

United Nations Development Programme



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Resilient nations.*

REQUEST FOR PROPOSAL

A company to support the production of a short educational animated video (cartoon)
- promoting integrity values among children and young people.

RfP No.: RfP-21/02220

Project: Curbing Corruption by Building Sustainable Integrity in the Republic of
Moldova

Country: Republic of Moldova

Issued on: 26 February 2021

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Section 1. Letter of Invitation

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

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to sc.md@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in e-Tendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

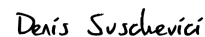
Issued by:



Name: Olga Crivoliubic
Title: Project Manager

Date: **February 26, 2021**

Approved by:



Name: Denis Suschevici
Title: Head of Procurement and
Operational Support Unit
Date: **February 26, 2021**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid 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.
2. Fraud & Corruption, Gifts and Hospitality	2.1 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 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_andinvestigation.html#anti
	2.2 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 or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, 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.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should 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.
	3.2 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.

4. Conflict of Interests	<p>4.1 Bidders must 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. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 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 RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 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>14.2 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>14.3 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>14.4 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, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 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>14.6 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>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Proposal	<p>15.1 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> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 c) they have the same legal representative for purposes of this RFP; or d) 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 Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"</p>
21. Pre-Bid Conference	21.1 When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p style="text-align: center;">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 style="text-align: center;">FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p style="text-align: center;">Combined Score = (TP Rating) x (Weight of TP, e.g. 60%) + (FP Rating) x (Weight of FP, e.g., 40%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p>

	<ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected;

	<p>and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default

	DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English Romanian
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.5% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar Reference date for determining UN Operational Exchange Rate : 15 March 2021 For reference please access: https://treasury.un.org/operationalrates/OperationalRates.php

11	31	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Olga Crivoliubic, Project Manager Address: National AntiCorruption Centre Building (198, Stefan cel Mare si Sfant Bd., MD-2004 Chisinau, Republic of Moldova), office 319 Telephone: (+373) 22 257381 E-mail address: olga.crivoliubic@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	15 March 2021, 16:00 (Moldova local time, GMT +2) For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. PLEASE NOTE: 1. Date and time visible on the main screen of event (on etendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct proposal closing time is as indicated in the e-tendering portal and system will not accept any proposal after that time. It is the responsibility of the proposers to make sure proposals are submitted within this deadline. UNDP will not accept any proposal that is not submitted directly in the system. 2. Try to submit your proposal a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> e-Tendering
15	22	Proposal Submission Address	Offers can be submitted only through on-line bidding in etenderingmodule at: https://etendering.partneragencies.org Username: event.guest Password: why2change Please note:

			<ol style="list-style-type: none"> 1. It is strongly recommended to create your username with two parts, your first name and last name separately by ".", similar to the one shown above. 2. You can participate in the bid event only if you have registered in the system. 3. Please refer to Instructions to bidders and Q&A for bidders. <p>BU Code: MDA10 Event ID: 0000008649</p> <p><input checked="" type="checkbox"/> Uploaded in the system. Once uploaded, Bidders that have accepted the invitation in the system will be notified via e-mail that changes have occurred. It is responsibility of the Bidder to view the respective changes and clarifications in the system.</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ 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. ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP.
17	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
18		Expected date for commencement of Contract	May 2, 2021
19		Maximum expected duration of contract	Until October 2021
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Required Documents that must be Submitted to Establish Qualification of	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the

