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# **Request for Quotation (RFQ) for Services**

## **Provision of Video Features and Reportages for European PROGRES Programme**

RFQ Ref No: UNOPS-EP-2016-S-039

Version: v2016.1

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Provision of video features and reportages for European PROGRES Programme**  
**RFQ Case No.: UNOPS-EP-2016-S-039**

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
  - Form A: Quotation Submission Form
  - Form B: Price Schedule Form
  - Form C: Technical Quotation Form
  - Form D: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

**Approved by:**



Name: Marko Vujacic

Title: National Programme Manager, European PROGRES

Date: 19 MAY 2016

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of <b>Restaurant and cooling equipment in support of women entrepreneurship in South East and South West Serbia</b> , as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to the following e-mail address:  <a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a></p> <p style="text-align: center;">United Nations Office for Project Services          Republic of Serbia Operations Centre          Šumatovačka 59          11000 Belgrade, Serbia</p> <p><b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b></p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than <b>27 May 2016</b>.</p> <p>Responses to requests for clarification will be communicated at LBHT web site (<a href="http://www.sagradimodom.org">http://www.sagradimodom.org</a>) and European Progres website (<a href="http://www.europeanprogres.org">www.europeanprogres.org</a>) under RFQ Case UNOPS-EP-2016-S-039 (Public Calls) .</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety <b>90 days for RFQ</b> from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars). UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
<b>Deadline for Quotation Submission</b>	All quotations must be submitted by <b>12:00, CET on 31 May 2016</b> .
Quotation submission	<p>Quotations must be submitted as follows:          Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.</p> <p>All quotations must be submitted to the following address</p> <p style="text-align: center;"><b>Address: Šumatovačka 59, 11000 Belgrade, Serbia</b>  <b>Or to E-mail: <a href="mailto:srpc.bids@unops.org">srpc.bids@unops.org</a></b>  <b>Contact person: Hana Ajdarpasic</b></p> <p>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.</p> <p>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.</p>

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Article 3</li> <li>• Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>• Bidder should be in <b>continuous business</b> of provision of similar services (i.e. film, video) for the last <b>3 (three)</b> years.</li> <li>• Bidder must also <b>identify and disclose</b> any information regarding any <b>associated legal entity/s</b>, if any, by providing full legal name and address of the related entity/s. Should there be no related entities, the Bidder must provide a statement to that effect.</li> </ul> </li> <li>3. <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>• services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements.</li> </ul> </li> <li>4. <b>Financial evaluation.</b> Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.</li> </ol> <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
Partial quotations	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. <b>Evaluation will be done for the total requirement.</b></p>

Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> <li>• Form D: Previous Experience Form</li> <li>• Registration, financial and legal documents: <ul style="list-style-type: none"> <li>○ Registration Document from Business Registers Agency;</li> </ul> </li> <li>• TOR requirements, as defined in Section III: Schedule of Requirements - Terms of Reference; <ul style="list-style-type: none"> <li>○ Brief overview of company's portfolio, including at least three samples of videos the company produced (DVD format or online link) which satisfies above listed requirements;</li> <li>○ A list of personnel on the project team, with their short CVs proving at least three years of relevant experience for the assigned role/s in the pre and postproduction process.</li> <li>○ The list of the equipment and programmes that will be utilised.</li> <li>○ Proposed budget, including fees for professional services and expenses per filming day, the cost of all copyrights (including music rights), the integration of the high quality animation and all other features of the films</li> <li>○ A single point of contact – include name, title, phone number, and e-mail address</li> <li>○ At least three work references - contact details (e-mail addresses) of referees (the companies the bidders have cooperated with)</li> </ul> </li> </ul>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): <b>Purchase order</b>
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply:  UNOPS General Conditions of Contract for goods  The conditions are available at:  <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	UNOPS plans to award the Contract by <b>15 June 2016</b> .
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>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</p>

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

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Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### 2. INTERPRETATION OF THE RFQ

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This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### 3. BIDDER ELIGIBILITY

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Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders 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.

### 4. CLARIFICATION OF THE RFQ

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Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person, will not be considered binding or official.

### 5. REMUNERATION FOR AND COSTS OF QUOTATIONS

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Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

### 6. QUOTATION CURRENCY(IES)

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The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

## **7. DUTIES AND TAXES**

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Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 in **Section I: RFQ Particulars**.

## **8. PAYMENT TERMS**

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UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

## **9. PUBLICATION OF CONTRACT AWARD**

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UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

## **10. ETHICS AND PROSCRIBED PRACTICES**

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UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the UNOPS Vendor Sanctions Procedures, and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

## **11. AUDIT**

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UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

## **12. BID PROTEST**

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Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at [www.unops.org](http://www.unops.org).

