

REQUEST FOR QUOTATION (RFQ)

Date: 16 April 2013

Dear Sir/Madam,

Subject: Request for Quotation for services: “Documentary movie production”**Project:** 00078317, Integrated Natural Resource Management in the Baikal Basin
Transboundary Ecosystem**Case reference:** RFQ_GPSO_2013-056 (IWC-78317)

1. The United Nations Office for Project Services (hereinafter “UNOPS”) is pleased to invite you to submit a quotation for supply of the services described in Annex I to this Request for Quotation.
2. We would appreciate receiving your quotation on or before **25 April 2013 10:00 A.M. Irkutsk time** via e-mail DmitriP@unops.org (it must not exceed 8MB) or fax +73012338030 to the attention of **Dmitry Popov**. Please specify above project and reference number on your quotation.
3. Any requests for clarification should be referred to:
Contact Person: Dmitry Popov
Office: UNOPS
Address: Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation

Telephone: +7 3012 415759
Fax +7 3012 338030
E-Mail: DmitriP@unops.org
4. Your quotation shall include the following:
 - Brief approach and methodology as well as CV(s) of proposed staff/personnel in response to the Terms of Reference as per Annex I.
 - Fixed overall quotation in a single currency (see Annex II) with the following structure:

Name(s) of consultant(s)
Number of working days and daily fee
Daily subsistence allowance
Number of international travels and cost
Number of local travels and costs
Other costs
TOTAL
 - Completed Previous Experience Form (see Annex III)
5. UNOPS evaluates the quotations based on best value, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:

- (a) Suitability of the approach and methodology including firm's capacity to undertake the services
 - (b) Qualifications and suitability of the staff/personnel proposed for the assignment including their previous experience with same type of assignment
 - (c) Cost-effectiveness of price quotation
6. A contract may be awarded to the bidder having submitted the quotation representing the best value for UNOPS. However, UNOPS reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Bidders or any obligation to inform the Bidders of the grounds for such action.
 7. UNOPS reserves the right to make multiple arrangements for any item or items.
 8. In the event of a Contract the UNOPS General Conditions will apply. The conditions are available at <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "UNOPS general conditions of contract": UNOPS Conditions of Services - For contracts of a value of less than USD 50,000. (Annex IV)
 9. **Supplier eligibility.** Suppliers shall not be eligible to submit an offer and to be awarded a contract when at the time of bid submission:
 - (a) Suppliers are already suspended by UNOPS, or,
 - (b) Supplier's names are mentioned in the UN 1267 list of Terrorists issued by the Security Council resolution 1267, which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban, or,
 - (c) Suppliers are suspended by the UN Procurement Division (UN/PD), or,
 - (d) Suppliers have been declared ineligible by the World Bank.

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

10. Information regarding Bid Protest can be found at:

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

11. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (www.ungm.org). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for

which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers.

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

We look forward to receiving your quotation.

Yours sincerely,
Sergey Kudelya
Project Manager
EMO/IWC
UNOPS
Room: 13,
8, Sakhyanovoy Str.,
670047, Buryatia, The Russian Federation
Telephone: +7 3012 415759
Fax +7 3012 338030
E-Mail: SergeyK@unops.org



ANNEX I - TERMS OF REFERENCES

Terms of Reference (TOR) for Local Service Contract Documentary movie production

Location:	Mongolia, The Russian Federation
Application Deadline:	25-Apr-2013
Type of Contract:	Service Contract
Post Level:	Local
Languages Required:	English, Russian
Starting Date: (date when the selected candidate is expected to start)	01-May-2013
Duration of Initial Contract:	01 May 2013 - 30 Nov 2013
Expected Duration of Assignment:	7 months

Background:

The project's objective is to spearhead integrated natural resource management of Baikal Lake Basin and Hövsgöl Lake ensuring ecosystem resilience, reduced water quality threats in the context of sustainable economic development. The project has three primary components: elaborating a strategic policy and planning framework; strengthening institutional capacity for IWRM; and demonstrating water quality and biodiversity mainstreaming practice, including groundwater monitoring and protection.

This project builds upon a solid, decades-old baseline of bilateral cooperation between Russia and Mongolia on the transboundary waters of the Selenga River and by extension the Baikal Basin itself. To date, international support for environmental conservation and management in the Baikal Basin has not been transboundary in orientation; little support has been provided the two countries in strengthening their transboundary cooperation to manage sustainably the globally significant environmental benefits represented by the incomparable Lake Baikal and its transboundary Basin, at the top of which lies Mongolia's aquatic jewel, Lake Hovsgol. In addition to this solid baseline of transboundary cooperation are two rapidly growing economic baselines in mining and tourism, with mining being the biggest and fastest growing economic activity in the Baikal Basin and tourism a smaller but also rapidly growing sector in both the Russian and Mongolian portions of the Baikal Basin. Both of these sectors hold much promise in becoming better stewards of the Baikal Basin's aquatic ecosystems. In the absence of a GEF investment, these barriers are likely to continue hampering an effective transboundary response to the critical threats that are already impacting the ecosystem health and resilience of the Baikal Basin.

