



REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: 190-2021-UNDP-UKR-RFQ-RPP | Date: 13 July 2021 |
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

Production of series of videos on local governance and decentralisation activities in eastern Ukraine under the following lots:

Lot 1: Production of 17 long and 17 short videos for the selected locations

Lot 2: Production of 3 long and 3 short videos for the selected locations

as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3: Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:  _____

Name: **Ms. Agnes Kochan**

Title: **UNDP Ukraine Operations Manager**

Date: **13-Jul-2021**

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SECTION 2: RFQ INSTRUCTIONS AND DATA

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| Introduction | <p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> |
| Deadline for the Submission of Quotation | <p>23:59 (Kyiv Time, GMT+3) 26-July-2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> |
| Method of Submission | <p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: tenders.ua@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: *.ZIP, *.PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 20 Mb ▪ Mandatory subject of email: 190-2021-UNDP-UKR-RFQ-RPP ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. |
| Cost of preparation of quotation | <p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p> |
| Supplier Code of Conduct, Fraud, Corruption, | <p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p> |
| Gifts and Hospitality | <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent</p> |

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| | practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. |
| Conflict of Interest | <p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p> |
| General Conditions of Contract | <p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p> |
| Special Conditions of Contract | <p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days.</p> <p><input checked="" type="checkbox"/> Others: Liquidated damages: up to 0.1% of total contract amount per each day of delay may be applied on discretion of UNDP</p> |
| Eligibility | <p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p> |
| Currency of Quotation | <p>Quotations shall be quoted in</p> <p><input checked="" type="checkbox"/> United States Dollars</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> Local Currency: UAH</p> |
| Joint Venture, Consortium or Association | <p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p> |

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| Only one Bid | <p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p> |
| Duties and taxes | <p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p>Lot#1 <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p> <p>Lot#2 <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> |
| Language of quotation | <p><input checked="" type="checkbox"/> English (preferred), and/or <input checked="" type="checkbox"/> Ukrainian, and/or <input checked="" type="checkbox"/> Russian</p> <p>In case of submission in Ukrainian or Russian languages, bidders may be requested for provision of English translation of separate parts of the bid or bid as a whole.</p> <p>All the documentation including catalogues, instructions and operating manuals should be in Ukrainian (and additionally in English/Russian if available)</p> |
| Documents to be submitted | <p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ;</p> <p><input checked="" type="checkbox"/> A copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs.</p> <p><input checked="" type="checkbox"/> Extract from the Register of VAT payers or single tax payers (not mandatory on submission stage but will be required if Offeror is selected for contract award).</p> <p><input checked="" type="checkbox"/> Organisation's profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in implementing similar programmes;</p> <p><input checked="" type="checkbox"/> At least two recommendation letters for similar projects from previous clients (having international organisations' recommendations would be an advantage).</p> <p><input checked="" type="checkbox"/> CV of each team member proposed to be involved in the task (including the role and function details of each person) and at least one reference letter per each team member.</p> <p><input checked="" type="checkbox"/> Portfolio (minimum 5 videos, the respective link(s) to be provided).</p> <p><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of the contract. (Adobe Premiere Pro and Adobe After Effects (or their analogues), etc.</p> |
| Quotation validity period | <p>Quotations shall remain valid for 60 days days from the deadline for the Submission of Quotation.</p> |

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| Price variation | No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received. |
| Partial Quotes | <input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted – The offers may be submitted to different Lots |
| Alternative Quotes | <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote” |
| Payment Terms | <input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other The schedule of payment for services provided will be agreed upon with the Contractor before starting the task. The payments will be related to the results and made after submitting the interim and final reports. The preliminary schedule is given below and applicable for both Lot #1 and Lot #2. – After achieving the results of Deliverable 1 – 30%; – After achieving the results of Deliverable 2 – 40%; – After achieving the results of Deliverable 3 – 30%. |
| Conditions for Release of Payment | <input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements. Payment for completed services shall be made through bank transfer to the Contractor’s account during 30 (thirty) days from the date of receipt of the original invoice and registered VAT certificate. <input type="checkbox"/> Others [pls. specify] |
| Contact Person for correspondence, notifications and clarifications | Procurement Unit, UNDP Ukraine E-mail address: procurement.rpp.ua@undp.org Attention: Quotations shall not be submitted to this address, but to the address for quotation submission indicated in the respective section above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Clarifications | Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via email by 22 July 2021 |
| Evaluation method | <input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text. |
| Evaluation criteria | Applicable for both Lot #1 and Lot #2. Administrative Requirements: <input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1; <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions; <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline; <input checked="" type="checkbox"/> Offers must meet required Offer Validity; <input checked="" type="checkbox"/> Offers have been signed by the authorized representative; <input checked="" type="checkbox"/> Offers include requested company/organization documentation as mentioned above in “Documents to be submitted” section; <input checked="" type="checkbox"/> Legally registered (commercial, non-profit, self-employed individual) organisation. For Ukrainian organisations – should be registered on the Government Controlled Area of Ukraine – pass/fail |

