

**REQUEST FOR QUOTATION (RFQ)**

Date: 30 November 2013

Dear Sir/Madam,

**Subject: Request for Quotation for Video Production for Let's Build a Home Together project  
Project: 00085495 – Livelihood Enhancement for the Most Vulnerable Roma Families in  
Belgrade  
Case reference: UNOPS-00085495-2013-S-021**

1. The United Nations Office for Project Services (hereinafter "UNOPS") is pleased to invite you to submit a quotation for purchase of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on/or before **10 December 2013, 12:00 hrs, noon, CET** in a sealed envelope on address UNOPS Serbia, Šumatovacka 59, 11 000 Beograd or via e-mail [srpc.bids@unops.org](mailto:srpc.bids@unops.org) to the attention of Procurement Unit. Please specify above project and case reference number on the envelope.
3. Any requests for clarification should be referred to:  
Contact Person: Procurement Unit  
Office: UNOPS/EUPROGRES  
Address: Šumatovacka 59, 11 000 Beograd  
Republic of Serbia  
E-Mail: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)
4. Your quotation shall include the following:
  - Brief overview of company's portfolio, including experience in similar projects
  - Short CVs for cameraman/journalist/ editor, proving their ability for the task
  - A statement that all copyrights will be assigned to the Project/UNOPS
  - Completed Bid Price and Delivery Form (see Annex II)
  - Completed Previous Experience Form (see Annex III)
  - Company registration documents (Izvod iz APR-a)

5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:
  - (a) Compliance with all requirements as specified in Annex I
  - (b) Cost-effectiveness of price quotation
  - (c) Clearly defined delivery timeframe as per output activities related to the three video features
  
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
  
7. UNOPS reserves the right to make multiple arrangements for any item or items. Partial bids will not be taken into consideration.
  
8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract":
  - UNOPS General Conditions for Goods
  
9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
  - (a) Suppliers are already suspended by UNOPS, or,
  - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
  - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
  - (d) Suppliers have been declared ineligible by the World Bank.

Furthermore, as a condition of doing business with UNOPS it is necessary that suppliers, their subsidiaries, agents, intermediaries and principals cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the supplier; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow

UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

**10. Information regarding Bid Protest can be found at:**

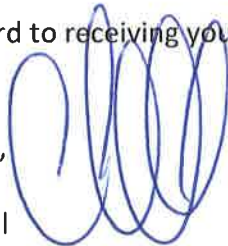
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

12. UNOPS will effect payment within 30 days after receipt of original payment documentation.

We look forward to receiving your quotation.

Yours sincerely,



Graeme Tyndall  
Programme Manager

## **ANNEX I - TERMS OF REFERENCES**

### **1. Project Background**

“The Livelihood Enhancement for the Most Vulnerable Roma Families in Belgrade” (“Let’s Build a Home Together”) project is aimed at providing durable and adequate housing solutions for up to 202 Roma families evicted from the informal settlements in Belgrade. The European Union (EU) funded the project with 3.6 million Euros.

There are three housing solutions that will be offered to the beneficiary families:

- 1) Social flats in multifamily houses
- 2) Village houses
- 3) Reconstruction of the existing private property.

In order to achieve the full success, the construction of new houses for the Roma will not be an isolated action and will be complemented with a multi-sector approach to grant the beneficiaries access to citizenships services: health, education, social protection and employment as well as equal access to justice and human rights protection.

Durable housing solutions will be developed jointly with the City of Belgrade as the lead partner, with the active participation of the affected communities guaranteeing full respect for their human rights. Additional focus will be on protecting women and children’s equal entitlements to adequate housing.

The project also aims at establishing resettlement procedures and processes that are fully in line with the international human rights standards.

### **2. Scope of Works**

The Video Production Company will, under the general guidance of the Communications Consultant and the Project Team, be responsible for the production and post-production of high quality features about “Let’s Build a Home Together” project beneficiaries, implemented on the territory of the City of Belgrade.