Successful implementation of a regional project like "Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem", to a large degree depends on effective implementation and ownership of project-inspired work at the national and local levels. .

Justification of consultancy:

Lake Baikal and its transboundary basin including Lake Hovsgol represent an unparalleled global benefit in terms of international waters and biodiversity values. While past and current efforts to protect and sustainably utilize the environment and its natural resources are impressive, they are insufficient to the task of addressing the threats to the health of the Baikal Basin's

interconnected aquatic ecosystems. These threats include: climate change, pollution and sedimentation, nutrient loading, and habitat destruction. To address these threats successfully conservation work must move beyond the protected area limits and into the 87% of the Basin that is not protected where natural resource exploitation continues without regard to ecosystem health and biodiversity conservation objectives. Significant barriers hamper both countries' ability to move ahead both within their national envelopes and jointly on a robust transboundary level. These barriers include: policy and regulatory gaps, institutional weaknesses, poor utilization of BAT/BEP relevant to key issues facing the Basin, and low levels of awareness of transboundary BB issues.

Obstacles to capacity building among involved stakeholders relates in part to peculiarities of public “environmental” awareness in the region.

Public education is key element for enhanced public awareness of the conditions, challenges and threats to the environment of the Baikal Basin. Adequate education is relevant to all concerned stakeholders at all levels in the civil society. This activity will aim at ensuring and improving the availability of regular comprehensive reports providing accurate, up-to-date and accessible information about environmental conditions of the Baikal Basin and thereby enhancing the consciousness of the civil society.

Lake Baikal is a global symbol of clean water resources, its strategic location, its potential for tourism development as well as its status as a natural heritage site will enable this work to raise awareness and knowledge about sustainable water use and waste management among the local population and tourists through hands-on, service oriented actions such as cleaning up litter clogged riparian zones. Project messages will encourage the preservation and sustainable use of Lake Baikal's natural resources by local communities and will promote educational work targeted at local communities and wider local audience, including tourists, mass media, and business. Because of the high profile of Lake Baikal and its global significance it can become a symbol for a national water conservation campaign beyond the local and regional context. Therefore, the project will also support a nation-wide public awareness programme targeting specific groups for results-based awareness raising initiatives.

The Russian Federation is incredibly lucky to have Lake Baikal in its territory, which is the largest natural fresh water reservoir, the deepest and, according to scientists, the oldest lake on the planet. The existing potential threats to the unique ecosystem of the lake are caused by the quality and quantity of the water comprised in its basin covering over 500,000 sq. m of the lands between Russia and Mongolia and consisting of over 400 rivers and channels. This scientific documentary is not only about Lake Baikal itself but it is also about the main basin of the rivers bringing their clear and limpid waters to the lake. It is in the mouths of the major Baikal rivers where we find a lot of architectural and natural landmarks, as well as rare scientific artifacts. The most important transboundary element of the lake's catchment basin is the Selenga River which brings its waters from the magnificent Lake Hubsugul, containing 60% of Mongolia's fresh water, across the Russian and Mongolian territories. Hence, preservation of Lake Baikal is a matter of close cooperation and coordinated actions between the two neighbouring countries. In this project we are trying to make our spectators see the full picture of formation and fragility of this amazing corner of our country and our planet; we are willing to make the thought clear to everyone that it is extremely important to preserve Lake Baikal as a unique natural, ecological and sociocultural phenomenon.

Development objective:

In order to enhance public awareness, the project will develop documentary concept and will make a movie “Baikal without boundaries” (preliminary name).

Immediate objective(s):

This Service will be done as part of the Output 3.4.”Baikal Information Center, with NGO Forum and Business and Industry Partnerships”. HD documentary “Baikal without boundaries” will be made.

Specific Deliverables:

When solving the issue of attracting attention to the nature conservation and ecological problems related to Lake Baikal, it is important to show the absolutely unique appearance of these localities. Hence, the project implies a lot of open-air landscape shooting on location. This will allow making a vivid and convincing portrayal of the Baikal region in different seasons; the change of those seasons within a sequence of shots will produce an even stronger positive impression on the spectators and will enrich the video significantly.

Representing the Baikal area as a unified ensemble of water elements, we will pay special attention to the major rivers flowing into the lake. The banks of those rivers are inhabited by the people of some indigenous Russian and Mongolian nations. So it is required to film the typical life scenes of those people, which would be significant and expressive from the point of view of the idea and the message of this documentary: ethnographic celebrations, handicrafts, and religious ceremonies. We have to let the spectators hear the original dialects and the live speech of the local people. Our camera will pay attention to all significant cultural phenomena: architecture, costumes, handicrafts, as well as the witnesses and memories which are still alive.

