



REQUEST FOR PROPOSAL (RFP)
Ref. UNDP/AFG/RFP/2021/0000008675

(Services)

United Nations Development Programme (UNDP)	DATE: March 2, 2021
	REFERENCE: UNDP/AFG/RFP/2021/0000008675- For the provision of Mural Paintings and short video documentaries in Afghanistan

Dear Sir / Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Letter of Invitation
- Annex 1 - Description of Requirements
- Annex 2 - Terms of Reference
- Annex 3 - Form for Submitting Service Provider's Technical Proposal
- Annex 3b – Form for Submitting Financial Proposal
- Annex 4 – Proposal Submission Form
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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 did not award 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/protestandsanctions/>

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>)

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org. The subject of the email should be UNDP/AFG/RFP/2021/0000008675-Mural Painting

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Shadi Hussein
Head Of SCMO
March 2, 2021

Annex 1- Description of Requirements

Context of the Requirement	Please refer to Terms of Reference Annex-2
Implementing Partner of UNDP	Communication Unit
Brief Description of the Required Services	Conceptualization, designing, mural painting in different Provinces of Afghanistan by selecting main roads and main parts of the city
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference Annex-2
Person to Supervise the Work/Performance of the Service Provider	Please refer to Terms of Reference Annex-2
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Within any of 34 Provinces of Afghanistan
Expected duration of work	The contract will have a duration of up to 3 Years subject to satisfactory performance.
Target start date	April 2021
Latest completion date	Each Call-off order under the Long-Term Agreement will contain specific due dates which shall be in line with the timelines indicated in Annex I.
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	NA
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Please refer to Terms of Reference Annex-2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> 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 (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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 Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	Please refer to Terms of Reference Annex-2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Communication Unit head
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Terms Agreement (Contract for Services) to be implemented upon issuance of Purchase Order for each call-off request Based on the results of this solicitation exercise, UNDP intends to enter into non-exclusive Long-term Agreement(s) with one Offeror for the provision of indefinite quantity of the specified services in support of UNDP's Communication Unit. In the event of UNDP signing a Long-term Agreement, the following shall apply: (a)The agreement shall be signed in the currency of Offer;

	<p>(b) The agreement shall be valid until for up to 3 years, subject to satisfactory performance and continued requirement for task.</p> <p>(d) UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement</p>
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><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.</p> <p><input checked="" type="checkbox"/> Minimum passing score for Technical Proposal – 70% (70 out of 100 points)</p>
Criteria for the Assessment of Proposal	<p><input checked="" type="checkbox"/> Combined Scoring Method, using the 70% and 30% distribution for technical and financial proposals respectively, where the minimum passing score of technical proposal is 70% out of 100 points</p> <p>Technical Proposal (100%)</p> <p><input checked="" type="checkbox"/> Qualifications / Expertise of the Firm (Service provider - 40% (Bidder shall refer to Annex 2, Section A for details)</p> <p><input checked="" type="checkbox"/> Proposed Methodology for the completion of Services, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30% (Bidder shall refer to Annex 2, Section B for details)</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% (Bidder shall refer to Annex 2, Section C for details and Terms of Reference, Section F for qualification requirements of each expert indicated below.</p> <ul style="list-style-type: none"> • Artist • Videographer • Photographer • Project Manager <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider

Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	<input checked="" type="checkbox"/> Letter of Invitation <input checked="" type="checkbox"/> Annex 1 - Description of Requirements <input checked="" type="checkbox"/> Annex 2 - Terms of Reference <input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal <input checked="" type="checkbox"/> Annex 3B – Financial Proposal Template (to be submitted separately by bidder) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> Annex 5 – Proposal Submission Form <input checked="" type="checkbox"/> E-tendering Instructions Manual for Bidders <input checked="" type="checkbox"/> FAQ for Bidders
Contact Person for Inquiries (Written inquiries only)	Focal Person in UNDP: E-mail: procurement.af@undp.org Note: This email 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 officially received. Note: The Subject Line of email should be RFP 8675 Mural Painting . The clarifications should be asked at least 5 days earlier to the below email address. Email: procurement.af@undp.org
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider's Proposal (Annex 3) <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> Have minimum five years' experience in the provision of similar services/contracts <input checked="" type="checkbox"/> The Proposer should have completed at least three similar assignments (Contracts) in terms of complexity and nature (social transformation and behavioral change through employing the soft power of art and culture as a non-intrusive approach) in the last 3 years <input checked="" type="checkbox"/> Contract values of previous similar work must be equal to or more than USD 25,000 combined for any year within the past 3 years <input checked="" type="checkbox"/> Experience of working with the government of Afghanistan. Copies of the contracts shall be submitted. <input checked="" type="checkbox"/> Valid Certificate of Registration of the business from Related government authority. <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) years. <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references. <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Online bidding in E-Tendering module. Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone). PLEASE NOTE: - Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will

