites
 - Krst-Krupanj-Korenita road reconstruction
 - Support to ten agriculture producers

- Preparation of the archive of the produced footage with a list containing description and duration of the recorded materials.

3. Requirements

- The crew should at least include: a qualified journalist with at least five years' television experience, a camera person (ten years' working experience), and audio video editor (five years' working experience). When submitting the proposal, the bidder will include the CV of each member of the crew
- The bidder should already have an established archive of footage for the floods-affected areas or legal access to such footage and should provide a list of the available footage (brief description and duration) as a part of the bid and a proof of copyrights
- The bidder should have capacities to provide on-location editing of the recorded material. When submitting the proposal, the bidder will include a proof of the capacities (e.g. proof of technical capacities and audio video editor statement of willingness to travel)
- A brief overview of company's portfolio with at least five years' experience in the industry (in line with the Annex "Previous Experience Form")
- As a part of the bid, the production company must also provide three reference letters for previous similar projects
- The bidder has to provide a list of professional equipment which will be used for the recording as a proof of technical capacities: professional camera and 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. When submitting the proposal, the bidder will include proof of technical capacities
- The bid should include price per unit (day of recording), inclusive of all production and post-production costs, food, possible accommodation, etc. in line with the Annex "Price and Delivery Form". Transportation to/from location will be provided by UNOPS.

4. Input

EU Assistance for Flood Relief in Serbia Programme will provide:

- Relevant briefing materials about the Programme and specific Programme components and relevant Implementing Partners' activities
- Assistance in development of scenario and narration
- Assistance in identification of stakeholders to be interviewed
- Transportation from the Programme Office (Belgrade, Šumatovačka 59) to/from locations

5. Monitoring and Progress Controls

- High quality video clips about the Programme's activities produced as per the above specification
- Video material provided within the agreed time framework
- Video archive provided within the agreed time framework
- The Programme Communications Coordinator and the entire Team will closely monitor activities to ensure high quality of video clips

6. Timeframe

- Video clips should be produced upon completion of the final stage of the works for the project, which is being recorded. Dates for the visits to the locations should be coordinated and agreed with the Programme Communications Coordinator.
- Archive footage database of the situation before the floods and the construction works and/or handover of agricultural assistance should be prepared within ten days of the start of the contract date and updated regularly so as to include all recorded material at the end of the contract period.

Provisional Plan of Action and Outputs:

Description of Action	Expected Date of Delivery
Provision of before-the-floods footage / creation of archive	Ten work days after signing the Contract with regular updates
Desk Review of the Programme documents and meetings with the stakeholders	Ten work days after signing the Contract
Creation of a detailed plan of recording	Ten work days after signing the Contract
Adaptation of the Plan of Recording as requested	On-going activity.
MILESTONE #1 Creation of at least 12, but no more than 20 scripts	15 November 2014
On-site filming of raw footage before the construction/reconstruction works and handover of agricultural assistance	Between the date of signing the Contract and 30 October 2014 for UNOPS housing units and 30 October 2014 for ASB, HELP and DRC housing units and before the winter planting season for agricultural assistance <i>(Tentative dates only, subject to change)</i>
On-site filming of raw footage during the construction/reconstruction works and handover of agricultural assistance	25 October 2014 – 20 November 2014 (UNOPS housing units) 30 October 2014 – 30 December 2014 (ASB, HELP and DRC housing units) October-November 2014 for agricultural assistance (winter planting season) <i>(Tentative dates only, subject to change)</i>
MILESTONE #2 On-site filming of raw footage after the construction/reconstruction works and handover of agricultural assistance	25– 30 November 2014 (UNOPS housing units) 15 – 25 December 2014 (ASB and DRC housing units) Spring 2015 for agricultural assistance <i>(Tentative dates only, subject to change)</i>
Post-production of video clips	On-going activity
MILESTONE #3 Distribution of video clips to media/stakeholders	Upon distribution of the last video clip to media/stakeholders

7. Copyrights

- All copyrights of the produced video material remain with the EU Assistance for Flood Relief in Serbia Programme/UNOPS. The video material cannot be altered, sold or redistributed without the EU Assistance for Flood Relief in Serbia Programme/UNOPS written authorisation
- All material will acknowledge donor's support in line with the Guidelines provided by the Programme Communications Manager
- Copyrights must be respected for all visual and audio materials used in the video clips, such as music, graphics, etc.

ANNEX D

Financial offer

QUOTATION				
BIDDER'S PRICES (Price & Currency to be entered by Bidder in RSD) For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rate.				
	DESCRIPTION	QTY*	CURRENCY: RSD	
			UNIT OFFERED PRICE (VAT excluded)	TOTAL PRICE OFFERED (VAT excluded)
1.	Engagement of Filming Crew (Cameraman, Journalist and Video Editor) with rental of equipment (camera, tripod, Silver blend, batteries, battery charger, wireless microphones, lights; on-location video editing equipment; please specify other equipment as/if needed) – daily fee including costs for on-location editing and expense for possible one overnight stay on location	up to 46 days		
2.	Costs of production of video clip including graphic design, music rights, special effects and audio editing	up to 20 video clips		
3.	Cost of archive footage creation	1		
TOTAL PRODUCTION COST				

*Note: The above quantities are a maximum number of days and video clips expected for the period of contract duration. The exact quantities will be determined in accordance with programme needs.

ANNEX E

Previous experience form

Previous experience				
Description of services.	Country	Total amount of contract	Contract identification and title and contact details of client: (Name, Address, telephone, email, fax)	Year project was undertaken



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