## Section III: Schedule of Requirements

### Terms of Reference

#### Production of Video Features and Reportages for European PROGRES Programme

##### Project Background

European PROGRES is a multi-donor Programme, financed by the European Union (EU), the Government of Switzerland and the Government of Serbia, designed to support sustainable development in the South East and South West Serbia. The Programme has been conceptualised jointly with the European Integration Office of the Government of the Republic of Serbia (SEIO), which has responsibility for monitoring implementation and providing assistance and facilitation. The United Nations Office for Project Services (UNOPS) has been granted with an initial budget of 24.46 million Euros and has the overall responsibility for the Programme implementation.

Through a multi-sector approach this Programme will contribute to sustainable development of underdeveloped areas and creation of more favourable environment for infrastructure and business growth by strengthening local governance, improving vertical coordination, planning and management capacities, improving business environment and development, as well as enhancing implementation of social inclusion and employment policies.

The Programme works towards achieving four main results, while good governance principles are interwoven as a cross cutting aspect of the entire intervention:

1. Strengthened local governance, planning and management capacities through introduction of new, or improvement/elimination of existing procedures and processes in line with the principles of good governance
2. Increased competitiveness of local economy through improved business environment and management/organizational capacities of small and medium enterprises/agricultural cooperatives
3. Improved access to employment, offering equal opportunities to both men and women, and social inclusion of the most vulnerable and marginalised groups through development and implementation of local policies resulting in reduced migration from South East and South West Serbia
4. Effects of Serbia's European accession communicated to general public.

The final beneficiaries, but also the key stakeholders and financial contributors of this Programme are 34 municipalities from the third and fourth group of development level, which have responsibility of taking ownership of activities implemented in their territory:

- Novi Pazar, Ivanjica, Nova Varoš, Priboj, Prijepolje, Raška, Sjenica and Tutin, in the South West Serbia
- Prokuplje, Blace, Žitorađa, Kuršumlija in the Toplica District
- Leskovac, Bojnik, Vlasotince, Lebane, Medveđa and Crna Trava in the Jablanica District
- Vranje, Bosilegrad, Bujanovac, Vladičin Han, Preševo, Surdulica and Trgovište in the Pčinja District
- Brus in the Rasinska District
- Aleksinac, Gadžin Han, Doljevac, Merošina and Svrlijig in the Niški District
- Babušnica, Bela Palanka in the Pirotski District
- Knjaževac in the Zaječarski District.

Other beneficiaries include municipality-founded institutions and public utility companies, civil society organisations (CSO) and media in the participating municipalities. It is the inhabitants of the South East and South West Serbia who will feel the biggest benefits of the Programme.

## Scope of Work

A video production company will, under the general guidance of the Communications Manager and Programme personnel, be responsible for the production and post-production of eight high quality videos about European PROGRES work in the South East and South West Serbia and up to five shorter reports on current events.

Guided by the general key message "Europe develops Serbian underdeveloped municipalities" and the listed specific objectives of the communication efforts, the selected company will undertake the following activities:

- Get acquainted with European PROGRES Programme and in particular with the activities and projects related to the following themes:
  - Economic development with the focus on the Small and Medium enterprises (SMEs) and women entrepreneurship
  - Social inclusion of vulnerable groups with the focus on Roma, youth and gender equality
  - Infrastructure and general economic and other benefits for the local communities
  - Promoting Programme relevant European values including human rights, youth engagement, environment etc.
- Attend meetings with the European PROGRES' staff in one of the Programme offices within preparations for the production of the script.
- Produce four reportages and five videos, as specified below, and in accordance with the Programme's guidelines.

### Four reportages

- The bidder will be requested to travel to the field within two days' notice for a one day filming assignment of the event according to previously submitted Event Agenda. The filming will take place with close guidance from the Programme staff.
- The bidder will submit the first version of the edited film for approval as soon as possible and no longer than one day after filming. The list of specified modifications required will be returned to the bidder as soon as possible and within one (1) working day after the reception of the material at the latest.
- The process of finalisation should be completed within maximum two exchanges between the Programme and the bidder and within two (2) days from the beginning of the assignment. The Programme reserves the right to request for modifications and must approve the final version of each reportage until Programme satisfaction.

**Final video should be provided on HDD and on three DVD copies. The bidder also needs to provide a version suitable for internet upload and Social Media sharing.**

### Five video features

- The bidder will develop written scripts, minimum 3000 to maximum 5000 characters, for each of the five video features. Each script should contain narration, expected dialogue, description of scenes, shots, action. The scripts need to be submitted for the approval to the Communication Manager three (3) days upon the initial meeting. Written exchange on modification should not exceed two (2) working days. Deadline for approval is three days (3) after initial submission of the script.
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- Filming should not take more than three (3) working days per film and should commence no longer than two (2) days after the script is approved. The first version of the film should be submitted for approval five

(5) days after filming at latest. The list of specified modifications required will be returned to the bidder within two (2) working days upon the reception of the material.