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| | <p>Technical Requirements:</p> <p><input checked="" type="checkbox"/> At least 3 years of experience in shooting videos.</p> <p><input checked="" type="checkbox"/> Proven experience of the team members (at least 2 years of experience for each team member and at least one reference letter per each team member).</p> <p><input checked="" type="checkbox"/> At least 4 successfully implemented projects supported by international cooperation organisations and/or government institutions.</p> <p><input checked="" type="checkbox"/> At least 2 positive references related to participation in similar projects from previous clients – pass/fail.</p> <p><input checked="" type="checkbox"/> Relevant Portfolio (at least 5 videos).</p> <p><input checked="" type="checkbox"/> Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of contract.</p> |
| Right not to accept any quotation | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order |
| Right to vary requirement at time of award | At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| Type of Contract to be awarded | <p><input type="checkbox"/> Purchase Order</p> <p><input checked="" type="checkbox"/> Contract Face Sheet (Goods and/or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</p> <p><input type="checkbox"/> c.)</p> <p><input type="checkbox"/> Contract for Works</p> <p><input type="checkbox"/> Other Type/s of Contract [pls. specify]</p> |
| Expected date for contract award | 17 August 2021 |
| Publication of Contract Award | UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site. |
| Policies and procedures | This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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. |
| UNDP will award to | <p><input checked="" type="checkbox"/> One or more Suppliers, by lots.</p> <p><input checked="" type="checkbox"/> Irrespective of declared capacity to undertake more than 1 lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery.</p> <p><input checked="" type="checkbox"/> UNDP may exclude suppliers, contractors and consultants from tendering for procurement opportunities in UNDP-supported programmes or projects if the Offeror in question or their affiliates provided consulting services for the preparation and implementation of a project, and in order to prevent a conflicts of interest, the Offeror and their affiliates are disqualified from subsequently providing goods, services and civil works under UNDP financing for the same project.</p> |

ANNEX 1: SCHEDULE OF REQUIREMENTS**TERMS OF REFERENCE**

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| Project title: | Recovery and Peacebuilding Programme |
| Description of the assignment: | Production of series of videos on local governance and decentralisation activities in eastern Ukraine |
| Location of the assignment: | Donetsk and Luhansk oblasts (GCA) |
| Expected Places of Travel: | Donetsk and Luhansk oblasts (GCA) |
| Primary Supervisor's name and functional post: | Programme Coordinator (Local Governance and Decentralisation Reform) |
| Secondary Supervisor's name and functional post: | Communications Specialist, UN RPP |
| Starting Date of Assignment: | July 2021 |
| Duration of Assignment: | July – October 2021 |

1. BACKGROUND

The current armed conflict in eastern Ukraine has had a direct and highly negative impact on social cohesion, community security and the rule of law. While accepting the urgent need to address the challenges of restoration, economic recovery and peacebuilding in the areas directly and indirectly affected by the conflict in late 2014, the Government of Ukraine requested the international community to provide technical assistance and financial support to assess priority recovery needs. At the end of 2014, the United Nations, the World Bank and the European Union assessed the recovery and peacebuilding later approved by the Cabinet of Ministers in mid-2015.

Before the conflict over the last decade, UNDP had been actively represented in eastern Ukraine, with a focus on community development, civil society development and environmental protection. The work to address the specific development challenges occurring from the conflict and the above-mentioned is based on previous work and established partnership relations. It was initiated in 2015 through the United Nations Recovery and Peacebuilding Programme, which is a multilateral donor framework program jointly implemented by four UN partner agencies in cooperation with the Government of Ukraine.

Four United Nations agencies are implementing the United Nations Recovery and Peacebuilding Programme (UN RPP): the United Nations Development Programme (UNDP), the UN Entity for Gender Equality and the Empowerment of Women (UN Women), the United Nations Population Fund (UNFPA) and the Food and Agriculture Organization of the United Nations (FAO).

Twelve international partners support the Programme: the European Union (EU), the European Investment Bank (EIB), the U.S. Embassy in Ukraine, and the governments of Canada, Denmark, Germany, Japan, the Netherlands, Norway, Poland, Sweden & Switzerland.

