



REQUEST FOR PROPOSAL (RFP)

To all interested Bidders	DATE: February 8, 2021
	REFERENCE: RFP/BPPS/MPU/2021/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Visual/Multimedia Production on Chemicals and Waste Management**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, February 22, 2021** and via email to the address below:

mpu.procurement@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

Proposers must take into account the following: Both financial and technical proposals must be submitted as separate files and clearly marked as “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”.

- A. Technical Proposal (items A, B and C of Annex 2). Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal and other documents related to this bid:

SUBJECT: RFP/BPPS/MPU/2021/001 – TECHNICAL PROPOSAL

- B. Financial Proposal (items D and E of Annex 2). Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:

SUBJECT: RFP/BPPS/MPU/2021/001 – FINANCIAL PROPOSAL

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the **.pdf format**, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

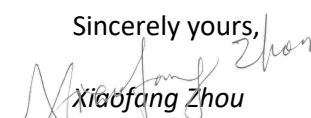
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Xiaofang Zhou
Director, Montreal Protocol Unit/Chemicals
2/8/2021

Description of Requirements

Context of the Requirement	<p>Chemicals industry is estimated to value US\$5 trillion and brings a lot of benefits to humanity. However, it comes as a cost to human health and ecosystems. Improper management of chemicals results in estimated 1.6 million lives lost annually. Sound management of chemicals is essential for sustainable development.</p> <p>2021 will be an important year for the global community working on the issues of chemicals and waste. The fifth session of the International Conference on Chemicals Management (ICCM5) is planned to be held on 5-9 July 2021 and is expected to adopt an ambitious new global vision and framework for the sound management of chemicals and waste beyond 2020. Besides, the Conferences of the Parties to Basel, Minamata, Rotterdam, and Stockholm Conventions will be held in 2021.</p>
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services ¹	<p>UNDP plans to produce short videos to highlight its work on sound chemicals and waste management to be broadcast in global meetings on chemicals and waste management in 2021 (see the background) and in UNDP corporate communications channels.</p> <p>This video series aims to demonstrate the relevance of sound chemicals and waste management for sustainable development in a simple way understandable by general public and showcase UNDP experience in supporting the developing countries towards the goal of achieving sound chemicals and waste management.</p> <p>The selected company / vendor will work closely with relevant UNDP staff to produce three videos as specified below. The company / vendor is expected to undertake all steps required to produce the videos (e.g. script preparation, obtaining necessary audio/visuals/footage, etc.) based on the discussions with and guidance from the relevant staff from at the <i>Communications Group</i> and the <i>Montreal Protocol and Chemicals Unit</i> at UNDP.</p> <p>The selected company / vendor is requested to develop and produce <u>three 2-minute multimedia explainer videos</u>.</p>
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. A short (up to 2 min) video “explainer” about chemicals and waste management (both clean and subtitled versions) 2. A short (up to 2 min) video “explainer” about healthcare waste management (both clean and subtitled versions). 3. A short (up to 2 min) video “explainer” about plastics management. 4. Based on the explainer videos above make a ‘compilation’ video (up to 7 min) to highlight the linkages between chemicals & waste management and development (both clean and subtitled versions) 5. All files/assets related to the project (Project Manager folder)

¹ Please refer to the attached detailed TOR fully describing the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	<i>Mr. Ajiniyaz Reimov</i>
Frequency of Reporting	<i>As needed, based on the planning of the assignment proposed by the selected company.</i>
Progress Reporting Requirements	Update on the status of agreed milestones and detailed plans for the upcoming period.
Location of work	Home-based
Expected duration of work	From 1 March to 30 June 2021
Target start date	1 March 2021
Latest completion date	The deadline to submit the completed verification report is 22 Feb 2021. In the following period, the consultant will be requested to respond to queries stemming from reviews, if required.
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required and to be part of the technical proposal
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	Deliverable / outputs	Payment and target due dates	Review and approvals required
	Output 1: A short (up to 2 min) video “explainer” about chemicals and waste management (both clean and subtitled versions)	(20%) 12-Mar-21	Running dialogue between the selected company / vendor and UNDP
	Output 2: A short (up to 2 min) video “explainer” about healthcare waste management (both clean and subtitled versions)	(20%) 9-Apr-21	Running dialogue between the selected company / vendor and UNDP
	Output 3: A short (up to 2 min) video “explainer” about plastics management (both clean and subtitled versions)	(20%) 12-May-21	Running dialogue between the selected company / vendor and UNDP
	Output 4: Based on the explainer videos above make a ‘compilation’ video (up to 7 min) to highlight the linkages between chemicals & waste management and development (both clean and subtitled versions)	(20%) 29-May-21	Running dialogue between the selected company / vendor and UNDP
	Output 5: All files/assets related to the project (Project Manager folder)	(20%) To be delivered at the end of the assignment.	Final approval by UNDP.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Relevant staff member of UNDP’s Montreal Protocol and Chemicals Unit in consultations with the Armenia National Ozone Unit		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.		

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Quality of portfolio of creative multimedia video clips (evaluated by reviewing submitted samples of previous multimedia video products in your Technical proposal): 30% <input checked="" type="checkbox"/> Proposed approach and timeline for the completion of services 20% <input checked="" type="checkbox"/> Experience with conceptual development and producing video and animation, including story development, script development, motion graphics production, video production, video editing, etc. 40% <input checked="" type="checkbox"/> Experience of working on issues related to international development, such as environmental sustainability, climate change, and chemicals and waste management 5% <input checked="" type="checkbox"/> Expressed ability and commitment to delivery against tight deadlines (e.g. include references of previous clients 5% <p><u>Financial Proposal (30%)</u> (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%)</p> <p>Total Combined and Final Rating of the Proposal</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ²	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ³	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

³ Where the information is available in the web, a URL for the information may simply be provided.

