**REQUEST FOR QUOTATION (RFQG)**

Project Title: Production of Documentary film and photo book

Source of Funding: ADB Manila, Philippines

Contract Ref: 2269-VIE (SF) Date of Issue of Request: 31 March 2016

To:\_ Media companies

Sir/Madam:

1. The Asian Development Bank (ADB) – The Central Provincial Management Unit (CPMU) of Forest for Livelihood improvement in the Central Highlands (FLITCH) Project (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items:

(i) Documentary Film

(ii) Photo Book

 If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. [Option: You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items].

3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked “Original”. In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser’s Address : FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi

Telephone: 84-4-37286232 Fax: 84-4-37286234

4. Your quotation in duplicate and written in English language, should be accompanied by adequate documentation: copy of the business registrar certificate, company profile catalogue and other printed material indicating competency and experience of the supplier

5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is: 14:00 11th April 2016

6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. You quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) PRICES: The prices should be quoted for supply and delivery to FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi. Prices shall be quoted in the currency of the Purchaser in US dollar.

(ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

(a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

(c) if a Supplier refuses to accept the correction, his quotation will be rejected.

 In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in Vietnam.

(iii) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.

The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi

Telephone : 84-4-37286232 Fax: 84-4-37286234

Email: flitch@daln.gov.vn

9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 02 days from the date of submission of quotation.

10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.

11. Under ADB’s Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB’s sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Purchaser)

FLITCH Project Director

**FORM OF QUOTATION**

To: ADB –CPMU FLITCH Project (Purchaser’s Name)

Purchaser’s Address: FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi

We offer to execute the Production of the Documentary Film and a Photo Book addressing the achievement and final result from FLITCH Contract number: 2269-VIE (SF) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount in words and numbers) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (name of currency)\_\_\_\_\_\_\_\_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract

within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Item | Technical requirement | Quantity | Unit Price | Total Price | Delivery Time |
| 1 |  Documentary Film  |  | 200 DVDs | USD |  |  |
| 2 |  Photo book |  | 600 Books | USD |  |  |
|  | VAT |  |  |  |  |  |
|  | TOTAL |  |  |  |  |  |

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

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

Name and Title of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number, if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM OF CONTRACT**

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_\_\_\_\_, \_\_\_ 2016, between Asian Development Bank (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_, (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of \_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;

b) Addendum (if applicable);

2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.

3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of \_\_\_\_\_\_\_\_\_\_ (country of Purchaser) on the date indicated above.

|  |  |
| --- | --- |
| **Signature and seal of the Purchaser:** For and on behalf of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Authorized Representative  | **Signature and seal of the Suppler:** For and on behalf of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Authorized Representative |

**TERMS AND CONDITIONS OF SUPPLY**

Project Name: Forest for Livelihood improvement in the Central Highlands (FLITCH)

Purchaser: ADB – CPMU FLITCH Project

1. Schedules for Supply

|  |  |  |  |
| --- | --- | --- | --- |
| No | Item | Quantity | Delivery Time |
| 1 | Documentary Film | 200 DVDs | 45 days from the contract validation |
| 2 | Photo book | 600 Books | 45 days from the contract validation |

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding 45 days from the date of signing of contract.

4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on “All risks” basis.

5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Purchaser's

country.

6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Vietnam.

7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:

(i) copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount;

(ii) manufacturer's or supplier's warranty certificate; and

(iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:

a) 30% within 10 days of signing the contract. Payment shall be made upon presentation by Supplier of verifiable proof of availability of goods ready for shipment/delivery.

b) 70% upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and upon acceptance of the delivered goods by the Purchaser.

9. Warranty: (no applicable) .

10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the

extent that its delay in performance or other failure to perform its obligations under the Contract is

the result of an event of Force Majeure.

For purposes of this clause, “Force Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachment as necessary)

(i) General Description

(ii) Specific details and technical standards

(iii) Performance Parameters

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SPECIFICATIONS**

**I. General Description:**

1. Objective and Purpose of the Assignment:

ADB is committed to supporting the Asia and Pacific region to conserve its natural capital and ensure the provision of vital ecosystem services that are essential for reducing poverty, increasing **r**esilience, and transitioning towards a 'green growth” model. Sound environmental governance and environmental enforcement are critical building blocks for making green economies a reality. Environmental sustainability is one of the three pillars in ADB Country Partnership Strategy (CPS) in Viet Nam. ADB is working to keep pace with Viet Nam's needs for both financial and technical assistance to support country’s forest development and poverty reduction via the Project “Forest for Livelihood improvement in the Central Highlands” (FLITCH) is a financial assistance project supported by ADB and TFF. The Project is implemented in 97 communes of 6 provinces, including Kon Tum, Gia Lai, Dak Lak, Dak Nong, Lam Dong and Phu Yen.