The United Nations Recovery and Peacebuilding Programme is implemented to address and mitigate the causes and effects of the conflict. It is based on the results of the Assessment of Recovery and Peacebuilding and is consistent with the State Target Reconstruction and Peacebuilding Programme in the Eastern Regions of Ukraine, as well as with two regional development strategies until 2020. The United Nations Recovery and Peacebuilding Programme (UN RPP) provides for three main areas of activity: (i) supporting economic recovery in conflict-affected communities; (ii) promoting decentralisation and health care reform; (iii) strengthening public safety and social cohesion. The Programme is strongly consistent with the Framework Programme for Partnership between the Government of Ukraine and the United Nations. The Programme is closely associated with the Democratic Governance and Reform Programme, which is implemented nationwide in all regions of Ukraine and complies with the Sustainable Development Goals (SDGs), in particular, SDG 16 (Peace, Justice and Strong Institutions).

As a territorial programme designed specifically for conflict-affected areas in eastern Ukraine, the United Nations Recovery and Peacebuilding Programme is focused on the main priority needs for stabilisation, peace development, economy and governance in eastern Ukraine after the outbreak of the conflict. It takes into account the opportunities provided by the Minsk Protocol dated September 2014 and the revival of its cease-fire provisions and is fully adapted to create a link between humanitarian and developmental needs.

The Programme activities are grouped according to the following key components of the Programme, which reflect the priority needs of the region:

Component I: Economic Recovery and Restoration of Critical Infrastructure;

Component II: Local Governance and Decentralisation Reform;

Component III: Community Security and Social Cohesion.

The videos creation is to be provided under the support of the European Union (EU) and the governments of Canada, Denmark, Sweden and Switzerland.

The financial management of the task is entrusted to the United Nations Development Programme (UNDP).

2. MAIN GOALS AND OBJECTIVES

The overall goal of this task is to convey and cover key messages of all the achievements and results of the work done, implemented by the Local Governance and Decentralisation Reform Component of the UN RPP in eastern Ukraine. The main goal is to raise awareness of the achievements and initiatives that have been implemented in the communities of Donetsk and Luhansk oblasts, especially on the territories along the 'contact line'.

The main goal of the task is to produce 20 long and 20 short videos about core activities done by the Local Governance and Decentralisation Reform Component of the UN RPP in communities in Donetsk and Luhansk oblasts (government-controlled area).

Under this assignment, the Contractor is responsible for:

1. Producing 20 (twenty) videos in Ukrainian, duration time up to 3 minutes; Producing the same 20 (twenty) videos in Ukrainian, with English subtitles, duration time up to 3 minutes;
2. Producing 20 (twenty) short videos of the same videos with messages/texts in Ukrainian, duration time up to 1 minute; Producing the same 20 (twenty) short videos with messages/texts in English, duration time up to 1 minute;
3. Production of separate subtitle files with built-in timing for long and short videos in English, in .srt format;
4. Transfer of all RAW materials/video footage produced and shot during the assignment;
5. Purchase the licensed audio materials for the videos' production and transfer of licences to UNDP in Ukraine at the end of the assignment;

The list of the topics that should be covered by filming will be communicated with the Contractor after the assignments started.

The required services consist of two Lots. Therefore, the represented locations for the filming are separated in the following manner:

Lot #1

- 1) Anticorruption activity:
 - Novopskov, Luhansk Oblast (1 long + 1 short video)
- 2) Fiscal decentralisation activities and land management:
 - Zvanivka, Donetsk Oblast (1 long + 1 short video)
- 3) E-governance:
 - Mariinka and Siversk, Donetsk Oblast (2 long + 2 short video)
- 4) Environmental protection activities:
 - Toretsk, Donetsk Oblast and Biloluts, Luhansk Oblast (2 long + 2 short video)
- 5) Stationary Administrative Service Centres:
 - Sloviansk, Donetsk Oblast and Bilokurakyne, Luhansk Oblast (2 long + 2 short video)
- 6) Inegrated Social Services Centres:
 - Bilovodsk and Bilokurakyne, Luhansk Oblast (2 long + 2 short video)
- 7) Mobile integrated social services centre:
 - Soledar, Donetsk Oblast (1 long + 1 short video)
- 8) Mobile Administrative Service Centre (ASC):
 - Toretsk, Donetsk Oblast (1 long + 1 short video)
- 9) Small grants programme success stories:
 - Novoaidar, Bilovodsk, Sievierodonetsk, Luhansk Oblast, Velyka Novosilka, Vuhledar, Donetsk Oblast (5 long + 5 short video)

Lot #2

- 1) Mobile Administrative Service Centre (ASC):
 - Vuhledar, Donetsk Oblast (1 long + 1 short video)
- 2) Module Centre at Entry-exit checkpoint (EECP) + mobile ASC:
 - Zolote and Stanytsia Luhanska, Luhansk Oblast (2 long + 2 short video)

Requirements for the video materials are specified in the following section.

The provided list of topics and locations can be modified. The final list of topics for creating scripts and locations for video shooting will be discussed by UNDP with the Contractor after the assignment started.