		<p>Bidders (In "Certified True Copy" form only)</p> <p>goods/services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity (to be included in the Technical Concept Note as per Section 5. Terms of Reference)</p> <p><input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration (to be included in the Technical Concept Note as per Section 5. Terms of Reference)</p> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) for the past 3 years (quick ratio formula could be applied)</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years (to be included in the Technical Concept Note as per Section 5. Terms of Reference)</p> <p><input checked="" type="checkbox"/> A copy of preliminary Agreement in case of Consortium or sub-contracting</p> <p><input checked="" type="checkbox"/> Technical Concept Note including:</p> <ul style="list-style-type: none"> - List of the most recently implemented video production services/links to products, including the contact details of contracting organizations/clients, (no less than 5 references in the past 4 years). - Samples of animated videos (no less than 5) and other materials, of which at least 3 targeting youth/children - clearly illustrating role of the Offeror. - Details of technical production processes, methodology, work plan and schedule. - A description of the quality control mechanism that will be used to ensure production quality. - Detailed list of equipment and/or software to be used for the implementation of the proposed assignment (please specify if the equipment and/or software are owned by the Bidder or shall be rented). <p><input checked="" type="checkbox"/> List of and corresponding Curriculum Vitae of key experts proposed for the implementation of the assignment with clear information on previous experience (including specific roles and project titles/budgets) per each expert, with accentuated specific experience in projects of high complexity is required. The proposed</p>
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			<p>team members must have sound experience in the respective area of expertise as described in Section 5: Terms of Reference</p> <p><input checked="" type="checkbox"/> Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines.</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> Dully filled in, signed and stamped Forms A-G. Forms F and G should be password protected. Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.</p>
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Section 4. Evaluation Criteria

Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)

- ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity (to be included in the Technical Concept Note as per Section 5. Terms of Reference)
- ☒ Certificate of Incorporation/ Business Registration (to be included in the Technical Concept Note as per Section 5. Terms of Reference)
- ☒ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) for the past 3 years (quick ratio formula could be applied)
- ☒ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years (to be included in the Technical Concept Note as per Section 5. Terms of Reference)
- ☒ A copy of preliminary Agreement in case of Consortium or sub-contracting
- ☒ Technical Concept Note including:
 - List of the most recently implemented video production services/links to products, including the contact details of contracting organizations/clients, (no less than 5 references in the past 4 years).
 - Samples of animated videos (no less than 5) and other materials, of which at least 3 targeting youth/children
 - clearly illustrating role of the Offeror.
 - Details of technical production processes, methodology, work plan and schedule.
 - A description of the quality control mechanism that will be used to ensure production quality.
 - Detailed list of equipment and/or software to be used for the implementation of the proposed assignment (please specify if the equipment and/or software are owned by the Bidder or shall be rented).
- ☒ List of and corresponding Curriculum Vitae of key experts proposed for the implementation of the assignment with clear information on previous experience (including specific roles and project titles/budgets) per each expert, with accentuated specific experience in projects of high complexity is required. The proposed team members must have sound experience in the respective area of expertise as described in Section 4: Terms of Reference
- ☒ Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines.
- ☒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

☒ Dully filled in, signed and stamped Forms A-G. Forms F and G should be password protected. **Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.**

