

**Request for quotation (RFQ) for  
services:**

**“The Baikal Project results video  
production”**

**RFQ No: RFQ GPSO 2015 086 (IWC-  
78317)**

**Request for quotation (RFQ) for  
“The Baikal Project results video production”.  
RFQ No.: RFQ\_GPSO\_2015\_086 (IWC-78317)**

Date: 26 Mar 2015

UNOPS is accepting quotations from suppliers for

**“The Baikal Project results video production”**

All interested parties must complete and return the attached price sheet to the following email address: [DmitriP@unops.org](mailto:DmitriP@unops.org)

## 1 Requirements and price list (Annex A)

Quotations need to be submitted by using the Requirements and Price List contained in Annex A.

## 2 Eligibility

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

## 3 Currency

All prices shall be quoted in RUB (for Russian companies) or USD (for foreign companies) UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in the RFQ letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 4 Evaluation

UNOPS evaluates quotations based on lowest priced most technically acceptable quotation received.

## 5 Delivery (for goods)

Not applicable

## 6 Mobilization and duration (for services)

Service provision shall commence 1 calendar days after contract signature. The successful supplier is expected to complete the services by 20 October 2015.

## 7 Quotations due

All quotations must be received at the e-mail address stated below no later than:

|                 |  |
|-----------------|--|
| Date:           | 15 April 2015  |
| Time:           | <b>10:00 A.M. UTC+09:00, Irkutsk time</b>                |
| E-mail:         | <a href="mailto:DmitriP@unops.org">DmitriP@unops.org</a> |
| Contact person: | Mr. Dmitry Popov   |

Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

UNOPS will award this requirement in total and will not accept any partial quotations. The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

## 8 UNOPS General Conditions of Contract

Any order resulting from this RFQ exercise will be subject to the UNOPS General Conditions of Contract available for goods, small services and services at the following addresses:

<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/UNOPS%20General%20Conditions%20for%20Goods.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/Conditions-of-services-below50K.pdf>

<http://www.unops.org/SiteCollectionDocuments/Procurement%20docs/GCCs%20For%20Professional%20Services.pdf>

## 9 Clarifications

Suppliers with questions or requests for more information are encouraged to send them to the email address above promptly in order to allow time for the provision of a written response. Explanations or interpretations provided by personnel other than the above will not be considered binding or official.

## 10 Quotation form (Annex B)

The attached Quotation Form needs to be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.

**Approved by:**

Date: 26 March 2015



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GPSO/IWC  
UNOPS  
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## ANNEX A

### Requirements and price list

**It is recommended to use application form here (pages 3-6):**

[http://baikal.iwlearn.org/en/tenders/how-to/application-form/at\\_download/file](http://baikal.iwlearn.org/en/tenders/how-to/application-form/at_download/file)

|  |                                  |
|--|----------------------------------|
| <b>Location:</b>   | Mongolia, the Russian Federation |
| <b>Application Deadline:</b>   | 15 Apr 2015                      |
| <b>Type of Contract:</b>   | Service Contract                 |
| <b>Post Level:</b>   | Local                            |
| <b>Languages Required:</b>   | English, Russian                 |
| <b>Starting Date:</b><br>(date when the selected candidate is expected to start) | 20 April 2015                    |
| <b>Duration of Initial Contract:</b>   | 20 April 2015 - 20 October 2015  |
| <b>Expected Duration of Assignment:</b>  | 6 months                         |

#### Background:

The project's objective is to spearhead integrated natural resource management of Baikal Lake Basin and Khovsgol 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.

#### Justification of consultancy:

Lake Baikal and its transboundary basin including Lake Khovsgol 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.

**Development objective:**

2015 is the final year of the implementation of the regional UNDP-GEF Project "Integrated Natural Resource Management in the Baikal Basin Transboundary Ecosystem" (The Baikal project). Most of the project goals have been achieved. In order to enhance public awareness about achieved results, it is important to produce the Baikal Project results video about key project results. This video will be presented on the World Water Week at the end of August in Stockholm, Sweden and next IWC8 in Vietnam next November.

**Immediate objective(s):**

This Service will be done as part of the Output 3.4. The Baikal Project results videos in a two formats (short – no longer than 5 min and full – no longer than 20 min) will be produced.

**Specific Deliverables:**

Since 2008 the Baikal Project has been implementing best practices and applying effective methodologies developed by UNPD and GEF in the last 25 years. In accordance with GEF best practices for international waters projects, a preliminary Transboundary Diagnostic Analysis (TDA) was undertaken between 2008 and 2009 and updated in 2013 (<http://baikal.iwlearn.org/en/project/tda>). Updated TDA additionally includes specific studies like climate change assessment, groundwater pollution risks and ground / surface water intermixing, Selenga Delta study and etc. A hot spot assessment was made for Russia and Mongolia and pollution levels were detected. In 2014 on the basis of the TDA the draft Strategic Action Programme for the conservation of aquatic ecosystems and sustainable management of the natural resources in the Lake Baikal Basin was prepared in 2014. In concordance with UNDP approaches and to insure of applying a best solutions on the sub-basin level the two sub-basin management plans for Russia (Tugnyu-Suhara and Khilok) and two sub-basin management plans for Mongolia (Ider and Eg) were prepared, endorsed and implemented.

