

## **Request For Quotation (RFQ) for services**

Provision of Media Clipping Services for European PROGRES and EU Assistance for Flood Relief in Serbia

RFQ No: UNOPS-RSOC-2015-S-027

**Request For Quotation (RFQ)  
for Provision of Media Clipping Services for European PROGRES and EU  
Assistance for Flood Relief in Serbia  
RFQ NO. UNOPS-RSOC-2015-S-027**

Date: 25 August 2015

UNOPS is accepting quotations from suppliers for provision of media clipping services. All interested parties must complete and return the attached price sheet to

**UNOPS RSOC, Šumatovačka 59  
11000 Belgrade  
Serbia**

**or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**

Any requests for clarification should be referred to Procurement Unit and should be sent to [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org).

**Note:** This email address is for clarifications only. Received quotation through [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) will not be considered.

## 1 Requirements and Price List (Annex A)

Quotations must 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.

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

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 a currency other 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 the lowest priced technically compliant quotation received.

## 5 Delivery (for goods)

Not applicable.

## 6 Mobilization and duration (for services)

The provision of translation services shall be conducted in period from September 2015 to December 2016 for LOT 1 and from September 2015 to March 2016 for LOT 2.

## 7 Quotations due

Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 1 September 2015  
Time: 12:00h, noon, CET  
UNOPS-RSOC, Šumatovačka 59, 11000 Belgrade  
or to the following e-mail address: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)  
Contact person: Procurement Unit

Quotations submitted shall be binding and valid for a period of ninety (90) 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 clarification are encouraged to send questions by email 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 named contact person, will not be considered binding or official.

## 10 Quotation form (Annex B)

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

**Approved by:**

Date:



Graeme Tyndall, UNOPS RSOC Manager

## **ANNEX A**

### **Requirements and Price List**

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

- Quotation form – Annex B
- Terms of Reference – Annex C
- Financial offer - Annex D
- Previous Experience Form - Annex E

As part of the tender documentation the Bidders shall also provide:

- Company registration documents (not older than 6 months);
- List of references provided by the clients over the past three years for provision of media clipping services;
- At least three Letters of references provided by the clients stated in Previous Experience Form;

**ANNEX B****RFQ - Quotation Form**

The 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-RSOC-2015-S-027 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 bid document.

I, the undersigned, declare that:

- a) Our firm and our personnel have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS.
- b) Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation.
- c) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with clause 2, Eligibility.
- d) We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded.

I, \_\_\_\_\_ (name of signing official),

certify that I am \_\_\_\_\_ (position)

of \_\_\_\_\_ (legal name of company);

that by signing this RFQ bid for and on behalf of \_\_\_\_\_ (legal name of company)

I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing address (street name/number/city/town/province/state): \_\_\_\_\_

Tel. no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ (date) Must be at least 90 daysCurrency of offer: RSD Payment terms 30 days accepted: Are you a UNOPS registered vendor?  Yes  No

If yes, provide vendor number: \_\_\_\_\_

Quotation to be addressed to:

Reference RFQ UNOPS-RSOC-2015-S-027

UNOPS RSOC

Procurement Unit,

Sumatovacka 59, 11 000 Belgrade, Republic of Serbia

E-mail: [srpc.bids@unops.org](mailto:srpc.bids@unops.org)**BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.**

Quotes are due on 1 September 2015, 12:00h noon, CET

## ANNEX C

### Terms of References

#### for Provision of Media Clipping Services for European PROGRES and EU Assistance for Flood Relief in Serbia

#### I. Background:

##### A. EU Assistance for Flood Relief in Serbia

EU Assistance for Flood Relief in Serbia Programme has been prepared and is implemented in cooperation with the Government of the Republic of Serbia, especially its European Integration Office (SEIO) and the Flood Affected Areas Assistance and Rehabilitation Office, the Delegation of the European Union to the Republic of Serbia (DEU), and implementing the EU funded Programme – the United Nations Office for Project Services **UNOPS**, the United Nations Organization for Food and Agriculture **FAO**, Hilfe zur Selbsthilfe.V - **Help**, Arbeiter-Samariter-Bund Deutschland e.V - **ASB** and the Danish Refugee Council – **DRC**, as a response to devastating floods that affected Serbia in May 2014. The European Union funds are used to design projects for and the construction of new homes, the reconstruction of public institutions, private homes and road and the revival of economy and agriculture in the following 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 **objective** of the Programme is to support the citizens of the municipalities affected by the floods to restore their living conditions through repair of private dwellings, to establish normal functioning of kindergartens, schools, medical centres and other public institutions of primary importance, as well as to enhance the capacities of the Government of Serbia's Office for Flood Affected Areas Assistance and Recovery in management and monitoring of sanitation efforts.