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
Previous Experience	Minimum 4 (four) years of experience in producing multi-media (animated cartoon, graphical, audio) products of high quality.	Form D: Qualification Form
	Minimum 5 (five) assignments on producing animated cartoon products.	Form D: Qualification Form
	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Key Personnel	<p>The minimum Key Personnel of:</p> <ul style="list-style-type: none"> - 1 (one) Team leader (Art/video production director) and - 2 (two) Key Experts, <p>is mandatory for the implementation of the contract.</p> <p>The proposed Key Personnel shall have the background and experience listed in Section 5. Terms of Reference.</p>	
Financial Standing	<p>Minimum average annual turnover of USD 20,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	290
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	310
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing (<i>up to 40 pts</i>) (<i>based on submitted positive reference letters – minimum 3 reference letters</i>)	40
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Age/size of the firm - (<i>4 years – 10 pts, each additional year – 3 pts, up to max. 25 pts</i>) - Project financing capacity (availability of financial resources to cover costs related to the assignment prior to the payment for the delivered services) - (<i>no – 0 pts, yes - 20 pts</i>) - Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills) - (<i>no- 10 pts, subcontracting of relevant specialized services/expertise – 5 pts., subcontracting carrying additional risks – 0 pts</i>) - Project management controls – (<i>no – 0 pts, to some extent – 5 pts, yes - 10 pts</i>) 	65
1.3	Availability of human and technical capacity for video and audio production of TV videos proven by a detailed list of equipment and list human resources proposed for the assignment (<i>no – 0 pts, to some extent – 10 pts, yes – 25 pts</i>)	25
1.4	Quality assurance procedures, warranty (<i>no – 0 pts, yes – 15 pts</i>)	15
1.5	Relevance of expertise: <ul style="list-style-type: none"> - Active on the market and has at least 4 years of operational progressive experience in producing multi-media (animated cartoon, graphical, audio) products of high quality (<i>4 years – 20 pts, each additional year – 5 pts, up to max. 40 pts</i>) - Experience of similar projects: at least 5 assignments of similar size/nature on producing animated cartoon products (<i>5 similar projects – 20 pts, each additional project – 5 pts, up to max. 40 pts</i>) - Previous experience in creating content targeting youth/children (<i>each project – 10 pts, up to max. 40 pts.</i>) - Previous experience of working with UNDP and other development partners and capacity to properly manage a contract/subcontract under a donor funded effort (<i>each assignment – 5 pts, up to max. 15 pts.</i>) 	135
1.6	Gender equality and diversity commitments:	10

	<ul style="list-style-type: none"> - Appointment of women to managerial positions in the team (3 pts) - Overall gender balance in the team (4 pts) - Diversity within the team: people from minority, vulnerable or marginalized groups are part of the team (3 pts) 	
Total Section 1		290

Section 2. Proposed Approach and Implementation Plan		Points obtainable
2.1	<p>The Proposer understands the objectives and context of the assignment, which are reflected in the entire technical proposal, including work plan and approach, corresponds to the TOR (up to 60 pts.)</p> <ul style="list-style-type: none"> - <i>The Proposer has full understanding of the objectives and context of the assignment. The proposed approach and work plan fully demonstrate responsiveness to the TOR – up to 60 pts</i> - <i>The Proposer has satisfactory understanding of the objectives and context of the assignment. The proposed approach and work plan correspond to the TOR but require some adjustments to properly address all the tasks – up to 30 pts</i> - <i>The Proposer has limited understanding of the objectives and context of the assignment. The proposed approach and work plan don't correspond to the TOR and require major adjustments to properly address the tasks – 0 pts</i> 	60
2.2	<p>The proposer's portfolio includes samples of previously created animated cartoons of similar size/nature, demonstrating various animation types/styles, including the styles appropriate for the project context (classical/traditional styles) and ability to target different target groups, including youth/children (up to 130 pts)</p> <ul style="list-style-type: none"> - <i>The portfolio includes samples of previously created animated cartoons of similar size/nature, includes various animation types/styles, including the styles appropriate for the project context (classical/traditional styles) and fully demonstrates the ability to target different target groups, including youth/children – up to 130 pts</i> - <i>The portfolio includes samples of previously created animated cartoons, but of a less complex size/nature, does not include a variety of animation types/styles, and/or presented styles are not appropriate for the project context, and does not demonstrate the ability to target different target groups, including youth/children – up to 60 pts</i> - <i>The portfolio does not include samples of previously created animated cartoons – 0 pts</i> 	130
2.3	<p>The submitted samples of animated videos demonstrate technical expertise particularly in the area of: a. creativity, b. message dissemination or dramatization technique/tools, c. creating climax/emotional scenes, d. quality of the graphic design (up to 130 pts)</p> <ul style="list-style-type: none"> - <i>The submitted samples of animated videos demonstrate technical expertise particularly in the area of: a. creativity, b. message dissemination or dramatization technique/tools, c. creating climax/emotional scenes, d. quality of the graphic design – up to 130 pts</i> - <i>The submitted samples of animated videos demonstrate low technical expertise in one or more of the following areas: a. creativity, b. message dissemination or dramatization technique/tools, c. creating climax/emotional scenes, d. quality of the graphic design – up to 60 pts</i> 	130

