

## REQUEST FOR QUOTATION NO. RfQ25/03001

### PRODUCTION OF A SERIES OF VIDEO AND AUDIO SPOTS FOR THE PUBLIC SERVICES AGENCY (PSA) COMMUNICATION CAMPAIGN ON NEW ID CARDS

#### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP through the "**Strengthening Democratic Resilience in Moldova**" (EDMITE) Project, kindly requests your quotation for the **Request for Quotation no. RfQ25/03001: Production of a series of video and audio spots for the PSA's (Public Services Agency) communication campaign on new ID cards** as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in Quantum NextGenERP supplier portal following the link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00676** and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

<https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D>

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at [sc.md@undp.org](mailto:sc.md@undp.org). Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Quotation, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your quotation.

UNDP Moldova



## SECTION 2: GENERAL INSTRUCTIONS

<p><b>Introduction</b></p>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.</p>
<p><b>Deadline for the Submission of Quotation</b></p>	<p>Deadline is indicated in the online portal.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:</p> <p>NextGenERP supplier portal following this link: <a href="http://supplier.nextgenerp.partneragencies.org/">http://supplier.nextgenerp.partneragencies.org/</a> using the profile you may have in the portal.</p> <p>Follow the instructions in the user guide to search for the tender using Negotiation ID. In case you have never registered before, follow this link to register a profile:</p> <p><a href="https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D">https://estm.fa.em2.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=TUW16eK6qsD94MNMxATNMoyCOHny7FmchTkUZsdOqrAW4sy6L5xSAB033Q%3D%3D</a></p> <p>Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.</p> <ul style="list-style-type: none"> <li>▪ File Format: All attachments must be in PDF format unless otherwise instructed by UNDP.</li> <li>▪ File names must be in Latin alphabet/keyboard and clearly indicate the content of the document to facilitate review.</li> <li>▪ All files must be free of viruses and not corrupted.</li> </ul>
<p><b>Cost of preparation of quotation</b></p>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<p><b>Supplier Code of Conduct, Fraud, Corruption,</b></p>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, 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 to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at</p>

	<a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid 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, 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.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in the currency indicated in the portal.
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid 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 Bid; 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, Consortium or Association.</p> <p>Refer to Clauses 19 - 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>

<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids 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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) 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 Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Alternative Quotes</b>	If alternative quote is permitted, it may be submitted only if a conforming quote to the RFQ requirements is submitted. 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 quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote" directly in the portal and in any supporting document as relevant.
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Must be submitted directly in the portal using the messaging functionality.</p> <p><b>Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Publication of Contract Award</b>	UNDP will publish the contract awards on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation 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.



### SECTION 3: SPECIAL INSTRUCTIONS

<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section</p> <p>Applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p> <p><input checked="" type="checkbox"/> <b>Liquidates damages</b> shall be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10%, after which UNDP may terminate the contract.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the requirements section.</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> <b>be exclusive of VAT and other applicable indirect taxes</b></p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Language of quotation</b>	<p>English or Romanian Including supporting documentation as applicable.</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 (ninety)</b> days from the deadline for the Submission of Quotation.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not Permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
<b>Liquidated damages</b>	<p>Will be imposed as follows: Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value, after which UNDP may terminate the contract.</p>

<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
<b>Clarifications</b>	<p>Bidders must send their inquiries and requests for clarifications using the messaging functionality in the portal.</p> <p><b>PLEASE PAY ATTENTION: QUOTES SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE PORTAL.</b></p> <p>Requests for clarification from bidders will not be accepted any later than <b>2 (two) days</b> before the submission deadline. Responses to request for clarification will be communicated directly on the portal.</p>
<b>Documents to be submitted</b>	<p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile, including detailed portfolio/previous corporate experience in similar fields related to the assignment</p> <p><input checked="" type="checkbox"/> Copy of registration documents</p> <p><input checked="" type="checkbox"/> List of completed and/or ongoing contracts for similar services undertaken within the past 3 (three) years including the following information:</p> <ul style="list-style-type: none"> <li>• Name of previous contracts</li> <li>• Client &amp; Reference Contact</li> <li>• Details including e-mail</li> <li>• Contract Value Period of activity</li> <li>• Types of services undertaken (link to the final video product, if available)</li> </ul> <p><i>Evidence (contracts) may be requested from the supplier during the technical evaluation</i></p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in video and audio materials production</p> <p><input checked="" type="checkbox"/> Financial Statements (Income Statements and Balance Sheets) for the past 2 (two) years (2022, 2023)</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) if available.</p>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Be a legally registered entity or a consortium of firms/organizations</p> <p><input checked="" type="checkbox"/> Minimum 3 (three) years of relevant experience in video and audio materials production field</p> <p><input checked="" type="checkbox"/> Minimum 2 (two) finalized contracts of similar size and complexity in video and audio materials production over the last 3 (three) years;</p> <p><input checked="" type="checkbox"/> Maximum delivery period does not exceed terms specified in the Annex 1 (Section 3)</p>
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	10 March 2025