The EU relief has been divided into **three major sectors**:

1. Reconstruction of public buildings and facilities (schools, kindergartens health and other public institutions), private homes, roads and purchase of equipment
2. Cleaning, drying, repair, reconstruction and equipping of private residential units and economic empowerment
3. Support to Agriculture and Revival of Production on Small Agriculture Family Farms.

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 due to floods;
- Some 15,000 farms which lost crops, livestock and equipment in the floods;
- Government of Serbia's Office for the Flood Affected Areas Assistance and Recovery, responsible for the overall monitoring of the flood response.

##### B. Programme Background: European PROGRES

European PROGRES is the largest area based development Programme in Serbia whose objective is to support sustainable development of 34 municipalities in the South East and South West of the country.

The **objective** of the Programme European PROGRES is to contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth. This will be achieved by improving: governance, planning and management capacities, business environment and development, as well as enhancing implementation of social inclusion and employment policies.

European PROGRES been divided into **four major sectors**:

1. Good governance and social inclusion
2. Strengthening of the local economy competitiveness
3. Improvement of the infrastructure
4. Informing the public about the process and effects of the EU integration

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

- Inhabitants of the South East and South West Serbia
- Thirty-four LSGs encompassed by the Programme
- Institutions of primary socio-economic importance in the Programme areas
- Small and Medium enterprises in the Programme areas

The Programme closely cooperates with the key stakeholders in order to achieve the planned results: the Delegation of the European Union to the Republic of Serbia (DEU), Government of Switzerland and the Government of the Republic of Serbia - European Integration Office (SEIO), Serbian Government's Central Finance and Contracting Unit (CFCU) of the Ministry of Finance and 34 local self-governments (LSGs): Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin in South-West, as well as Prokuplje, Blace, Žitorađa, Kuršumlija, Leskovac, Bojnik, Vlasotince, Lebane, Medveđa, Crna Trava, Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica, Trgovište, Brus, Aleksinac, Gadžin Han, Doljevac, Merošina, Svrlijig, Babušnica, Bela Palanka and Knjaževac in South-East Serbia. The Programme also cooperates with a number of national and international non-governmental organisations working in the same Programme area.

## II. Objectives: EU Assistance for Flood Relief in Serbia and European PROGRES

- To attain an overall picture of the way in which the European Union Assistance for Flood Relief in Serbia / European PROGRES Programme are presented in print and electronic media in Serbia.
- To facilitate analysis of the European Union Assistance for Flood Relief in Serbia / European PROGRES Programme public relations approaches and enhance planning of communication and visibility activities.
- To keep abreast of the political, socio and economic developments in the municipalities covered by the European PROGRES Programme (34) and the flood relief in the municipalities included in the European Union Assistance for Flood Relief in Serbia (24)

## III. Description of the requested services

- A daily review of reports in print and electronic media and on web portals in Serbia about the European Union Assistance for Flood Relief in Serbia Programme/ European PROGRES Programme on the basis of the key words provided in Lots 1 and 2 (*in Latin and Cyrillic script which are subject to modifications throughout the service period*).
- Submission of clipped media reports and materials by email to at least five of each Programme's email addresses – on a daily base or as incoming.
- Access to database of both Programmes clipped materials on the services provider's website respectively.
- Print or electronic database of monthly clipping sent to European Union Assistance for Flood Relief in Serbia / European PROGRES respectively.
- Monthly qualitative and quantitative analysis of media clipping for European Union Assistance for Flood Relief in Serbia / European PROGRES respectively submitted at latest by the fifth of the following month and including, as the minimum per Programme:
  - Number of print and electronic media reports
  - Determine the ratio of coverage in the national and local media
  - Number of media articles that clearly mention Programme donors
  - Number of articles that quote EU Flood Relief Programme Manager / European PROGRES Manager, DEU Ambassador, Programme donor' representatives, Ministers and other Government of Serbia high officials
  - Number of articles quoting Mayors and other municipal officials of 24 European Union Assistance for Flood Relief in Serbia Programme municipalities / 34 European PROGRES Programme municipalities

talking about European Union support to reconstruction of affected buildings and agriculture or European Union and/or Swiss government/SDC support to various developmental activities respectively

Further details about the monthly analysis will be discussed upon commencing of the services.