The main initiative that ADB has been promoting in Vietnam is forestry sector development for livelihood development, which will be appeared in a 20- 25 minute documentary film and the 120 page - photobook covering FLITCH components:

**Component 1:**

**Sustainable Forest Resources Management and Development**

* Forestland use planning
* Forestland delineation and zoning
* Forestland allocation
* Protection and production forest inventory and assessments, and valuation
* Provincial forest management and business plan prepared and approved

**Component 2:**

**Livelihood Improvement**

* Establish commune development funds in 60 communes to support income-generating activities

**Component 3:**

**Capacity Development**

* Capacity building in GIS/GPS use
* Forest inventory and assessment training
* Agroforestry technology identification and extension
* Business model development for community forestry, SFEs and SMEs
* CDF accounting and administration support
* Clean development mechanism piloting

**Component 4:**

**Project Management and Implementation**

* Project implementation plan prepared
* Staff and consultant mobilisation
* Commune-level project implementation
* CDFs made operational

Therefore, the purpose of this assignment is to produce the communication products that will help to disseminate the results/achievement from FLITCH implementation, especially the Commune Development Fund (CDF) which is considered as the most outstanding model by FLITCH will be addressed and highlighted in both Documentary Film and Photo Book so that the CDF will be transferred to the commune with the endorsement from the Government of Vietnam. The two about main products will be for stakeholders, policy makers and for possibilities of expansion of a new project stage in Vietnam.

2. Scope of Work:

The sceneries /images in the video clip will be divided in 4 sections as following:

* Introduction of Vietnam forestry and threat on forestry degradation
* The sceneries /images of Vietnam forestryincluding plantations and natural forest. These sceneries /images will be taken from data library and new recording.
* The sceneries /images of the threat on forestry degradation relating to urban and industrial development and illegal activities, such as formation of irrigation-hydropower reservoirs, road projects and illegal timber and hunting. These sceneries /images will be taken from library and additionally recorded in some project locations in Kon Tum, Gia Lai, Dak Lak, Dak Nong, Lam Dong and Phu Yen provinces.
* The problems relating to the forestry degradation such flood, drought agriculture productivity reduction and poverty situation.
* The Interviews of Vietnamese and international scientists and Vietnamese management about the forestry threat and problems.
* FLITCH new approach to support the country for forestrydevelopment
* Achievements of FLITCH support for country forestrydevelopmentand poverty reduction
* The sceneries/images of FLITCH meeting/workshop to support for legislation improvement and capacity building. The expected impacts of these legislations implementation (commentary and interview scientists and management)
* The onsite sceneries /images relating to the FLITCH project outputs.
* The interviews of grassroots people in appreciation on livelihood improvement and forestrydevelopment through FLITCH supports
* The interviews of relevant consultants, authorities, FLITCH project staff.
* Summary of the future works for forestrydevelopment in Viet Nam and the role of ADB among other donors. These should be demonstrated though interviewing ADB management and high government officers
* The Interviews of high ranking Vietnamese officers in MARD (vice ministers, director general of Management Board for Forestry Projects) in high appreciation of ADB- FLITCH supports.
* Conclusion

3. Time line:

|  |  |  |
| --- | --- | --- |
| No. | Activity Description | Days |
| 1 | Preparation and consultation with FLITCH staff | 10 |
| 2 | Site recording/ capturing and interviews | 20 |
| 3 | Post production: Preparation of narration/ mockup | 10 |
| 4 | Final film/ photo book Printing / Cloning and Delivery to The Management Board for Forestry Projects | 5 |

**II. Specific details and technical standards:**

1. Documentary Film

(i) Time length: approximately 20-25 minutes

(ii) Format: full HD 1920/1080

(iii) Codecs: H.264/MPEG-4 AVC

(iv) Language:

- A master copy of Vietnamese version

- A master copy of Vietnamese version with English subtitle

(v) All original footage recorded during the field trips copy in HDD medium

(vi) 200 copies of film in DVDs will cover and label

(vii) Package: 50 copies per lot

(viii) Deadline for final products: 45 days upon the signing of the contract

(ix) Delivery to: FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi

2. Photo book

(i) 120 pages covering FLITCH activities and achievements

(ii) 600 copies color print with hard cover:

- Language: 550 printed in Vietnamese and 50 copies in English version

- Size: 25x25 cm, Couche Paper 150g

(iii) Package: 50 copies per lot

(iv) Deadline for final products: 45 days upon the signing of the contract

(v) Delivery to: FLITCH Office Room 507 - MANAGEMENT BOARD for FORESTRY PROJECTs - Building No.2, 16 Thuy Khue Str. - Tay Ho Dist. - Ha Noi

Places of Assignment (chronological and inclusive of travel)

City and Country: Vietnam: Kon Tum, Gia Lai, Dak Lak, Dak Nong, Lam Dong and Phu Yen provinces and Hanoi.