*The selected company will undertake the following activities:*

- Desktop review of the project documents, made available by the Project team and through the Project website ([www.sagradimodom.org](http://www.sagradimodom.org))
- Hold a meeting with the Project staff in Belgrade office within preparations for the production of the script
- Develop a proposal of what each of the three video features should contain on maximum two pages. The project reserves the right to request modifications and must approve the final version of the proposal

- Film material at the project sites (current place of residence, current livelihood activities, delivery of material for reconstruction of private houses, beneficiaries' visits to the village houses, beneficiaries' visits to the social flats). As the filming will not be organised for all three stories at the same time, the Project Team must request the Production Company's services (filming) at least seven days in advance
- Develop script for each of the three stories, which must be approved by the Project Team
- Each story will have the following elements:
  - a. General views /establishing shots of the current place of residence and future housing solution (social flat, village house, reconstructed house)
  - b. Illustrations of life of each of the three beneficiaries
  - c. Sound-bites from: the beneficiaries of the Project, the Project Manager, donors, representatives of the City of Belgrade, representative of the relevant NGOs (as agreed with the Project Team)
- Each story must be between four and seven minutes long. The features must be provided in the format HD 1080/25P, 16:9
- Post-production of the filmed materials to be agreed between the Project Team and the Video production company, within ten days of the Project Team request
- Copy all raw materials onto the hardware provided by the Project and provide three DVDs with the final video features
- Upload video features on YouTube or other sharing website which is easily accessible for local media in Serbia
- Ensure broadcast of all three features on television (at least one story should be broadcast on a TV station with the national frequency)

### **3. Input**

The Project will provide:

- Relevant briefing materials about the Project and each of the three beneficiaries
- Assistance in the development of script and narration
- Assistance in organisation of interviews/filming at the sites, obtaining the necessary permissions from the City of Belgrade
- Presence of the Communications Consultant for each filming day and editing
- Transportation from the Project Office (Šumatovačka 59, Belgrade) to the sites.
- Communications Consultant and the Project Team will closely monitor activities on daily bases in order to ensure high quality features production

#### **4. Outputs**

The expected output of the service are three high quality video features, each between four-seven minutes, about three Project beneficiaries who have opted for the social flat, village housing and reconstruction of the existing home. There should be two versions of each feature: one with journalistic narration and the other with the natural sound and accompanying script.

#### **5. Requirements**

- The crew should be made up minimum of a qualified journalist, camera person, and audio video editor
- The video production company should provide: professional sound equipment (including at least one microphone, two clip on microphones and audio mixer); professional lights as needed for indoor/outdoor filming; professional editing equipment with the licensed programme, including three-point editing, match frame, multi-track and asymmetric trimming, extend and split edit functions.

#### **6. Monitoring**

Video material, as described above, provided within the agreed time framework.

#### **7. Timeframe**

Up to five days of filming on the territory of City of Belgrade (wide area), from December 2013 to December 2014.

#### **8. Copyrights**

All copyrights of produced video material remain with "Let's Build a Home Together" project/UNOPS. The video cannot be altered, sold or redistributed without the Project/UNOPS written consent.

All material will acknowledge the EU support, by featuring the EU flag at the beginning and the end of each feature. The duplicates of the final files will be sent to the DEU Press and Information Office in Belgrade.

**ANNEX II: PRICE & DELIVERY FORM**

QUOTATION					
BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):					
TOTAL FIRM DAP PRICE: <b>All items are to be delivered (Supplier to cover the costs of custom clearance agency if needed) to:            UNOPS-SRPC, Sumatovacka 59, 11 000 Beograd            Please include estimated quantities in accordance with the output expected as per terms of reference</b>					
REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: _____ Days (120 days)					
BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):					
ITEM	DESCRIPTION	QTY	CURRENCY:		
			UNIT PRICE DAP	TOTAL PRICE DAP	
1.	<i>Cameraman – daily fee</i>				
2.	<i>Journalist – daily fee</i>				
3.	<i>Rental of equipment (camera, tripod, Silver blend, batteries, battery charger, wireless microphones, lights. Please specify other items needed)</i>				
4.	<i>Video Editing costs</i>				
5.	<i>Graphic design costs</i>				
6.	<i>Music rights, special effects and audio editing</i>				
7.	<i>Costs of production of media clips</i>				
<b>TOTAL PRODUCTION COST</b>					

BIDDER'S DELIVERY DATA	
DELIVERY TIME (DAP FROM DATE OF ORDER): First video produced, delivered and broadcast by: Second video produced, delivered and broadcast by: Third video produced, delivered and broadcast by:	
Time needed for the provision of complete product upon the completion of recording	

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Date

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Authorized Signature



**ANNEX III: PREVIOUS EXPERIENCE FORM**

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

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

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