#### Requests regarding the format of clippings

- Print and web media clippings in PDF or Word format.
- Synopsis or transcript of reports in electronic media, including details such as the time and duration of broadcast.
- The clipping services provider must be able to ensure availability of certain electronic clippings in video format if/when requested.

#### IV. The lists of national electronic and print media for monitoring

The Table 1 provides the **minimum list** of the national print and electronic media, which have to be monitored for both Flood Relief in Serbia Programme and European PROGRES according to key words respectively.

Table 1: National Media monitoring for EU Flood Relief Programme and European PROGRES		
Print/Web Media	TV Stations	Radio Stations
<b>Dailies</b>		
Alo	Nova	Radio Index
Beta	N1	Radio S
Blic	RTS	Radio Beograd
Danas	B92	
Dnevnik	Pink	
E-kapija	Happy	
Fonet	RTV1	
Građanske.org	Prva	
Informer	Kopernikus	
Kapital.rs	Al-Jazeera Balkans	
Krstarica		
Kurir		
Naše novine		
Naslovi.net		
Politika		
Privredni pregled		
Tanjug		
Večerenje Novosti		
<b>Weeklies</b>		
NIN		
Vreme		
Novi magazin		
Nedeljnik		
Akter		
Newsweek		

In case when some print media have several editions for different parts of the country, monitoring must include editions that are most relevant for 24/34 affected municipalities respectively.

### LOT 1: EUROPEAN PROGRES

The table 2 provides the minimum of key words which should be monitored for the European PROGRES Programme:

<b>Table 2: Key words for monitoring the European PROGRES</b>
UNOPS
Evropski PROGRES
EU PROGRES
PROGRES
PROGRESS
Dobro upravljanje
Konkurentnost opština
Socijalna inkluzija
Evropske vrednosti
Južna Srbija, Pčinjski okrug, Jablanički okrug
Jugozapadna Srbija, Jugoistočna Srbija, Toplički okrug
<b><i>Trending news in the Programme municipalities:</i></b> Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin in South-West, as well as Prokuplje, Blace, Žitorađa, Kuršumljija, Leskovac, Bojnik, Vlasotince, Lebane, Medveđa, Crna Trava, Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica, Trgovište, Brus, Aleksinac, Gadžin Han, Doljevac, Merošina, Svrljig, Babušnica, Bela Palanka and Knjaževac

### **The list of REGIONAL media for monitoring**

The table 3 provides the minimum list of regional and local media, which must be monitored. In the case when this is not a part of the standard package, only evening prime time TV news programme should be monitored in the local media OR upon receiving announcement at least 24 hours prior to expected coverage on a particular regional and local outlet.

For European PROGRES in the following municipalities: Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin in South-West, as well as Prokuplje, Blace, Žitorađa, Kuršumljija, Leskovac, Bojnik,

Vlasotince, Lebane, Medveđa, Crna Trava, Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica, Trgovište, Brus, Aleksinac, Gadžin Han, Doljevac, Merošina, Svrlijig, Babušnica, Bela Palanka and Knjaževac.

<b>Table 3: Minimum list of LOCAL and REGIONAL media for monitoring European PROGRES programme</b>		
<i>Print/Web Media</i>	<i>TV Stations</i>	<i>Radio Stations</i>
Dailies		
JuGmedia.rs	TV Laser, Svrlijig	Ivanjica Radio
Južnevesti.com	TV Forum, Prijepolje	Radio sto plus
Jugpress	TV Protokol K-1, Leskovac	Radio S
OKradio	TV Regionalna, Novi Pazar	OKradio
Radiostoplus	TV Ritam, Vranje	016 Leskovac
Sandžak Press	TV Knjaževac	
Sanzakhaber.net	TV Vranje	
Sandžak Danas (Danas supplement)	TV Bujanovac	
Knjaževačke.rs	TV Zona, Niš	
Topličke Vesti		
Nova naša reč		
Glas zapadne Srbije		
Narodne novine		
Plimlje		
Naša reč		
Vranjske		
Tittuli.com (Alb)		
Bujanoci.net (Alb)		
34 official municipal websites <a href="http://www.europeanprogres.org/linkovi/en/74/European-PROGRES-Municipalities/">http://www.europeanprogres.org/linkovi/en/74/European-PROGRES-Municipalities/</a>		