3. SCOPE OF WORK

Under the direct supervision of Communications Specialist and Communications Associate, the company (Contractor) will be responsible for the following key tasks:

1. To develop a script of the stories, a detailed work plan and a schedule for video-shooting.
2. To organise and conduct video recording in approved locations, including all security measures for the video production team – communications with CIMIC and JFO Centre for the approvals.
3. To edit videos and make post-production of all video materials in ready-made products.

The Objective of Stage 1: To develop a script of the stories, a detailed work plan and schedule for videoshooting.

- The final list of topics and locations was discussed and agreed upon with UNDP.
- Collection and arrangement of information required for video production.
- Creating a script based on stories in each thematic area.
- Creating a work plan and detailing the shooting schedule to the required locations.
- Based on the script, the creation of text materials that will accompany long videos (subtitles) in Ukrainian and English.
- Based on the script, create text materials that will be posted directly on the short videos.

The Objective of Stage 2: To organise and conduct video recording in approved locations.

- Conducting video shooting in the field in accordance with the filming schedule approved by UNDP.
- Shooting of scenes, locations, equipment, as well as interviews with the characters, if any, were chosen to cover the video story.
- Shooting aerial footage via drones is required. The Contractor is responsible for obtaining all necessary permits from the Joint Forces Operation Centre, CIMIC, etc.
- The Contractor shall provide the personnel for the shooting process, including the expert with fluent English for the creation and editing of English on-the-frame texts and subtitles, as well as vehicles required for personnel transportation during this assignment.

The Objective of Stage 3: To edit videos and make post-production of all video materials into a ready made products.

- Selection of the soundtrack, adhere to the use of copyright to music materials, approved by UNDP.
- Editing, colour, sound adjustment, sound recording and processing the footage to create the finished video in accordance with the described requirements (Adobe Premiere Pro and Adobe After Effects (or their analogues).
- Producing required photo, musical and video materials for the video. Creation of graphical elements for the video if needed.
- Each video must be accompanied by an appropriate disclaimer and logos, agreed with UNDP.
- Each finished video should be submitted to the respective person in UNDP via email with the link to the permanent storage on the cloud drive with an uploaded set of files in the order of shooting as early as possible in terms of the schedule described in paragraph 4.

The listed deliverables are applicable for both Lot#1 and Lot#2.

General technical requirements to the final videos:

- Duration – as specified in Section 2 of this assignment (Main goals and purpose of the task);
- Extension of the final product: .mov, .avi or equivalent thereof;
- Video codec: H.264 (AVC), H.265 (HEVC), DivX, Xvid;
- Audio codec: MP3, AAC;
- Video aspect ratio: 16:9 (or 16:10)
- Video bit rate: 4.5 Mbit/s or higher;
- Resolution: 4K (UHD) or 1080p (Full HD) 1920×1080 (minimum) or higher, UHD (preferably);
- Subtitles (English, subtitles shall be in .srt format and embedded in the English-version video).

Please note: all activities should be coordinated on each step of the implementation with the respective person in UNDP. Each finished video should be submitted to the respective person in UNDP in the order of shooting as early as possible in terms of the schedule described in paragraph 4.

4. EXPECTED OUTPUTS OF THE PROJECT /DELIVERABLES

Lot #1

| № | Deliverable | Duration |
|---|--|---|
| 1 | <ul style="list-style-type: none"> • The final list of topics and locations was discussed and agreed upon with UNDP. • Information required for video production was collected and arranged. • The script for 17 long and 17 short videos, based on stories in each thematic area, has been created. • The work plan and detailing the shooting schedule to the required locations has been created and agreed upon with UNDP. • Based on the script, text materials that will accompany long videos (subtitles) in Ukrainian and English has been created. • Based on the script, text materials that will be posted directly on the short videos has been created. | Up to 3 weeks from the start of the assignment |
| 2 | <ul style="list-style-type: none"> • Video shooting in all locations in accordance with the filming schedule approved by UNDP was organised and held. • The scenes, locations, equipment, as well as interviews with the characters, if any, were chosen to cover the video story have been filmed. • Aerial footage via drones is required and filmed. • The Contractor has provided the personnel for the shooting process, including the expert with fluent English, as well as vehicles required for personnel transportation during this assignment. | Up to 11 weeks from the start of the assignment |
| 3 | <ul style="list-style-type: none"> • The soundtrack, which adheres to the use of copyright to music materials, approved by UNDP has been selected. • Editing, colouring, sound adjustment, sound recording and processing the footage to create the finished video in accordance with the described requirements has proceeded (Adobe Premiere Pro and Adobe After Effects (or their analogues). • Required photo, musical and video materials for the video were produced. Graphical elements for the video were developed if needed. | Up to 16 weeks from the start of the assignment |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> Each video was accompanied by an appropriate disclaimer and logos, agreed with UNDP. <p>All 17 long and 17 short videos (with built-in and without subtitles), as well as separate subtitle files with built-in timing for long and short videos in English, in .srt format, has been created, approved by UNDP's respective representative and transferred to UNDP Communications Specialist with confirmation by relevant Letter of Acceptance.</p> | |
|--|---|--|

