

## Section III: Returnable Bidding Forms

**eSourcing reference: RFQ/2022/41806**

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

### Form A: Quotation submission form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: **[Insert submission date]**

**Subject: Quotation for Producing Audio-Visual Products on awareness-raising and education programme(s) about Khmer Rouge history in Cambodia, RFQ Case No.RFQ/2022/41806, dated ..... May 2022**

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of **[30days]** from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS **[If you have any actual or potential conflict of interest as defined in Article 3 of Section I: Instructions to Bidders, please disclose it here];**
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by **[insert full company name of bidder]** to sign this quotation and bind **[insert full company name of bidder]** should UNOPS accept this quotation:

Name: **[complete]**

Title: **[complete]**

Date: **[complete]**

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

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

Name: **[complete]**

Title: **[complete]**



UNOPS eSourcing no. RFQ/2022/ 41806

Email address: [complete]  
Telephone: [complete]

## Form B: Price Schedule Form

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

RFQ reference no: RFQ/2022/41806

<b>Currency</b>	USD dollars
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Item No	Description	QTY	Lump Sum Price in USD
1.	<b>Producing Audio-Visual Products for awareness-raising and education programme(s) about Khmer Rouge history which consists of below deliverables:</b> a. An animated promo video b. Five Podcasts c. A short video clip <b>Location of event:</b> Phnom Penh	1 package	insert
<b>Total Lump Sum Price in USD excluding 10% VAT</b>			

Payment terms 30 days accepted: ☐ Yes

The 10% VAT will be applied in the invoice ☐ Yes ☐ No

### Breakdown Costs:

No	UNOPS Minimum Requirements	QTY	Unit Price In USD	Total Price in USD
<b>1</b>	<b>An animated promo video</b>	<b>1 package</b>		
1.1	Costs of staffing (daily rate x number of working days) - a... - b...			
1.2	Costs of transportation,			
1.3	Costs of production			
1.4	Costs of miscellaneous activities and associated materials			
<b>2</b>	<b>Five Podcasts</b>	<b>1 package</b>		
2.1	Costs of staffing (daily rate x number of working days) - a... - b...			
2.2	Costs of transportation,			
2.3	Costs of production			
2.4	Costs of miscellaneous activities and associated materials			
<b>3</b>	<b>A short video clip</b>	<b>1 package</b>		
3.1	Costs of staffing (daily rate x number of working days) - a... - b...			
3.2	Costs of transportation,			
3.3	Costs of production			
3.4	Costs of miscellaneous activities and associated materials			
<b>Total Price in USD excluding 10% VAT</b>				

## TIME SCHEDULE & PAYMENT TERMS

The payments shall be made as per the following in consideration of the milestones achieved during the period which shall be agreed upon by both parties.

**\*\*\* The following table shall be completed by the Bidder and to be agreed mutually between both parties, for this schedule to become effective.**

Payment No.	Milestone Payment	% of Contract value
1	To be paid after the work plan is submitted.	15
2	To be paid after receiving the final animated video.	25
3	To be paid after receiving the final products of the first two podcasts.	15
4	To be paid after receiving the final products of the last three podcasts.	20
Final	To be paid after receiving the final project video clip.	25

## List of subcontractors or suppliers

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

(A) [Full legal name and address of subcontractors]

(B) \_\_\_\_\_

(C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [insert full company name of Bidder] to sign this quotation and bind [insert full company name of Bidder] should UNOPS accept this quotation:

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

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

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

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

## Form C: Technical Quotation Form

RFQ reference no: **RFQ/2022/41806**

Name of Bidder: **[insert name of Bidder]**

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

### **KEY PERSONNEL**

*Note to Bidders: Bidders shall set out below:*

1. *the key personnel that the Bidder proposes to assign to the provision of the Services;*
2. *the qualifications and relevant experience of each of the key personnel that the Bidder proposes to assign to the provision of the services, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for providing the services. Bidders are to attach a chart indicating the Bidder's organisation structure; and*
4. *the Bidder's representatives who are authorized to sign the Contract. The Bidder shall provide a copy of such authorization]*

#### **Key Personnel**

No	Position Description	Name	Age	Years of Experience	Relevant Experience	Qualification	Consultant/ In-House	Nationality

1. Attach a CV using below format and attach a copy of the academic certificate for each person.

### **CV Format**

#### **1 General**

- 1.1 Name
- 1.2 Capacity
- 1.3 Age

- 1.4 Nationality
- 1.5 Working languages and degree of proficiency
- 1.6 Date of joining (if permanent staff member of firm)
- 1.7 Specialty
- 1.8 Official position in the firm and title
- 1.9 Duration of assignment in Lao PDR (if any)

(list each stage of professional education and other training beginning with the most recent).

- |     |   |
|-----|---|
| 2.1 | Period: _____ From: _____ To: _____<br>Name of Institution:.....<br>Examination passed, Class, Grade:.....<br>Field(s) of competence: |
| 2.2 | Membership in professional organizations with dates of election (include professional Registrations):                                 |

(List each different professional experience, for every employment held, beginning with the most recent).

- | 3.1 | Period   | From: | To: |
|-----|--|-------|-----|
|     | Name of Employer   |       |     |
|     | Description of work indicating location, etc.  |       |     |
|     | Position held in that project  |       |     |
|     | Title, location and description of major projects, etc., for each additional employer. |       |     |

Date:

No	UNOPS Minimum Requirements	Is quotation compliant? Bidder to complete	Details of goods/ services offered. Bidder to complete
1	Have a minimum of 3 years of experience in the field of audio-visual production	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details offered
2	Experience in Producing quality video and audio in High Definition (HD 1920x1080)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details offered
3	Have a team of professional videographers, animators, and sound engineers who are able to work on each task of the assignment (with the considerations of gender and social inclusion) at the minimum of 20% women engagement plan in the overall activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details offered
4	Have knowledge of different video formats and video file conversions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details offered

5	Have proper editing software required to complete the assignment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>
6	Understand about digital and social media campaign Export video files in mp4 and audio files in mp3 or WAV.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>
7	<b>Detail Scope of Work (SoW) have been mentioned in the Timeframe and Deliverable Outcomes of the ToRs</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>
7.1	An animated promo video The qualified agency is required to produce a video clip (3-5 minutes) to highlight the use of the e-learning platform and its significant functions. <ul style="list-style-type: none"> <li>- Work with LAC to finalize the scripts</li> <li>- Develop storyboard</li> <li>- Making animation</li> <li>- Edit the animated video (maximum three drafts before finalizing the videos)</li> <li>- Shall include the sign language on the final video.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>
7.2	Five Podcasts The qualified agency is required to: <ul style="list-style-type: none"> <li>- Produce scripts/narrations/interviews (with the considerations of gender and social inclusion)</li> <li>- Record the podcasts</li> <li>- A short campaign on the UNOPS Cambodia Facebook page (5 main posts along with approx. 5 intro/trailers)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>
7.3	A short video clip The qualified agency is required to produce a video clip (3-5 minutes) to highlight the achievement of the project and UNOPS grant management. <ul style="list-style-type: none"> <li>- Develop scripts</li> <li>- Develop work plan for shooting</li> <li>- Filming</li> <li>- Edit the video (maximum three drafts before finalizing the videos)</li> <li>- Shall include the sign language on the final video.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details offered</a>

The offered services are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

## Form D: Previous experience form

RFQ reference no:RFQ/2022/41806

Name of Bidder: **[insert name of Bidder]**

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

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

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

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

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