2.4.	<p>The overall presentation is clear, coherent, the sequence of activities and the planning is logical, realistic, demonstrates comprehensiveness of technical production process and promises efficient implementation of the project (<i>up to 80 pts</i>)</p> <ul style="list-style-type: none"> - <i>The presentation is clear, coherent, the sequence of activities and the planning is logical, realistic, demonstrates comprehensiveness of technical production process and promises efficient implementation of the project – up to 80 pts</i> - <i>The presentation is clear, but does not demonstrate comprehensiveness of technical production process and efficient implementation of the project is less realistic – up to 40 pts</i> - <i>The presentation is not coherent, doesn't present a clear sequence of activities and does not promise efficient implementation of the project – up to 10 pts</i> 	80
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Qualifications of key personnel proposed		
3.1 a	Team leader (Art/video production director) (1 expert) At least 5 years of experience in producing audio-visuals and animated videos (video, animation, campaign etc.) (<i>5 years of experience – 15 pts, each additional year – 5 pts, up to max. 40 pts</i>) Professional experience in leading teams for video materials production (<i>5 assignments – 20 pts; each additional assignment - 5 pts, up to max. 40 pts</i>) Experience in producing educational, advocacy or awareness-raising materials targeting youth/children (<i>2 assignments – 20 pts; each additional assignment - 10 pts, up to max. 40 pts</i>) Experience of work with UNDP and/or other development partners will be an asset (<i>each assignment 8 pts, up to max. 24 pts</i>) Language Qualifications (Fluency in Romanian, English, Russian for the purpose of assignment) (<i>Romanian, Russian, English – 2 pts. each; up to max. 6 pts</i>)	Sub-score 40 40 40 24 6	150
3.1 b	Production team (minimum of 2 experts) (the total number of points shall be calculated as an average between the totals received by each production team member) Progressive experience in developing products for animation cartoon videos (<i>3 years – 20 pts; each additional year - 10 pts, up to max. 60 pts</i>) Proven experience of producing at least 3 works of cartoon animation from start to published product (<i>3 assignments – 20 pts; each additional year - 10 pts, up to max. 60 pts</i>) Previous experience in producing products for social and behavioral change materials, including for youth/children will be an asset (<i>each assignment - 8 pts, up to max. 32 pts</i>) Language Qualifications (Fluency in Romanian, English, Russian for the purpose of assignment) (<i>Romanian, Russian – 3 pts. each; English – 2 pts; up to max. 8 pts</i>)	Sub-score 60 60 32 8	160
Total Section 3			310

Section 5. Terms of Reference

A. Project Title

“Curbing Corruption through Building Sustainable Integrity in the Republic of Moldova”

B. Project Description and rationale

Corruption remains a major issue in Moldova. Various international rankings as well as local opinion polls testify a high level of perception of corruption. According to the 2020 Transparency International Corruption Perception Index (TI CPI), Moldova scored 34 out of 100 points and ranked 115th out of 180 assessed countries, recording two points improvement in the public perception of corruption compared to the 2018 TI CPI. According to the February 2020 Survey on the Impact Monitoring of the National Integrity and Anticorruption Strategy (NIAS) commissioned by UNDP, about 62% of the general population (45% in 2017) and 83% of economic agents (61% in 2017) consider any corruption situations unacceptable, i.e. they do not accept to give bribes in any situation, regardless of personal benefit. Still, the mentality of taking and giving bribes is appreciated as one the causes of corruption by 46% of respondents (42% in 2017). According to the same survey, the population offered bribes in the form of gifts mainly in the educational institutions, which brings a negative impact on children’s perception of integrity.