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- The process of finalisation should be completed within two to maximum three exchanges between the Programme and the bidder and should not exceed two (2) days for each modification. The Programme reserves the right to request for modifications and must approve the final version of each script and film until Programme satisfaction.
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- Final video should be provided on HDD and on three DVD copies three (3) days after the submission of final inputs at the latest. The bidder also needs to provide a version suitable for internet upload and Social Media sharing.

The videos will have the following elements:

- Each video will be filmed at two (2) project sites at least, throughout 34 Programme Municipalities of South East and South West Serbia, and for the above mentioned thematic areas.
- Each video must be between three (3) to five (5) 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, as specified above.

The video material must not be up-scaled from SD format and has to meet the following requirements:

Characteristics	
Codec	Apple ProRes 422 (HQ) file standard or 50i HQ
Video Bit Rate	50 Mbit/s CBR (it may be higher depending on HD format)
Chroma Subsampling	4:2:2, 8 bit
Video Resolution/Frame size	1920x1080
Aspect Ratio	16:9 Full frame
Frame Rate	25 frames/s CBR
Audio:	48.000 Hz (Stereo) (max -3dB) or (-6 to -3 dB)

- Each feature video must include indoor/outdoor and areal frames (aerial drone photography and videography), highest quality postproduction animation including production and integration of the animated info graphics and the highest quality of picture and sound.
- Each video must be in Serbian language with subtitles in English. Both translation and subtitling need to be provided by the Contractor and approved by European PROGRES Communication Manager.
- Complete post-production of the each filmed material, encompassing picture editing, sound effect editing, music selection / integration, visual effects, sound mixing, colour correction, animation, video graphic, info graphic, and motion graphics videos that comprise overlaying videos with graphics (such ad maps, titles and kinetic text, 2D and 3D animation and stop-motion animation), should be included in the first version of the movie as per above mentioned timelines.

**The bidder will provide the European PROGRES with all raw video footage on HDD, and provide three DVD copies with each of final video features. All videos must also be provided on HDD in lower resolution suitable for Internet upload and sharing on social networks**

## Messages

- Key message: Europe supports underdeveloped municipalities, to be further elaborated through sub-messages:
  - Europe supports local government's efforts to improve position of the most vulnerable. Because we want society that is based on respect of human rights of all its citizens but also enables them to provide contribution to political, social and economic life.
  - European support to underdeveloped local self-governments aims to help them to enhance accountability, efficiency, transparency, and citizens' participation.
  - European support to improve business enabling environment through establishment of public private partnerships and support of small and medium enterprises; introduction of new standards and technologies in production and provision of technical support to the municipalities in preparation of documentation necessary for strategic infrastructure development.

## Outputs

Five high quality video features, each between three and five minutes long about European PROGRES' work in the following thematic areas: good governance, competitiveness and economic development, social inclusion, municipal services, and education/youth. Up to five short informative videos on current topics.

## Eligibility Requirements

1. Brief overview of company's portfolio, including at least three samples of videos the company produced (DVD format or online link) which satisfies above listed requirements;
2. A list of personnel on the project team, with their short CVs proving at least three years of relevant experience for the assigned role/s in the pre and postproduction process. The team should be comprised of producer, journalist, cameraman, audio/video editor and directing expert while the key role and the focal point for the Programme should be a producer with no less than four years of relevant experience.
3. The list of the equipment and programmes that will be utilised.  
The bidder should use:
  - Professional cameras, producing material with following characteristics -
    - Video resolution 1920 x 1080 25fps;
    - Video bit rate 50 Mbit/s CBR;
    - Chroma sampling 4:2:2, 8 bit;
    - Provide aerial filming (minimum requirement Chroma sampling 4 2 0, 35 Mbit/s);
  - Professional sound equipment (including at least one microphone, two clip on microphones and audio mixer);
  - Professional lights of 3200 K for indoor filming and 5600 K for outdoor filming, and/or a series of filters;
  - Professional editing equipment with the licensed software (Final cut, Premiere, etc.), including three-point editing, match frame, multi-track and asymmetric trimming, extend and split edit functions
4. Proposed budget, including fees for professional services and expenses per filming day, the cost of all copyrights (including music rights), the integration of the high quality animation and all other features of the films
5. A single point of contact – include name, title, phone number, and e-mail address
6. At least three work references - contact details (e-mail addresses) of referees (the companies the bidders have cooperated with)

## Input

The Programme will provide:

- Relevant briefing materials about the Programme and each of the projects/ beneficiaries/stakeholders
- Information and suggestions for development of scripts and narration
- Assistance in organisation of interviews/filming at the sites, obtaining the necessary permissions
- Presence of the Communications sector representative for each filming day and editing
- Transportation from the Project Office (Šumatovačka 59, Belgrade) to the sites.