The other plot line will be the nature conservation issue. Our goal is to represent it on the basis of the materials obtained when filming the real exploratory missions. We have to show, correctly and with due attention, the activities done by the scientists; we have to make the spectators see how important and topical their work is.

The combination of ethnography, cultural heritage and science will allow comprehensive and vivid description of the declared topic.

The service is expected to deliver the following results:

- Documentary concept (explication, synopsis and production schedule) “Baikal without boundaries” is developed. The endorsement for Documentary concept is received from the Project Management Unit (PMU).
- Documentary “Baikal without boundaries” is produced in HD and MPEG-2 formats. Three language soundtracks (English, Russian and Mongolian) are made. The disc cover is designed and approved by PMU.

Expected Outputs, reports and related logistics:

The service is expected to deliver the following results:

- Detailed calendar plan for activities to be carried out within the framework of the consultancy within at the end of first 15 days.
- Documentary concept (explication, synopsis and production schedule);
- Motion report.
- Off-screen commentary.
- Post-production report.
- Final report.
- 5 DVD (MPEG-2 format) and 5 Blue-ray Disc (HD format) copies of the documentary.
- Multimedia materials made within the framework of the consultancy (photo of motion sites, production process and etc.)

Payment will be made in 3 installments based on the acceptance of the required deliverables by the Project Manager as specified below:

- 20% payment as a first installment upon the submission of a) detailed calendar plan for activities to be carried out within the framework of the consultancy;
- 40% payment upon submission of documentary concept, not later than 30 May 2013;
- 20% payment upon receiving the a) approved by PMU off-screen commentary a) post-production report, not later than 30 Oct 2013.
- 20% payment upon receiving a) final report b) DVD and Blue-ray copies of the documentary, not later than 30 Nov 2013.

ANNEX II. FINANCIAL OFFER

Name(s) of consultant(s) (a)	Number of working days (b)	Daily fee (c)	Daily subsistence allowance (d)	Total (e)=(b)x((c)+(d))
GRAND TOTAL				

International/National travels (a)	Quantity (b)	Cost (c)	Currency (d)	Total (e)=(b)x(c)
GRAND TOTAL				

Other Costs (description)	Cost
GRAND TOTAL	

ANNEX III: PREVIOUS EXPERIENCE FORM

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

Authorized Signature: _____

Date: _____

ANNEX IV - UNOPS CONDITIONS OF SERVICES

1-Contractor's Status In all matters relating to this Contract, the Contractor shall be acting as an independent contractor. Neither the Contractor nor its employees are the employees of UNOPS. The Contractor assumes all liabilities or obligations imposed by any law or regulation with respect to such employees. The Contractor shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS. The Contractor shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

2-Damage to Persons and Property The Contractor shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of the Contractor or its agents, employees, servants or subcontractors in the execution of this Contract.

3-Intellectual Property Rights All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks, in all countries, with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, except pre-existing materials, publicly or privately owned, collected or prepared as a consequence of or in the course of the performance of this Contract, shall become the sole property of UNOPS. The Contractor shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Contractor's performance.

4-Confidentiality All maps, drawings, plans, reports, documents and all other data compiled by or received by the Contractor under the Contract shall be the property of UNOPS, shall be treated as confidential and shall be delivered only to the duly authorized representative of UNOPS upon completion of the Services.

5-Advertising The Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed services for UNOPS or use the name, emblem or official seal of UNOPS or the United Nations or any abbreviation of the name of UNOPS or the United Nations for advertising purposes or any other purposes.

6-Modifications Any modification or change to this Contract shall require an amendment in writing between both parties duly signed by the authorized representatives of the Contractor and UNOPS.

7-Sub-contracting and Assignment of Contract The Contractor shall not sub-contract the Services or otherwise assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Contractor's rights, claims or obligations under this Contract.

8-Termination UNOPS may terminate this Contract for cause or convenience in the interest of the UNOPS upon not less than fourteen (14) days written notice to the Contractor. Upon termination of this Contract, the Contractor shall take immediate steps to terminate his performance of the Contract in a prompt and orderly manner and to reduce losses and to keep further expenditures to a minimum. Unless such termination has been occasioned by the Contractor's breach of this Contract, the Contractor shall be entitled to be paid for the part of the Services satisfactorily completed as of the date of termination, plus substantiated costs resulting from commitments entered into prior to the date of termination as well as any reasonable substantiated direct costs incurred by the Contractor as a result of the termination, but shall not be entitled to receive any other or further payment or damages.

9-Privileges and Immunities Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of the United Nations of which the UNOPS is an integral part.

10-Settlement of Disputes Any controversy or claim arising out of or in connection with provision of this Contract or any breach thereof, shall, unless resolved through direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules then in force. UNOPS and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.