The legal and institutional framework of bilateral transboundary water cooperation was analyzed and enhanced. The harmonized water quality monitoring program for the Baikal Basin was developed. About 30 parameters were harmonized and jointly monitored. The intercalibration exercise ensuring comparability of hydrochemical monitoring results between Mongolia and Russia was executed. The models of pollutants transport and water balance in the Baikal Basin were set up.

The Baikal Information Center (BIC) was established and BIC web portal was launched. The biannual State of the Environment Report for the Baikal Basin was prepared in 2014. The comprehensive Ecological Atlas of the Baikal Basin which contains more than 150 maps was developed in English, Mongolian and Russian - <http://bic.iwlearn.org/en/atlas/atlas>. The documentary "Baikal without boundaries" was made and broadcasted on Russian and Mongolian TV channels - [http://youtu.be/g\\_axjCkbhDY](http://youtu.be/g_axjCkbhDY).

All these results and many others are available on the Baikal Project website <http://baikal.iwlearn.org/en/results> and should be used like a basement for the videos productions.

The service is expected to deliver the following results:

- The Baikal Project results video concept (explication, synopsis and production schedule) is developed. The endorsement for video concept is received from the Project Management Unit (PMU).
- The Baikal Project results videos (short – no longer than 5 min and full – no longer than 20 min) is produced in HD format in English, Russian and Mongolian. The disc covers have been designed and approved by PMU.

This service requires visiting to Mongolia (Ulaanbaatar, Hatgal village), Russia (Ulan-Ude, different sites in the Republic of Burytiya and Moscow) and participation and capturing the Final Steering Committee Meeting in Tankhoi (Russia) at the end of July 2015. A list of recommended interview partners in Russia and Mongolia will be provided by the PCU in advance of the field visit.

**Inputs:**

The Baikal project results and reports: <http://baikal.iwlearn.org/en/results>

**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 7 days.
- The Baikal Project results video concept.
- Video motion report, off-screen commentary (short and full) and post-production report.
- MP4 copies of videos (short and full) in HD format in Russian and English, **not later than 20 August 2015**
- MP4 copies of videos (short and full) in HD format in Mongolian, **not later than 20 September 2015**
- Final report.
- Multimedia materials made within the framework of the consultancy (photo of motion sites, production process and etc.)

Payment will be made in 4 instalments based on the acceptance of the required deliverables by the Project Manager as specified below:

- **20% payment** as a first instalment 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 video concept, not later than 30 May 2015;
- **20% payment** upon receiving the a) approved by PMU off-screen commentary (short and full) b) post-production report, not later than 5 August 2015.  
**20% payment** upon receiving a) final report; b) MP4 copies of the videos in English, Russian and Mongolian; not later than 30 September 2015.

The following documents form part of this RFQ and must be completed and returned with your 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)) |
|------------------------------|----------------------------|---------------|---------------------------------|-------------------------|
|                              |                            |               |                                 |                         |
|                              |                            |               |                                 |                         |
|                              |                            |               |                                 |                         |
| <b>Subtotal:</b>             |                            |               |                                 |                         |

| International/National travels (a) | Quantity (b) | Cost (c) | Currency (d) | Total (e)=(b)x(c) |
|------------------------------------|--------------|----------|--------------|-------------------|
|                                    |              |          |              |                   |
|                                    |              |          |              |                   |
|                                    |              |          |              |                   |
| <b>Subtotal:</b>                   |              |          |              |                   |

| Other Costs (description) | Cost |
|---------------------------|------|
|                           |      |
|                           |      |
| <b>Subtotal:</b>          |      |

GRAND TOTAL: (Sum of 3 tables)



## RFQ - Quotation form

Quotation form must be completed, signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.

UNOPS General Conditions of Contract will apply to any resulting purchase order/contract. A link to the UNOPS General Conditions of Contract is included in the RFQ document.

The undersigned, having read the Terms and Conditions of Quotation No. RFQ\_GPSO\_2015\_086 (IWC-78317) set out in the attached document, hereby offers to supply the services specified in the RFQ at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

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

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

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel. no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Validity of offer: \_\_\_\_\_

Currency of offer: \_\_\_\_\_

Payment terms 30 days accepted:

Quotation to be addressed to:

UNOPS office  
Mr. Dmitry Popov,  
Address: 13, 8, Sakhyanovoi Str., Ulan-Ude, 670047, Buryatia, Russia  
Tel.: +7 3012 415759  
E-mail: [DmitriP@unops.org](mailto:DmitriP@unops.org)



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