<p>Contact Person for Inquiries (Written inquiries only)⁴</p>	<p><i>Mr. Rodolfo Alonday</i> <i>mpu.procurement@undp.org</i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</p> <p>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.</p>
<p>Other Information [p/s. specify]</p>	

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: Ms. Xiaofang Zhou

Dear Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	A short (up to 2 min) video “explainer” about chemicals and waste management (both clean and subtitled versions)	20%	
2	A short (up to 2 min) video “explainer” about healthcare waste management (both clean and subtitled versions)	20%	
3	A short (up to 2 min) video “explainer” about plastics management (both clean and subtitled versions)	20%	
4	Based on the explainer videos above make a ‘compilation’ video (up to 7 min) to highlight the linkages between chemicals & waste management and development (both clean and subtitled versions)	20%	
5	All files/assets related to the project (Project Manager folder)	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				

b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Annex 3

UNITED NATIONS DEVELOPMENT PROGRAMME **TERMS OF REFERENCE – TOR**

Consultancy services for Visual/Multimedia Production on Chemicals and Waste Management



1. BACKGROUND

Chemicals industry is estimated to value US\$5 trillion and brings a lot of benefits to humanity. However, it comes as a cost to human health and ecosystems. Improper management of chemicals results in estimated 1.6 million lives lost annually. Sound management of chemicals is essential for sustainable development.

2021 will be an important year for the global community working on the issues of chemicals and waste. The fifth session of the International Conference on Chemicals Management (ICCM5) is planned to be held on 5-9 July 2021 and is expected to adopt an ambitious new global vision and framework for the sound management of chemicals and waste beyond 2020. Besides, the Conferences of the Parties to Basel, Minamata, Rotterdam, and Stockholm Conventions will be held in 2021.

Focus of Production

UNDP plans to produce short videos to highlight its work on sound chemicals and waste management to be broadcast in global meetings on chemicals and waste management in 2021 (see the background) and in UNDP corporate communications channels.

This video series aims to demonstrate the relevance of sound chemicals and waste management for sustainable development in a simple way understandable by general public and to showcase UNDP experience in supporting the developing countries towards the goal of achieving sound chemicals and waste management.

Scope of Work and Expected Outputs:

The selected company / vendor will work closely with relevant UNDP staff to produce three videos as specified below. The company / vendor is expected to undertake all steps required to produce the videos (e.g. script preparation, obtaining necessary audio/visuals/footage, etc.) based on the discussions with and guidance from the relevant staff from at the *Communications Group* and the *Montreal Protocol and Chemicals Unit* at UNDP. Final videos should be delivered in two files: a clean version, with no captions or watermarks, and a version with subtitles and logos, following the guidelines to be provided by the *Communications Group*.

The selected company / vendor is requested to develop and produce three 2-minute multimedia explainer videos and one 5-7 minute to highlight the linkages between chemicals & waste management and development based on the materials of the 2-minute videos.

It is planned that these videos will be shown during the major International conferences on chemicals and waste management held under the UN auspices.

Tentative timeline is as follows:

Deliverable / outputs	Payment and Target due dates	Review and approvals required
Output 1: A short (up to 2 min) video “explainer” about chemicals and waste management (both clean and subtitled versions)	(20%) 12 March 2021	Running dialogue between the selected company / vendor and UNDP
Output 2: A short (up to 2 min) video “explainer” about healthcare waste management (both clean and subtitled versions)	(20%) 9 April 2021	Running dialogue between the selected company / vendor and UNDP
Output 3: A short (up to 2 min) video “explainer” about plastics management (both clean and subtitled versions)	(20%) 12 May 2021	Running dialogue between the selected company / vendor and UNDP
Output 4: Based on the explainer videos above make a ‘compilation’ video (up to 7 min) to highlight the linkages between chemicals & waste management and development (both clean and subtitled versions)	(20%) 29 May 2021	Running dialogue between the selected company / vendor and UNDP
Output 5: All files/assets related to the project (Project Manager folder)	(20%) To be delivered at the end of the assignment.	Final approval by UNDP.

Scope of Proposal and schedule of payments:

- The vendor/company is required to present a complete Technical⁷ and Financial⁸ Proposal Form.
- No travel is expected in this project.
- Full payment to be issued upon final delivery and UNDP approval of final products.

Required Skills and Experience:

- Expertise in developing creative multimedia video clips (please provide URLs to previous video products together with the technical proposal in the Proposal Form).
- Strong experience with conceptual development and producing video and animation, including story development, script development, motion graphics production, video production, video editing, etc.
- While not required, experience of working on issues related to international development, such as environmental sustainability, climate change, and chemicals and waste management, will be a strong advantage, and
- Ability to deliver against tight deadlines.

Criteria for Selection of Best Offer:

Applications will be evaluated based on a combination of technical and financial proposals. The criteria to be assessed in the technical analysis are:

- Quality of portfolio of creative multimedia video clips (evaluated by reviewing submitted samples of previous multimedia video products in your Technical proposal): **30 points**
- Proposed approach and timeline for the completion of services: **20 points**
- Experience with conceptual development and producing video and animation, including story development, script development, motion graphics production, video production, video editing, etc. **40 points**
- Experience of working on issues related to international development, such as environmental sustainability, climate change, and chemicals and waste management: **5 points**
- Expressed ability and commitment to delivery against tight deadlines (e.g. include references of previous clients): **5 points**

⁷ Highlighting the experience undertaking relevant projects, examples of the portfolio of creative multimedia video clips, and the approach a company will take for this project.

⁸ The financial proposal should include all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor for this project.