## **ANNEX 1: SCHEDULE OF REQUIREMENTS – TERMS OF REFERENCE**

### **Title: Production of a series of video and audio materials for the Public Services Agency (PSA) communication campaign on new ID cards**

Task: Video and audio materials production

#### **1. GENERAL INFORMATION**

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide. Through this support, UNDP helps nations build democratic frameworks which lead to improved representation, accountability, and transparency for the benefit of citizens.

In this context, UNDP has a long-standing partnership with [AGENTIA SERVICII PUBLICE](#) (Public Services Agency / PSA) aiming at advancing the electoral education and democratic electoral processes in Moldova. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter and citizens education instruments.

Throughout the last electoral cycles, due to the continuous UNDP's support CEC and CICDE have demonstrated strengthened capacities and, despite challenges and persistent financial limitations faced by the institutions, managed to successfully deliver "well-administered elections", as attested by OSCE/ODIHR Observation Missions.

During 2024 – 2028, UNDP is implementing the Project "Strengthening Democratic Resilience in Moldova" (hereinafter "the Project"), funded by the Governments of Sweden, Norway, Denmark and Canada. The overarching objective of the Project is to contribute to improving oversight and transparency of political contestants, strengthening electoral institutions, and deepening civic engagement, which in turn will collectively foster a more resilient democratic framework in Moldova.

In the context of the launch of the new ID cards in Moldova, the EDMITE project seeks to contract a company to produce a series of video and audio materials for a nationwide communication campaign. The campaign aims to present and promote new ID cards while educating citizens on their new features and benefits.

The developed video and audio products would be disseminated by various information and communication means: social media platforms, TV and Radio outlets, public transport voice messaging system, outdoor LED screens, etc. (The promotional services will be on Project discretion)

#### **2. OBJECTIVE**

The UNDP's "Strengthening Democratic Resilience in Moldova" Project (EDMITE III) intends to contract a National Company (hereafter "the Company") to produce a series of video and audio materials for a nationwide communication campaign. The campaign aims to introduce and promote new IDs while educating citizens on their features and benefits.

The procurement process aims to ensure the comprehensive management of all aspects of video and audio production in a professional and timely manner. The goal is to identify a capable team that can fulfill the outlined responsibilities and deliverables as specified in the technical requirements, delivering a high quality product.

### 3. SCOPE OF WORK AND EXPECTED OUTPUTS

To achieve the objective, it is foreseen that the Company will have to complete the following:

1. Development of the script for each of the video and audio spot and approve it with the project team;
2. Production of the video and audio materials in a timely manner, according to the campaign timeline;
3. Edit and submit the final versions of the video and audio products according to the project team feedback.

#### Technical Specifications:

Deliverable	Description / Minimum technical requirements	Unit	Delivery Date	Q-y
<b>Deliverable 1</b> <b>Studio Quality Video Spots production</b>	<p><b>Deliverable 1.1</b></p> <p><b>Studio Quality video spot about the new document (1 unit)</b></p> <p>1 Video spot about the introduction of a new identity document and its advantages Studio Quality video spot for Campaign launch to be broadcasted on TV.</p> <p>Professional cinematic production by a specialized production house with a focus on storytelling and artistic visuals.</p> <ul style="list-style-type: none"> <li>• <u>Script</u>: Yes</li> <li>• <u>Location</u>: TBD</li> <li>• <u>Duration</u>: minimum - 30 sec; maximum - 1 min.</li> <li>• <u>Language</u>: RO, RU</li> <li>• <u>Voiceover</u>: from RO to RU</li> <li>• <u>Subtitles</u>: RO, RU, ENG</li> <li>• <u>Translation</u>: from RO to RU and ENG</li> <li>• <u>Sign language</u>: yes</li> <li>• <u>Resolution</u>: 1080p (Full HD), landscape for TV, portrait</li> <li>• <u>Nametags and graphic elements</u>: min. 3 Nametags</li> <li>• <u>Pack shot with logos and messages</u>: Logos (ASP; British Embassy, UK international development; USAID; NORAD; GAC; UNDP)</li> <li>• <u>Drone shots</u>: if necessary</li> <li>• <u>Logistical arrangements (actors, etc)</u>: yes</li> <li>• Professionally edited videos</li> </ul> <p><b>Timeline</b>: April, 2025</p>	Video	April 1, 2025	1