To enhance the corruption prevention and combating efforts, in 2017 the Parliament of the Republic of Moldova adopted the National Integrity and Anti-corruption Strategy (NIAS) for 2017-2020 (extended to 2022). One the NIAS general objectives is to educate youth, civil servants and businessmen in the spirit of integrity and intolerance to corruption, which can be achieved through training and awareness raising activities. Engaging youth is particularly essential for a success in curbing corruption, as young people represent a significant portion of the population and are generally more open to social change. Engaging, informing and educating young people about the benefits of integrity, transparency and good governance can make a significant difference in shaping of the future society, both in public and private sectors.

The “Curbing Corruption by Building Sustainable Integrity in Moldova” Project (further “the Project”), in partnership with the National Anticorruption Center (NAC) aims to raise awareness on integrity values among children and young people, thus increasing public demand for sustainable integrity. Specifically, the Project aims to support the production of an Animated cartoon content targeting children and young audience to promote the integrity values.

C. Objectives of the Assignment

The Project is looking to contract a company to produce an Animated Cartoon generically entitled “Corruption for children's understanding”.

Short animated cartoon details:

- a. Target audience: School kids age 6+
- b. Duration: 7-8 min
- c. Animation: 2D
- d. Technique: drawing, caricature style, simple, expressive, with emphasis on the details and patterns of the characters

- e. All messages will need to be clearly communicated in both terms of language and visual elements.

Synopsis: In an imaginary country, in a random city, the main hero, a postman, is the messenger of letters and press, but at the same time he is an observer of local life and acts of corruption that occur in his surroundings and disrupt the smooth running of things in the community. The secondary characters are a policeperson, a doctor, an old woman, an offender, a judge and the children of the town. The postman sees men and women suffering because of injustices and corruption, and in the end he has to suffer himself, being left without his means of transport - the bicycle - without which the letters for Santa Claus are under risk of not reaching their destination, to the disappointment of all the children in the city. This cartoon, however, will have a happy ending, and the holidays will not be without their magic, due to the fact that every actor in the society fulfils his duty honestly and offers to those around a sense of security and harmony.

D. Scope of Work, Expected Output

The assignment will have four main stages:

Stage 1: Script adjusted, concept and scenario developed and presented to UNDP and NAC

- a. Adjust the existing storyline (the script was developed previously and shortly presented in the above synopsis and will be provided to the bidder), with the guidance of professional animation, animators and programme people, that would provide entertainment as well as reflect the integrity values promoted. Present the final script to UNDP and NAC for final validation and approval.
- b. Two styles of animation submitted to UNDP and NAC to choose from (the styles shall be classic/traditional and take into account that the cartoon will be used as an educational material by the National Anticorruption Center)

Stage 2: Pre-production stage

- a. Design characters, props, gadget and FX, based on the final script
- b. Storyboard
- c. Creation of Master background layout and colour scheme
- d. Voice tracks
- e. Animatic
- f. Layouts and backgrounds

Stage 3: Pilot version presented

- a. Key frame animation
- b. Cleanup
- c. Submission of animation line test for approval followed by composting the layers
- d. Necessary correction and refinement of animation
- e. The 2D animation production should be able to depict the real-life scenes and settings

Stage 4: Final version delivered in HD format (TV broadcast quality)

- a. Digital ink, paint and final composting
- b. Final editing of the animated footage (with fades, dissolves) with opening titles and montage and credit titles at the end.
- c. Music recording and mixing of final soundtrack with sound effects - in **Romanian and Russian (subtitles) languages**. Provide international quality track (dialogue versus music and sound effects). The music (instrumental and vocal, if any) should be appealing to the target audience.

The product will respect and promote the gender equality principle, promoting an equal engagement of men and women in preventing corruption and building integrity.

E. Institutional Arrangements

The Contractor will work under the guidance of and in close cooperation with the UNDP Project and with the delegated staff from NAC for both substantive and administrative aspects of the assignment.