Lot #2

| Nº | Deliverable | Duration |
|-----------|--|---|
| 1 | <ul style="list-style-type: none"> The final list of topics and locations was discussed and agreed upon with UNDP. Information required for video production was collected and arranged. The script for 3 long and 3 short videos, based on stories in each thematic area, has been created. The work plan and detailing the shooting schedule to the required locations has been created and agreed upon with UNDP. Based on the script, text materials that will accompany long videos (subtitles) in Ukrainian and English has been created. Based on the script, text materials that will be posted directly on the short videos has been created. | Up to 3 weeks from the start of the assignment |
| 2 | <ul style="list-style-type: none"> Video shooting in all locations in accordance with the filming schedule approved by UNDP was organised and held. The scenes, locations, equipment, as well as interviews with the characters, if any, were chosen to cover the video story have been filmed. Aerial footage via drones is required and filmed. The Contractor has provided the personnel for the shooting process, including the expert with fluent English, as well as vehicles required for personnel transportation during this assignment. | Up to 11 weeks from the start of the assignment |
| 3 | <ul style="list-style-type: none"> The soundtrack, which adheres to the use of copyright to music materials, approved by UNDP has been selected. Editing, colouring, sound adjustment, sound recording and processing the footage to create the finished video in accordance with the described requirements has proceeded (Adobe Premiere Pro and Adobe After Effects (or their analogues). Required photo, musical and video materials for the video were produced. Graphical elements for the video were developed if needed. Each video was accompanied by an appropriate disclaimer and logos, agreed with UNDP. All 3 long and 3 short videos (with built-in and without subtitles), as well as separate subtitle files with built-in timing for long and short videos in English, in .srt format, has been created, approved by UNDP's respective representative and transferred to UNDP | Up to 16 weeks from the start of the assignment |

| | | |
|--|---|--|
| | Communications Specialist with confirmation by relevant Letter of Acceptance. | |
|--|---|--|

5. PROPOSED PAYMENT SCHEDULE:

The schedule of payment for services provided will be agreed upon with the Contractor before starting the task. The payments will be related to the results and made after submitting the interim and final reports. The preliminary schedule is given below and applicable for both Lot #1 and Lot #2.

- After achieving the results of Deliverable 1 – 30%;
- After achieving the results of Deliverable 2 – 40%;
- After achieving the results of Deliverable 3 – 30%;

6. REQUIREMENTS FOR MONITORING/REPORTING

The Contractor will directly report to the UN RPP Communications Specialist. The format of the reports must be agreed upon at the first stage of the contract, but UNDP reserves the right to make further changes and clarifications to the report's format.

All reports are submitted to UNDP in electronic form (*.docx, *.xlsx, *.pptx, *.pdf formats) with the final products attached, which are also accompanied by a paper version of an official letter from the Contractor on transferring these products to UNDP. The documents must be written in Ukrainian.

The Contractor must adhere to the monitoring, evaluation, and control system implemented by UNDP, as well as provide the necessary information, reports, and statistics according to a pre-established schedule or as quickly as possible (within an acceptable period).

Upon completion of all work, the Contractor submits to UNDP all the videos, subtitle files, music licences, raw material obtained via email with a link to the permanent cloud storage (available by the link for at least one astronomical year).

7. EXPERIENCE AND QUALIFICATION REQUIREMENTS

The company/organisation submitting the proposal:

1. Legally registered (commercial, non-profit, self-employed individual) organisation. For Ukrainian organisations – should be registered on the Government Controlled Area of Ukraine;
2. At least 3 years of experience in shooting videos;
3. Availability of the team of professionals (at least 2 years of experience for all the team members with at least one reference letter per each team member): a scriptwriter, a director, a cameraman, a sound engineer, an editor and an actor/actress (if necessary);
4. At least 4 successfully implemented projects supported by international cooperation organisations and/or government institutions;
5. At least 2 positive references from previous clients related to the implementation of similar projects;
6. Availability of a portfolio in shooting videos with similar technical requirements (at least 5 equal videos);
7. Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of the contract.

Along with the commercial offer, it is required to provide the CVs of all team members to be involved in the task, as well as the description of the work approach, including preparation of the detailed plan and the work schedule.