	<p><b>Deliverable 1.2</b></p> <p><b>Studio Quality Video Spots (5 units)</b></p> <p>5 Commercial video spots about the particularities and news on the new document</p> <ul style="list-style-type: none"> <li>• <u>Script</u>: yes</li> <li>• <u>Location</u>: TBD</li> <li>• <u>Duration</u>: minimum - 30 sec; maximum - 1 min 30 sec.</li> <li>• <u>Language</u>: RO, RU</li> <li>• <u>Voiceover</u>: yes</li> <li>• <u>Subtitles</u>: RO, RU, ENG</li> <li>• <u>Translation</u>: from RO to RU and ENG</li> <li>• <u>Resolution</u>: 1080p (Full HD), landscape, portrait</li> <li>• <u>Nametags and graphic elements</u>: min. 3 Nametags</li> <li>• <u>Pack shot with logos and messages</u>: Logos (ASP; British Embassy, UK international development; USAID; NORAD; GAC; UNDP)</li> <li>• <u>Drone shots</u>: if necessary</li> <li>• <u>Logistical arrangements (actors, etc)</u>: yes</li> <li>• Professionally edited videos</li> </ul> <p><b>Video References:</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.instagram.com/reel/DE4n1WPIwWs/?igsh=aGQ1dGpoNWJ2Y2Zr">https://www.instagram.com/reel/DE4n1WPIwWs/?igsh=aGQ1dGpoNWJ2Y2Zr</a></li> <li>2. <a href="https://www.instagram.com/accounts/login/?next=%2FFreeel%2FDE2Grkovy_7%2F&amp;source=omni_redirect">https://www.instagram.com/accounts/login/?next=%2FFreeel%2FDE2Grkovy_7%2F&amp;source=omni_redirect</a></li> <li>3. <a href="https://www.instagram.com/reel/DE11YtwB4Zb/?igsh=c2gxZmF2NzQwchVj">https://www.instagram.com/reel/DE11YtwB4Zb/?igsh=c2gxZmF2NzQwchVj</a></li> </ol> <p><b>Timeline:</b> April 2025</p>	Video	April 1, 2025	5
	<p><b>Deliverable 1.3</b></p> <p><b>Commercial tutorials</b></p> <p>4 informative video tutorials on the new document (these video series will answer a series of questions from citizens)</p> <ul style="list-style-type: none"> <li>• <u>Script</u>: yes</li> <li>• <u>Location</u>: TBD</li> <li>• <u>Duration</u>: minimum - 30 sec; maximum - 1 min 30 sec.</li> <li>• <u>Language</u>: RO, RU</li> <li>• <u>Voiceover</u>: no</li> <li>• <u>Subtitles</u>: RO, RU, ENG</li> </ul>	Video	April 1, 2025	4