**LOT 2: EU ASSISTANCE FOR FLOOD RELIEF IN SERBIA**

The table 4 provides the minimum of key words which should be monitored for the European PROGRES Programme:

<b>Table 4: Minimum list key words for monitoring EU Assistance for Flood Relief in Serbia Programme</b>
Poplave
Obnova
Evropska unija
Kancelarija Ujedinjenih nacija za projektne usluge (UNOPS)
Međunarodna organizacija za migracije (IOM)
Danski savet za izbeglice (DRC)
Organizacija ASB
Organizacija HELP
Organizacija za poljoprivredu i hranu Ujedinjenih nacija (FAO)
Svetska banka (World Bank)
Austrijska agencija za razvoj (Austrian Development Agency)
Kancelarija Vlade Srbije za pomoć i obnovu poplavljenih područja
<b><i>Trending news about flood relief in the Programme municipalities:</i></b> Bajina Bašta, Valjevo, Varvarin, Velika Plana, Jagodina, Kosjerić, Koceljeva, Kragujevac, Kraljevo, Krupanj, Lazarevac, Loznica, Ljubovija, Mali Zvornik, Obrenovac, Osečina, Paraćin, Svilajnac, Smederevska Palanka, Trstenik, Ub, Čačak, Šabac i Šid.

**The list of REGIONAL media for monitoring**

The table 5 provides the minimum list of regional and local media, which must be monitored. In the case when this is not a part of the standard package, only evening prime time TV news programme should be monitored in the local media OR upon receiving announcement at least 24 hours prior to expected coverage on a particular regional and local outlet.

For the EU Assistance for Flood Relief in Serbia Programme in the following municipalities: Bajina Bašta, Mali Zvornik, Obrenovac, Šabac, Ub, Smederevska Palanka, Krupanj, Kosjerić, Šid, Valjevo, Jagodina, Kragujevac, Kraljevo, Trstenik and Čačak.

<b>Table 5: Minimum list of LOCAL and REGIONAL media for monitoring EU Assistance for Flood Relief in Serbia Programme</b>		
<b>TV Stations</b>	<b>Print/Web Media</b>	<b>Radio Stations</b>
	Dailies and weeklies	
RTV Šumadija	Glas Tamnave	
RTV Sunce	Kraljevačke novosti	
TV Galaksija Čačak	Šabački glasnik	
TV Jagodina	Bilten opštine Paraćin	
TV Paraćin	Napred (Valjevo)	
TV Kraljevo	Nezavisna svetlost (Kragujevac)	
Kraljevačka televizija	Sremske novine	
RTV Smederevo	Revija Kolubara	
TV Smederevo	Novi put (Jagodina)	
TV Kragujevac	Naš glas (Smederevo)	
RT K9	Takovske novine (Gornji Milanovac)	
TV Šabac	Puls grada (Smederevo)	
TV As (Šabac)	Naše novine (Smederevo)	
RTV Smederevo	Čačanski glas	
TV Mag (Obrenovac)	Revija (Lazarevac)	

TV Prima (Bajina Bašta)	Čačanske novine	
TV Lotel (Loznica)	Kraljevačke novosti	
RTV City (Ub)	Podrinske	
TV 3M (Ub)	Šumadija press	
RTV Dević (Smederevska Palanka)		
Sremska TV		
TV Lav (Užice-Kosjerić)		
RTV Jasenica (Smederevska palanka)		
TV Vujić		
TV Valjevo Plus		
RTV Šumadija		

**ANNEX D**
**Financial offer**

QUOTATION*				
<b>BIDDER'S PRICES (Price &amp; Currency to be entered by Bidder in RSD)</b> 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.				
	<b>PROVISION OF MEDIA CLIPPING SERVICES as per Terms of References in UNOPS-RSOC-2015-S-027</b>	<b>Number of months**</b>	<b>Monthly price in RSD (VAT excluded)</b>	<b>TOTAL OFFERED PRICE in RSD (VAT excluded)</b>
1.	<b>LOT 1 – Provision of Media Clipping Services for European Progres in the period September 2015 – 31 December 2016</b>	16		
2.	<b>LOT 2 – Provision of Media Clipping Services for EU Assistance for Flood Relief in Serbia in the period September 2015 – 31 March 2016</b>	7		

**NOTES:**

**\*Bids per LOT are allowed. UNOPS reserves the right to make multiple contracts per LOTs for this purchase.**

**\*\*UNOPS reserves the right do increase or decrease the number of months, depending on the projects' needs.**

**ANNEX E**
**Previous experience form**

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



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