	<p>resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>Note: for registration please refer to E-tendering instruction manual and FAQ.</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password: Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The bids submitted by email/post mail/hand shall not be accepted. While entering financial proposal in the e-tendering system, always mention your price as USD 1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form (form F and G). The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
Joint Venture, Consortium or Association	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal 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 Proposal; 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.</p> <p>b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV,</p>

	<p>Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>f. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>
Pre-Proposal meeting	<p>h. Not Applicable</p>

Annex 2 – Detailed Terms of Reference**Terms of Reference (ToR)****Conceptualization, designing, painting of SDG's mural painting in different Provinces of Afghanistan by selecting main roads and main parts of the city
Communication Unit****A. BACKGROUND Information and Rationale, Project Description:**

The United Nations Sustainable Development Goals provide a guiding framework for continued international development assistance to Afghanistan. This means that any benefits of peace, from short-term provision of humanitarian needs to longer-term socio-economic development, should be distributed fairly among all Afghans. Lasting peace would create an environment of security and stability for all Afghans, helping to eradicate poverty, preventing irregular migration and allowing for safe, dignified, and orderly returns. Re-integration of former combatants, refugees and IDPs into society and their inclusion into development process should also be ensured. If requested by the parties, participants stand ready to offer their full support to all stages of an Afghan-owned and Afghan-led peace process, to help secure a durable, inclusive, peace agreement that enables all to build stronger partnerships with Afghanistan towards achievement of the SDGs. To this end, it is required to mainstream the SDGs by bringing the discussions to the public. UNDP plans to engaged general public and localize SDGs by painting the logos across the country to enhance people's knowledge and generate debate about the goals.

B. Specific Objectives

To increase general public's awareness on Sustainable Development Goals (SDGs).

To advocate on development issues

To mainstream SDGs post the Afghanistan 2020 Geneva conference.

C. Scope of Services

Conceptualization, designing, painting, administrative and travel costs and overall cost of SDG's mural painting in different Provinces of Afghanistan by selecting main roads and main parts of the city with maximum exposure to international community and general public.

Murals will be painted by the organization staff as per the instructions provided by UNDP. UNDP and other SDG's promotional material could be distributed while the mural painting is happening. General public and Afghan celebrities needs to be involved in mural painting.

- Mural Painting: Expected quantities are up to 75 over a period of 3 years, and size of each mural shall be approximately 30 square meters. Painting shall be Acrylic (100% water-based) paint and durable against all types of weather conditions. It shall withstand full visibility between 3-5 years if not intentionally destroyed.
- 5-25 professional photographs from all angles for each mural to be painted shall be required
- Short video documentary of 30 seconds-3 minutes will be produced for each mural painting.

D. The duration of this assignment is from 1 -3 years with the following specific scope:

E. Deliverables and Timeframe

No	Type of Services	Specifications	Duration
1.	Mural Painting in select provinces as and when requested by UNDP	<ul style="list-style-type: none"> • Min 30 square meters • Acrylic paint • 100% water-based paint 	10 days
2.	Short video documentary will be filmed and produced	<ul style="list-style-type: none"> • 30 seconds-3 minutes • High-quality, (Full-HD, 1080) 	15 days

3.	Professional photographs of the mural paintings, from all angles	<ul style="list-style-type: none"> 15 high quality photos from each mural 	5 days
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F. FACILITIES to be provided by UNDP

Contractor shall arrange transport, logistical and other support services for their staff. Contractor shall arrange their own equipment and material. UNDP has no responsibilities to provide any material, office space, transportation or accommodation.

G. EXPECTED duration of the contract/assignment

The contract duration will be for up to three (3) years.

H. Professional Qualifications of the Successful Contractor and its key personnel

The service provider should have proven experience

1. Have experience and expertise in conceptualization, designing, video, photographer, and mural painting.
2. Have over five years' experience in the provision of similar services
3. Have qualified professionals with similar experience

I. Key personnel qualifications

The firm should possess appropriate artists/personnel for carrying out the tasks as required within the given timeframe. The firm should provide Curriculum Vitae (CV) of the staff who would be responsible for this assignment. The CVs should include details on relevant experience carried out by the applicable staff, indicating capability and capacity to undertake the assignment.

Please include the following information on the proposed team in the technical proposal:

- a) Names and qualifications of the key personnel who will perform the services.
- b) CVs demonstrating qualifications: level of education in a relevant field and years of relevant experience.

The following are the detailed requirements of the key personnel at minimum for this assignment.:

No.	Key Personnel	Minimum Educational Qualifications and Experience
1.	Painter	Highschool with 3 years of experience
2.	Photographer	Bachelor with 3 years of experience
3.	Videographer	Bachelor with 3 years of Experience
4.	Editor	Bachelor with 5 years of Experience
5	Project manager	Bachelors with 5 years of experience

In case of any unforeseen circumstance(s) if one or more of the proposed key personnel fail to perform their duties under the contract, the Firm will be responsible to provide alternate personnel with at least similar or higher qualifications and skill-sets within 5 working days from the disengagement of the key personnel. In such event CVs of the alternate personnel must be approved by the agencies prior to engagement of such alternate person.