The Contractor will follow the **agreed** time schedule and will be accountable for the delivery of quality outputs to the Project Manager, who will approve contractor's deliverables after coordination with the NAC delegated staff.

F. Deliverables and estimated timeframe

No.	Deliverables	Indicative Timeframe
1.	Script adjusted, concept and style developed and validated by UNDP and NAC	20 May 2021
2.	Report on Pre-production stage submitted, storyboard presented and validated by NAC and UNDP	20 June 2021
3.	Pilot version produced, presented, and validated by NAC and UNDP	20 August 2021
4.	Final version in Romanian and Russian (subtitles) languages produced and delivered in HD format (TV broadcast quality) to NAC and UNDP	20 October 2021
5	Master copies of the full Animated cartoon on CD's - 20 pieces in digital HD version delivered	

The entire assignment is to be finalized not later than 30 October 2021.

G. Qualifications of the Successful Service Provider at Various Levels. Required Skills and Experience

Bidders should enclose a résumé for each person anticipated to be assigned to the project and should include specific information on the staff experience and roles. Bidders agree that the staff included into the bid will participate in the project at the level and duration specified unless agreement is provided in writing by the Programme to allow substitutions. Descriptions of subcontractor staff members, if applicable, should follow the format utilized for the Bidder organization. The résumés submitted for project personnel should be detailed and comprehensive. Specifically, résumés should include:

- Anticipated role and level of participation in the project;
- Previous experience relevant to the assigned role in the project;
- Education, training and certification details;
- Contact information (name, title, organization, mailing address, phone, and email) of a minimum of three business references;
- Linguistic skills.

Bidders should describe, in detail, their previous corporate experience in similar assignments, if any. This section should include the corporate experience as well as the role of any subcontracted organization(s) indicated in the Bidder's proposal. Descriptions of subcontractor's staff members, if applicable, should follow the format utilized for the Bidder organization. The Project retains the right to accept or reject all proposed project personnel and to ask for a replacement of the Project staff, as necessary.

The offers will be evaluated based on their compliance with the general requirements specified below.

Minimum qualification criteria for the Bidder to be eligible for the current assignment:

- Be a legally registered entity or a consortium of entities relevant to perform required services;
- At least 4 (four) years of experience in producing multi-media (animated cartoon, graphical, audio) products of high quality;
- At least 5 (five) assignments on producing animated cartoon products.

Note: Failure to meet the above-mentioned criteria will lead to disqualification.

Qualification criteria:

Corporate competences:

- Be a legally registered entity or a consortium of entities providing video production and post-production;
- At least 4 (four) years of progressive experience in producing multi-media (animated cartoon, graphical, audio) products of high quality;
- At least 5 (five) assignments of similar size/nature on producing animated cartoon products;
- Minimum average annual turnover of USD 20,000 for the past 3 (three) years;
- Demonstrated ability to create content targeting youth/children (provide at least 3 (three) links to products as examples);
- Previous work with UNDP and/or other development partners will be an asset;
- Must have human and technical capacity for video and audio production of TV videos (provide detailed list of equipment and list human resources proposed for the assignment)

Qualification criteria for the proposed team of experts:

The team of experts proposed by the Service provider shall have the minimum composition indicated below. **One team member can cumulate two functions, if possesses necessary experience, but this shall be clearly stated.**

Art/video production director (team leader) (1 (one) expert):

- At least 5 (five) years of experience in producing audio-visuals and animated videos (video, animation, campaign etc.);
- At least 5 (five) assignments on leading teams for video materials production;
- At least 2 (two) assignments in producing educational, advocacy or awareness-raising materials targeting youth/children (video, animation, campaign etc.);
- Previous work with UNDP and/or other development partners will be an asset;
- Fluency in Romanian, Russian and English for the purpose of assignment

Production team (minimum 2 (two) experts):

- Will include specialists in the areas of animation design, video production and audio production. However, the Service provider can include additional staff and argument an optimal number of team members to ensure the best quality of the required services.
- **Minimum profile of employees required** (two of whom must be a full-time employee):
 - a) **Animator/Illustrator**
 - b) **Video producer/editor**
 - c) **Audio producer/specialist**
- **Each team member shall have:**
 - At least 3 (three) years professional experience in developing products for animation cartoon videos;
 - At least 3 (three) works of cartoon animation from start to published product;

- Previous experience in producing products for social and behavioral change materials, including for youth/children will be an asset;
- Fluency in Romanian, Russian and English for the purpose of assignment.