	<ul style="list-style-type: none"> <li>• <u>Translation</u>: from RO to RU and ENG</li> <li>• <u>Resolution</u>: 1080p (Full HD), portrait</li> <li>• <u>Nametags and graphic elements</u>: min. 3 Nametags</li> <li>• <u>Pack shot with logos and messages</u>: Logos (ASP; British Embassy, UK international development; USAID; NORAD; GAC; UNDP)</li> <li>• <u>Drone shots</u>: if necessary</li> <li>• <u>Logistical arrangements (actors, etc.)</u>: yes</li> <li>• Professionally edited videos</li> </ul> <p><b>Timeline</b>: April 2025</p>			
<p><b>Deliverable 2</b></p> <p><b>Audio Spot production</b></p>	<p><b>Deliverable 2.1</b></p> <p><b>Commercial audio / radio spot</b></p> <p>1 audio spot about the introduction of a new identity document and its advantages.</p> <ul style="list-style-type: none"> <li>• <u>Script</u>: yes</li> <li>• <u>Duration</u>: min – 30 sec.; max – 1 min.</li> <li>• <u>Language</u>: RO/RU</li> <li>• <u>Voiceover</u>: yes, RU and RO</li> <li>• <u>Translation</u>: from RO to RU</li> <li>• <u>Format</u>: Wav or MP3</li> <li>• <u>Disclaimer</u>: yes</li> <li>• <u>Logistical arrangements (voice actors, etc.)</u>: yes</li> </ul> <p><b>Timeline</b>: April 2025</p>	<b>Audio spot</b>	<b>April 1, 2025</b>	<b>1</b>

#### 4. ORGANIZATIONAL SETTING

The timeframe for the work of the Company is planned for the period March-April 2025. The Company will be required to individually obtain the necessary information and materials for the fulfilment of the assignment, however it will be aided in interacting with the PSA, by a member of the project team, the Communication Officer. The Project Team will also offer any other facilitation support (should it become necessary).

The assignment shall be performed in coordination with the PSA and under the guidance and supervision of the Project Analyst, Project Manager, or other assigned members of the UNDP EDMITE Project. The Project will liaise with the PSA in organizing the necessary meetings and / or consultations. All communications and documentation related to the assignment will be in Romanian and English.

#### 5. CONFIDENTIALITY

All data and information received from UNDP for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. Violation of confidentiality requirements may result in immediate termination of contract.

## **6. QUALIFICATIONS REQUIRED**

- The Company is a legally registered entity;
- The Company has not declared bankruptcy, is 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;
- Minimum 3 (three) years of relevant experience in video and audio spots production;
- Minimum 2 (two) finalized contracts of similar size and complexity in video and audio materials production over the last 3 (three) years. The videos in question must be produced to professional standards, suitable for TV broadcast, and meet commercial television quality requirements. Please submit links to the finalized projects;

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ25/03001: Production of a series of video and audio materials for the Public Services Agency (PSA) communication campaign on new ID cards</b>	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No yes, insert UNGM Vendor Number <span style="float: right;">If</span>
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its	<input type="checkbox"/> Yes <input type="checkbox"/> No

Environmental Policy? <i>(If yes, provide a Copy)</i>				
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
<b>Previous relevant experience: 2 (two) finalized contracts of similar size and complexity in video production and social media placements over the last 3 (three) years</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	<b>RfQ25/03001: Production of a series of video and audio materials for the Public Services Agency (PSA) communication campaign on new ID cards</b>	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- documents necessary to prove compliance with the qualifications for the Bidder and other documents listed under Section "Documents to be submitted".

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation: US Dollars (USD) for international companies and Moldovan Leu (MDL) for local companies**

Ref	Description of Deliverables	Qty	Unit Price, VAT 0% <i>(Please indicate currency)</i>	Total Price, VAT 0% <i>(Please indicate currency)</i>
<b>1.</b>	<b>Deliverable 1. Studio Quality Video Spots</b>			
	Deliverable 1.1 Studio Quality video spot about the new document	<b>1</b>		
	Deliverable 1.2 Studio Quality Video Spots	<b>5</b>		
	Deliverable 1.3 Commercial tutorials	<b>4</b>		
<b>2.</b>	<b>Deliverable 2: Commercial audio / radio spot</b>	<b>1</b>		
<b>Total Price <i>(Please indicate currency)</i></b>				

**Breakdown of Fees**

<b>Personnel / other elements</b>	<b>UOM</b>	<b>Qty</b>	<b>Unit Price</b> <i>(Please indicate currency)</i>	<b>Total Price</b> <i>(Please indicate currency)</i>
Personnel				
e.g. Project Manager/Team Leader	day			
Other team members (title)	day			
Other expenses				
Equipment rent	day			
Transportation				
Translation services (e.g. voiceover, subtitles etc.)				
Other Costs: (please specify)				
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Time, as indicated in Annex 1 / Section 3 / Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 90 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Full acceptance of the General Conditions of the Contract	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text.  Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: _____ _____ Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.