8. INFORMATION AND DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Organisation's profile (date of creation, size, number of staff/consultants, description of key staff) setting out previous experience in implementing similar programmes. |
| <input checked="" type="checkbox"/> | A copy of the certificate/extract from the Unified State Register of Legal Entities and Private Entrepreneurs. |
| <input checked="" type="checkbox"/> | At least two recommendation letters for similar projects from previous clients (having international organisations' recommendations would be an advantage). |
| <input checked="" type="checkbox"/> | CV of each team member proposed to be involved in the task (including the role and function details of each person) and at least one reference letter per each team member. |
| <input checked="" type="checkbox"/> | Portfolio (minimum 5 videos, the respective link(s) to be provided) |
| <input checked="" type="checkbox"/> | Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of the contract. (Adobe Premiere Pro and Adobe After Effects (or their analogues), etc. |
| <input checked="" type="checkbox"/> | ANNEX 2: QUOTATION SUBMISSION FORM and ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES |

9. SPECIFICS O ASSIGNMENT

The Contractor is responsible for ensuring the proper security of project team members. It is recommended to consult with UNDP on security in the region, especially before the field phase of the assignment.

The Contractor's team composition should be configured to optimise the time of the assignment and meet the related time limits. The Contractor will be responsible for all personal administrative expenses associated with undertaking this assignment, including office and meeting venue accommodation, costs of events, travel and transportation, printing, stationery, telephone, and electronic communications, and report copies incurred in this assignment, etc.

In the course of services provided, the Contractor should use disclaimers and logos/logo batteries by the requirements of the UNDP.

Quality assurance measures:

The quality will be assured by checking references on successfully implemented projects supported by international cooperation organisations and/or government institutions, analysing detailed work plan agreed with UNDP to monitor the progress achieved, by valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of the contract and by delivery of all requested materials – videos, subtitle files, music licences, raw material obtained in proper timing.

All the payments will be processed upon the availability of signed (work) acceptance certificates that must be approved by UNDP requesting unit responsible persons. Regular communications will be conducted by UNDP Communications Specialist/Communications Associate with the selected vendor to identify any probable risks that may occur in the process of the contract implementation.

In addition, video products acceptance shall be complemented with comprehensive quality control. This guarantees that all videos have high quality required format and conform to the applicable standards.

10. EVALUATION METHOD / EVALUATION CRITERIA

Lowest price and technically compliant offer

Contract award shall be made to the Contractor whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, fully meeting qualification criteria below:
- Legally registered (commercial, non-profit, self-employed individual) organisation. For Ukrainian organisations – should be registered on the Government Controlled Area of Ukraine – pass/fail;
 - At least 3 years of experience in shooting videos – pass/fail;
 - Proven experience of the team members (at least 2 years of experience for each team member and at least one reference letter per each team member) – pass/fail;
 - At least 4 successfully implemented projects supported by international cooperation organisations and/or government institutions – pass/fail;
 - At least 2 positive references related to participation in similar projects from previous clients – pass/fail;
 - Relevant Portfolio (at least 5 videos) – pass/fail.
 - Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos for the whole period of contract – pass/fail.
- b) offering the lowest price.

Evaluation method and criteria are applicable for both Lot #1 and Lot #2.

Bidders' offers shall be submitted according to the below format, with detailed information on the following issues:

- Experience in video-shooting:

| Previous relevant experience: 4 contracts (Experience in video-shooting) | | | | |
|---|--|-----------------------|---------------------------|---------------------------------------|
| Name of previous contracts | Client & Reference Contact Details including e-mail | Contract Value | Period of activity | Types of activities undertaken |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- Proposed team members:

| No. | Name | Qualification | Years of appropriate work experience | Status (permanent/temporary) |
|------------|-------------|----------------------|---|-------------------------------------|
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

Financial proposal

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdowns according to the stage, types of services, and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.). Taking into account that there are 2 lots of the required services and the purchase of services will be carried out within the project of international technical assistance, please pay attention that the price of offers/invoices for payment for **Lot#1 must be presented without VAT**, while the price of offer/ invoices for payment for the **Lot #2 should include VAT**.

Lot #1

Breakdown as per the deliverables for Lot#1

| Ref | Description of Deliverables | Price, currency (without VAT) |
|--|-----------------------------|-------------------------------|
| 1. | DELIVERABLE 1 | |
| 2. | DELIVERABLE 2 | |
| 3. | DELIVERABLE 3 | |
| Total all-inclusive price (please indicate the currency), without VAT | | |

Breakdown of Fees for Lot#1

| Personnel / other elements | UOM | Qty (Number of Units) | Unit Price | Total price, currency (without VAT) |
|----------------------------|-----|-----------------------|------------|-------------------------------------|
| Personnel | | | | |
| Director | day | | | |
| Script writer | day | | | |
| Cameraman | day | | | |
| Sound Engineer | day | | | |
| Other expenses | | | | |
| Subsistence allowance | | | | |

| | | | | |
|---|--|--|--|--|
| Local Transportation | | | | |
| Communications | | | | |
| Other Costs: (please specify) | | | | |
| Total, (please indicate the currency), without VAT | | | | |