UNDP may request verification of references and experience attached in the offer directly by the listed organization/clients referred to as evidence for the realization of services.

H. Scope of Proposal Price and Schedule of Payment

The detailed requirements and template of the Financial Proposal are covered in Section 6. Returnable Bidding Forms / Checklist of the solicitation documents. The unit prices shall be exclusive of VAT.

I. Recommended Presentation of Proposal

Each bidder should develop and **submit a Technical Concept** that will include:

- The company's profile including background and previous experience in relation to similar successfully completed assignments.
- List of the most recently implemented video production services/links to products, including the contact details of contracting organizations/clients, (no less than 5 references in the past 5 years).
- Samples of animated videos (no less than 5 (five)) and other materials, of which at least 3 (three) targeting youth/children - clearly illustrating role of the Offeror.
- Legal and constituent documents.
- At least 3 (three) recommendations from enterprises, organizations and other clients included.
- Details of technical production processes, methodology, work plan and schedule.
- A description of the quality control mechanism that will be used to ensure production quality.
- List of and corresponding Curriculum Vitae of key experts proposed for the implementation of the assignment with clear information on previous experience (including specific roles and project titles/budgets) per each expert, with accentuated specific experience in projects of high complexity is required. The proposed team members must have sound experience in the respective area of expertise as described in this ToR.
- Detailed list of equipment and/or software to be used for the implementation of the proposed assignment (please specify if the equipment and/or software are owned by the Bidder or shall be rented).

Note: Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-21/02220		

We, the undersigned, offer to provide the services **A company to support the production of a short educational animated video (cartoon) - promoting integrity values among children and young people** in accordance with your Request for Proposal No. RfP-21/02220 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) 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;
- b) 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;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) 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;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, 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 embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. The document shall include company portfolio, demonstrating experience in implementation of projects with similar content and similar complexity (to be included in the Technical Concept Note as per Section 5. Terms of Reference) <input checked="" type="checkbox"/> Certificate of Incorporation/ Business Registration (to be included in the Technical Concept Note as per Section 5. Terms of Reference) <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

- ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) for the past 3 years (quick ratio formula could be applied)
- ☒ Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years (to be included in the Technical Concept Note as per Section 5. Terms of Reference)
- ☒ A copy of preliminary Agreement in case of Consortium or sub-contracting
- ☒ Technical Concept Note including:
 - List of the most recently implemented video production services/links to products, including the contact details of contracting organizations/clients, (no less than 5 references in the past 5 years).
 - Samples of animated videos (no less than 5) and other materials, of which at least 3 targeting youth/children - clearly illustrating role of the Offeror.
 - Details of technical production processes, methodology, work plan and schedule.
 - A description of the quality control mechanism that will be used to ensure production quality.
 - Detailed list of equipment and/or software to be used for the implementation of the proposed assignment (please specify if the equipment and/or software are owned by the Bidder or shall be rented).
- ☒ List of and corresponding Curriculum Vitae of key experts proposed for the implementation of the assignment with clear information on previous experience (including specific roles and project titles/budgets) per each expert, with accentuated specific experience in projects of high complexity is required. The proposed team members must have sound experience in the respective area of expertise as described in Section 4: Terms of Reference
- ☒ Proposed timeline should include all indicative dates for deliverables as outlined above and a plan for meeting these and any additional deadlines.
- ☒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
- ☒ Dully filled in, signed and stamped Forms A-G. Forms F and G should be password protected. **Please, ensure that no other documents are disclosing your financial proposal apart from Forms F and G. Your price proposal in e-Tendering system shall equal with 1 US\$.**