- Programme will not cover accommodation/food for maximum of 25 filming days of the expected field visits

### Monitoring and Progress Controls

The Communications Manager and the Programme personnel will closely monitor the activities on a daily basis to ensure high quality of videos. Monitoring will be conducted based on the following:

- High quality videos about European PROGRES' activities produced as per the above specification, with special Programme attention turned to the first film, which is evaluated as a separate milestone;
- Each script, statements, music, graphic solutions submitted for approval to the Communication Manager before the finalisation of the videos
- Video material provided within the set time framework i.e. at most one month starting with the initial meeting.

### Timeframe

Video features and reportages should be produced in the period between June 2016 and October 2017. Dates for the visits to municipalities should be coordinated and agreed with European PROGRES.

### Copyrights

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

The Contractor is responsible for the following deliverables:

No	Deliverables	Timeframe/Deadline
<b>Timeframe per movie</b>		
1	Initial meeting	In-house
2	All written scripts approved and filming locations verified	6
3	Recording and post-production plan verified	2
4	Filming days	3
5	Preparation of the first version (submission within)	5
6	Modification and wrap-up	6 (max)
7	Finalisation and delivery	3
8	Performed quality check of HDD and DVDs	In-house
<b>Payment tranches</b>		
1	Satisfactory completion of the first movie	Within one month since the satisfactory completion of the first movie
2	Satisfactory completion of the second and third movie	Within two months since the second product initiation or one month upon satisfactory completion of the second product
3	Satisfactory completion of the fourth and fifth movie	Within two months since the fourth product initiation or one month upon satisfactory completion of the fifth product
4	Satisfactory completion of four Reportages	Within one month since satisfactory completion of each product

## Section IV: Returnable Bidding Forms

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

### Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date] \_\_\_\_\_

**Subject: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city],**  
RFQ Case No. [insert RFQ ref number] \_\_\_\_\_, dated [insert date] \_\_\_\_\_.

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] \_\_\_\_\_ from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- d. 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;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
- g. 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.
- h. 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, the undersigned, certify that I am duly authorized by [insert full name of bidder] \_\_\_\_\_ to sign this quotation and bind [insert full name of bidder] should

UNOPS accept this quotation:

Name: [complete] \_\_\_\_\_

Title: [complete] \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name: [complete] \_\_\_\_\_

Title: [complete] \_\_\_\_\_

Email address: [complete] \_\_\_\_\_

Telephone: [complete] \_\_\_\_\_

## Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD (Republic of Serbia Dinars)
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Item No	Description	Qty	Unit price (Insert)	Total price (Insert)
1.	Video features	5		
2.	Reportages	4		
<b>TOTAL</b>				

### NOTES:

The offered prices are net of any direct taxes, customs duties and indirect taxes and VAT.

Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. **Evaluation will be done for the total requirement.**

Payment terms 30 days accepted:  Yes

#### a) List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

[Full legal name and address of subcontractors]

- (A) \_\_\_\_\_
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

#### b) List of legal entities associated to the Bidder

Bidder must also identify and disclose any information regarding all associated legal entity/s, if any, by providing full legal name and address of the related entity/s.

[Full legal name and address of the associated legal entity]

- (A) \_\_\_\_\_
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

Should there be no related entities, the Bidder must sign the following statement to that effect:

**[Delete or cross out if not applicable]:**

I, the undersigned, certify that there are no legal entities associated to the [insert full name of Bidder]

\_\_\_\_\_.

**c) Authorization to sign quotation**

I, the undersigned, certify that I am duly authorized by *[insert full name of Bidder]*

\_\_\_\_\_ to sign this quotation and bind  
\_\_\_\_\_ *[insert full name of Bidder]* should UNOPS  
accept this quotation:

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

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

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.] \_\_\_\_\_

Name of Bidder: [insert name of Bidder] \_\_\_\_\_

### Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
<b>Delivery time</b>	Video features and reportages should be produced in the period between June 2016 and October 2017. Dates for the visits to municipalities will be coordinated and agreed with European PROGRES.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Prices and payment</b>	Net of any direct taxes, customs duties and indirect taxes and VAT.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Consignee details</b>	UNOPS RSOC Sumatovacka 59 11000 Belgrade Serbia	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

The offered services are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements – Terms of Reference**

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Form D: Previous experience form**

RFQ reference no: [insert RFQ reference No.] \_\_\_\_\_

Name of Bidder: [insert name of Bidder] \_\_\_\_\_

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

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

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

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