Lot#2**Breakdown as per the deliverables for Lot#2**

| Ref | Description of Deliverables | Price, currency (incl. VAT) |
|--|-----------------------------|-----------------------------------|
| 1. | DELIVERABLE 1 | |
| 2. | DELIVERABLE 2 | |
| 3. | DELIVERABLE 3 | |
| Total all-inclusive price (please indicate the currency), incl. VAT | | |

Breakdown of Fees for Lot#2

| Personnel / other elements | UOM | Qty (Number of Units) | Unit Price | Total price, currency (incl. VAT) |
|---|-----|-----------------------------|---------------|--|
| Personnel | | | | |
| Director | day | | | |
| Script writer | day | | | |
| Camerman | day | | | |
| Sound Engineer | day | | | |
| Other expenses | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communications | | | | |
| Other Costs: (please specify) | | | | |
| Total, (please indicate the currency), including VAT | | | | |

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | 190-2021-UNDP-UKR-RFQ-RPP | Date: Click or tap to enter a date. |

Company Profile

| Item Description | Detail |
|--|--|
| Legal name of Bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| VAT payer status | Click or tap here to enter text. |
| Contract person name | Click or tap here to enter text. |
| Contact person email | Click or tap here to enter text. |
| Contact person phone | Click or tap here to enter text. |
| Company's core activities | Click or tap here to enter text. |
| Profile – describing the nature of business, field of expertise. | Click or tap here to enter text. |
| Business Licenses – Registration Papers, Extract from the Register of VAT payers or single tax payers, etc. | EDRPOU, ID tax number. Copies of State registration and Extract from the Register of VAT payers or single tax payers should be attached |
| Are you a UNGM registered vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate): | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|---|---|
| Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your company a member of the UN Global Compact | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bank Information | Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. |
| Portfolio | Portfolio (minimum 5 videos, the respective link(s) should be provided) Click or tap here to enter text. |
| References | At least two recommendation letters for similar projects from previous clients (having international organisations' recommendations would be an advantage). |

Bidder's Declaration

| Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict |

| Yes | No | |
|--------------------------|--------------------------|--|
| | | of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact. |
| <input type="checkbox"/> | <input type="checkbox"/> | Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

| | | |
|-----------------|----------------------------------|-------------------------------------|
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | 190-2021-UNDP-UKR-RFQ-RPP | Date: Click or tap to enter a date. |

Table 1. Financial offer

Bidders should submit their proposals in the following format that indicates the all-inclusive fixed total contract price (lump sum) for all breakdowns according to the stage, types of services, and schedule of their provision. All costs associated with the implementation of services should be included in the financial proposal (for example, travel expenses, business trips, staff salaries, accommodation, etc.).

Taking into account that there are 2 lots of the required services and the purchase of services will be carried out within the project of international technical assistance, please pay attention that the price of offers/invoices for payment for **Lot#1 must be presented without VAT**, while the price of offer/ invoices for payment for the **Lot #2 should include VAT**

Lot #1

Breakdown as per the deliverables for **Lot#1**

| Ref | Description of Deliverables | Price, <i>currency</i> (without VAT) |
|--|-----------------------------|--------------------------------------|
| 1. | DELIVERABLE 1 | |
| 2. | DELIVERABLE 2 | |
| 3. | DELIVERABLE 3 | |
| Total all-inclusive price (<i>please indicate the currency</i>), without VAT | | |

Breakdown of Fees and associated expenses for **Lot#1**

| Personnel / other elements | UOM | Qty (Number of Units) | Unit Price, <i>currency</i> | Total price, <i>currency</i> (without VAT) |
|----------------------------|-----|-----------------------|-----------------------------|--|
| Personnel | | | | |
| Director | day | | | |
| Script writer | day | | | |

| | | | | |
|--|-----|--|--|--|
| Cameraman | day | | | |
| Sound Engineer | day | | | |
| Other expenses | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communications | | | | |
| Other Costs: (please specify) | | | | |
| Total, <i>please indicate the currency</i> , without VAT | | | | |

Dear Partners!

The UN Office in Ukraine kindly informs you, that the purchase of goods and services, announced in the UN Office Tenders, is conducted within the framework of international technical assistance project.

Provisions of the Tax Code of Ukraine (paragraph 197.11) foresee the VAT tax exemption for operations, financed by material and technical assistance.

The procedure for obtaining the tax exemption right for operations, performed in the framework of international technical assistance projects, is regulated by the Decree #153 of the Cabinet of Ministers of Ukraine dated February 15, 2002.