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RFP-21/02220		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-21/02220		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

☐ Contract non-performance did not occur for the last 3 years

☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 5 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 4 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio			
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- ☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:
- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - b) Historic financial statements must be audited by a certified public accountant;
 - c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-21/02220		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
- 2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.
- 2.3. Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.
- 2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

- 2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.
- 2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.
- 2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.
- 2.9. Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.
- 2.10. Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]

Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
	[Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-21/02220		

We, the undersigned, offer to provide the services for **A company to support the production of a short educational animated video (cartoon) - promoting integrity values among children and young people** in accordance with your Request for Proposal No. RfP-21/02220 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____
Title: _____
Date: _____
Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	RfP-21/02220		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: USD

Table 1: Summary of Overall Prices

	Amount(s), excl. VAT
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate, excl. VAT	No. of Days/months/ hours	Total Amount, excl. VAT
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price, excl. VAT	Total Amount, excl. VAT
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			

Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees, excl. VAT	Other Costs, excl. VAT	Total, excl. VAT
1. Script adjusted, concept and style developed and validated by UNDP and NAC				
2. Report on Pre-production stage submitted, storyboard presented and validated by NAC and UNDP				
3. Pilot version produced, presented, and validated by NAC and UNDP				
4. Final version produced and delivered in HD format (TV broadcast quality) to NAC and UNDP				
5. Master copies of the full Animated cartoon on CD's - 20 pieces in digital HD version delivered				
Overall Price				

Certificate Of Completion

Envelope Id: AF97CE08050747E483BB0BEFC1D73927	Status: Completed
Subject: Please DocuSign: NAC / RfP21/02220 - Animated cartoon production services	
Source Envelope:	
Document Pages: 48	Signatures: 2
Certificate Pages: 2	Initials: 12
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cristina Gnaciuc
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	One United Nations Plaza
	New York, NY 10017
	cristina.gnaciuc@undp.org
	IP Address: 178.168.122.58

Record Tracking

Status: Original 2/26/2021 1:25:36 AM	Holder: Cristina Gnaciuc cristina.gnaciuc@undp.org	Location: DocuSign
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Signer Events

Olga Crivoliubic olga.crivoliubic@undp.org G9Project Manager United Nations Development Program Security Level: Email, Account Authentication (None)	<i>Olga Crivoliubic</i> Signature Adoption: Pre-selected Style Using IP Address: 77.89.212.77 Signed using mobile	Sent: 2/26/2021 1:36:11 AM Viewed: 2/26/2021 2:17:27 AM Signed: 2/26/2021 2:17:42 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Cristina Gnaciuc cristina.gnaciuc@undp.org United Nations Development Program Security Level: Email, Account Authentication (None)	<i>CG</i> Signature Adoption: Pre-selected Style Using IP Address: 77.89.212.77	Sent: 2/26/2021 2:17:44 AM Viewed: 2/26/2021 2:18:38 AM Signed: 2/26/2021 2:19:07 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Denis Suschevici denis.suschevici@undp.org Head of Procurement and Operational Support Unit United Nations Development Program Security Level: Email, Account Authentication (None)	<i>Denis Suschevici</i> Signature Adoption: Pre-selected Style Using IP Address: 77.89.212.77	Sent: 2/26/2021 2:19:10 AM Viewed: 2/26/2021 3:42:59 AM Signed: 2/26/2021 3:43:03 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/26/2021 1:36:11 AM
Certified Delivered	Security Checked	2/26/2021 3:42:59 AM
Signing Complete	Security Checked	2/26/2021 3:43:03 AM
Completed	Security Checked	2/26/2021 3:43:03 AM

Payment Events	Status	Timestamps
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