J. Quality Assurance/Control Mechanism:

The UNDP will identify a single focal point for this purpose. The UNDP's focal point and a senior staff in charge of the project (Project Manager or Operations Manager) will officially communicate with the selected firm and provide feedback and inputs on the deliverables.

Final locations proposed for each mural painting shall be subject to UNDP's approval.

K. Price and Schedule of Payments

The contract price should be presented with the required breakdown. The contractor should include all cost components to render the services (expected to include professional fee, travel to field locations, labors, materials, accommodation, printing etc.).

L. Recommended Presentation of Proposal

The contractor is expected to submit a proposal in English showing how it intends to deliver the services outlined in the ToR together with an overall budget. The proposal should include information at a minimum level as per annex 2

Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[insert: *Location*].[insert: *Date*]To: [insert: *Name and Address of UNDP focal point*]

Dear Sir/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. Preliminary requirement

1. Company Profile, which should not exceed fifteen (15) pages,
2. Technical and Financial Proposal according to TOR (Annex 2)
3. Signed form for submitting service provider's proposal (this annex 3)
4. Signed and stamped forms Annex 3B and Annex 4
5. Valid Certificate of Registration of the business from relevant authority
6. Acceptance of UNDP GTC

B. Qualifications of the Service Provider- 40 Points

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) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) 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.

Scoring shall be conducted based on the following:

- a) Reputation of Organization and Staff: Credibility, Accreditations, Financial Stability, Project management controls. **15 points**
- b) Specialized Knowledge: Number of similar contracts presented (higher than the required minimum required) for the assignment with similar nature and complexity. **10 Points**
- c) Age/Size of Firm: Number of years of firms' experience (higher than the required minimum of 5) as company in assignment with similar nature and complexity -**10 Points**
- d) Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 05 (five) Years –**5 Points**

C. Proposed Methodology (Technical proposal) for the Completion of Services-30 Points

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.

- A) Description of the Offeror's approach and methodology for meeting or exceeding the requirements – 10 points
- B) Details on how the different service elements shall be organized, controlled and delivered – 10 points
- C) Description of available performance monitoring, evaluation mechanisms, reporting mechanism and tools; how they shall be adopted and used for a specific requirement – 10 points

D. Qualifications of Key Personnel-30 Point

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

- Project Manager – 6 points
- Painter – 6 points
- Videographer 6 points
- Photographer 6 points
- Editor (postproduction) 6 Points

Key personnel will be assessed and evaluated based on general experience and relevant education.

Note: Written confirmation from each personnel that they are available for the entire duration of the contract.

Annex 3B: Financial Proposal Template (to be password protected and attached as separate document)**Cost Breakdown by Cost Component and Region**

The Proposers are requested to provide the cost breakdown for the above given prices based on the following formats as per the region. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Cost Breakdown by Cost Component: Region 1; Central Region (Kabul, Parwan, Panjshir, Kapisa, Wardak, Bamian, Daikundi)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	22		
II. Pictures from all angles	Each	330		
III. Short Video	Each	44		
III. Other Related Costs				

Cost Breakdown by Cost Component: Region 2; Eastern Region (Nangarhar, Laghman, Konar, Norstan)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	8		
II. Pictures from all angles	Each	120		
III. Short Video	Each	16		
III. Other Related Costs				

Cost Breakdown by Cost Component: Region 3; Southern East (Logar, Paktia, Paktika, Khost)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	8		
II. Pictures from all angles	Each	120		
III. Short Video	Each	16		
III. Other Related Costs				

Cost Breakdown by Cost Component: Region 4; South (Helman, Kandahar, Zabul, Orzgan, Ghazni)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	10		
II. Pictures from all angles	Each	150		
III. Short Video	Each	20		

III. Other Related Costs				
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Cost Breakdown by Cost Component: Region 5; West (Heart, Farah, Nimroz, Ghor, Badghis)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	10		
II. Pictures from all angles	Each	150		
III. Short Video	Each	20		
III. Other Related Costs				

Cost Breakdown by Cost Component: Region 6; North and North East (Baghlan, Samangan, Kunduz, Balkh, Takhar, Jozjan, Saripol, Faryab, Badakhshan)

Description of Activity	Unit of Measurement	Total Quantities (est.)	Cost Per Unit	Total Rate
I. Mural Painting; 30 Square Meters	Each	18		
II. Pictures from all angles	Each	270		
III. Short Video	Each	36		
III. Other Related Costs				

Note: Quantities above are only indicative for evaluation purposes and UNDP does not warrant that any quantity of Goods and/or Services will be purchased during the term of this arrangement.

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

[Designation]

[Date]

Annex 4: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]