In case you already have the right to apply this VAT allowance, on the date of UNDP prepayment receipt you should prepare and register a tax invoice (hereinafter - TI) in the United Register of Tax Invoices (URTI), filled in as follows:

- the column "Comprised on the operation, exempted from taxation" on the upper left part - with the mark "Without VAT";
- Section A of the TI table section (lines I-X) should contain the summarizing data on TI transactions, namely: line I - the total amount to be paid, including VAT; line IX - the total volume of goods and services delivered. Lines II-VIII of section A are not filled;
- in column 2 of section B – supplier's (seller's) services nomenclature;
- in section 3.3 of section B - service code according to the SCPS. Box 3.3 should be filled in at all stages of the services delivery;
- in columns 4 and 5 - unit of services measurement;
- in column 6 - quantity (volume) of services delivery;
- in column 7 - the price of the service unit supply, excluding VAT;
- in column 8 - VAT rate code 903;
- in column 9 – tax allowance code according to the Handbook of other tax benefits, approved by the SFS as of the date of TI submission - "14060523".
- in column 10 - supply volume, excluding VAT (prepayment amount). Detailed instructions to be found in the materials "Tax invoice - 2017: instruction on filling out" and "New tax invoice in the samples."

Credit against VAT tax, applied on the materials purchase for the relevant construction works performance, cannot be compensated as per the paragraph #198.5 of Tax Code of Ukraine. According to the Tax Code paragraph #198.5, goods and services supply operations, exempted from VAT based on the Tax Code paragraph #197.11, the rules for calculating tax liabilities do not apply.

Using the materials bought with VAT, there is no need to compensate the credit against VAT, as well as no need to accrue tax liabilities.

Considering all mentioned above, you are kindly asked to submit your tender applications / invoices for payment without VAT, referring to the Ukrainian legislation provisions, stated in the mentioned regulatory acts.

Should you have any additional questions, please contact the offices of the State Fiscal Service of Ukraine at the place of your enterprise registration for additional clarifications of Article 52 of the Tax Code of Ukraine.

Lot#2

Breakdown as per the deliverables for **Lot#2**

| Ref | Description of Deliverables | Price, <i>currency</i> (incl. VAT) |
|--|------------------------------------|---|
| 1. | DELIVERABLE 1 | |
| 2. | DELIVERABLE 2 | |
| 3. | DELIVERABLE 3 | |
| Total all-inclusive price (<i>please indicate the currency</i>), including VAT | | |

Breakdown of Fees and associated expenses for **Lot#2**

| Personnel / other elements | UOM | Qty (Number of Units) | Unit Price, <i>currency</i> | Total price, <i>currency</i> (incl. VAT) |
|---|------------|--------------------------------------|--|---|
| Personnel | | | | |
| Director | day | | | |
| Script writer | day | | | |
| Cameraman | day | | | |
| Sound Engineer | day | | | |
| Other expenses | | | | |
| Subsistence allowance | | | | |
| Local Transportation | | | | |
| Communications | | | | |
| Other Costs: (please specify) | | | | |
| Total, (<i>please indicate the currency</i>), including VAT | | | | |

Table 2. Experience in video-shooting

| Previous relevant experience: 4 contracts (Experience in video-shooting) | | | | |
|---|--|-----------------------|---------------------------|---------------------------------------|
| Name of previous contracts | Client & Reference Contact Details including e-mail | Contract Value | Period of activity | Types of activities undertaken |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Table 3. Proposed team members (at least one reference letter per each team member to be attached)

| No. | Name | Qualification | Years of appropriate work experience | Status (permanent/temporary) |
|------------|-------------|----------------------|---|-------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| ... | | | | |

Table 4. Compliance with Requirements

| | You Responses | | |
|---|----------------------------|-----------------------------|--|
| | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Compliance with the requirements of the Terms of Reference | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| The final videos meet the required quality standards | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Valid and legally acquired licenses for all software that will be used for the organisation of the filming process and subsequent editing of videos | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| <u>Lot 1</u> <u>Delivery Lead Time</u> Full compliance with schedule of the deliverables as per the Terms of Reference Deliverable 1 – up to 3 weeks from the start of assignment Deliverable 2 – up to 11 weeks from the start of assignment | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

| | | | |
|--|--------------------------|--------------------------|----------------------------------|
| Deliverable 3 – up to 11 weeks from the start of the assignment | | | |
| Lot 2 <u>Delivery Lead Time</u> Full compliance with schedule of the deliverables as per the Terms of Reference Deliverable 1 – up to 3 weeks from the start of assignment Deliverable 2 – up to 11 weeks from the start of assignment Deliverable 3 – up to 11 weeks from the start of the assignment | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Validity of Quotation (min. 60 days) | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |
| Payment terms | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text. |

| | |
|---|---|
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| <i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text. | Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text. |