

REQUEST FOR QUOTATION
PROCUREMENT OF VIDEO DEVELOPMENT SERVICES
RFQ NO. PR-MN-2024-000044

Date: April 16, 2024

Dear Sir / Madam,

You are kindly requested to submit your quotation for Production of video development service on “Mongolian Institutional Integrity and Transparency” Project impact as described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO’s correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder’s preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO’s General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier’s Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. PR-MN-2024-000044** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:
On or before **Date: April 23, 2024**
Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Mongolia Country Office

Annex A
Instructions to Bidders

a. Description of requested Services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: April 23, 2024 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Ulaanbaatar, Mongolia
j. Delivery Terms	Services will be delivered from 25 April until 30 June 2024 after receipt of PO or contract from IDLO, In Ulaanbaatar, Mongolia.
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	MNT (Mongolian tugriks) <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Sample materials: video, recording

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.

ANNEX B
TECHNICAL SPECIFICATIONS

Qualification criteria

1. Hold legal status and be officially registered with the relevant authorities of Mongolia.
2. Provide evidence for Quality Assurance systems in place.
3. Have at least three (3) years of continuous operations with a proven track record in the execution of video development services including video filming and shoot interviews, studio sessions, video editing, graphic design, and audio, and positive references from previous clients or be led by an individual with at least five (5) years of related experience, with proven track record in the execution of video development services and positive references from previous clients.
4. Have delivered similar services satisfactorily to similar organizations during the past three (3) years, and the services should have been delivered with no negative performance reports.
5. Employ a sufficient number of staff with relevant educational and professional backgrounds, expertise, and experience related to video development as per the requirements stated below.

Desirable Qualifications:

- Experience in international development, social issues, advocacy, anti-corruption issues, or any related area (preferred).
- Experience working with international organizations.

Specifications for Services

No	Item Name	Specification	Unit measure	Quantity
1	Online training video (8-10 hours)	<ul style="list-style-type: none"> • Conduct assessments for e-learning platforms utilized by project stakeholders, such as the Prosecutor General's Office of Mongolia (PGO), Independent Authority Against Corruption of Mongolia (IAAC), National Police Agency (NPA), and Supreme Court of Mongolia; • Assist in adapting and integrating the e-learning course onto their respective platforms and delegated websites; • Interview selected interviewers for the e-learning course and video content including IDLO trainers and instructors and beneficiaries to talk about training topics and project results; • Manage production process, including video filming and shoot interviews, studio sessions, video editing, graphic design, and audio; • Supervise the video editing and graphic design process to ensure that multimedia content aligns with IDLO and its stakeholder's overall style and branding guidelines, as well as maintaining a high standard of quality; • Incorporate the relevant subtitles in English and Mongolian and produce a final e-learning 	Per product	1

		course and video content on DVD and row footage to IDLO.		
2	Video content (15-20 min)	<ul style="list-style-type: none"> • Develop the videos' overall concept and scenario; • Develop the script and storyboards using IDLO training handbook and instructional plan to be used in the shooting and production of the e-learning course and video; • Interview selected interviewers for the e-learning course and video content including IDLO trainers and instructors and beneficiaries to talk about training topics and project results; • Manage production process, including video filming and shoot interviews, studio sessions, video editing, graphic design, and audio; • Supervise the video editing and graphic design process to ensure that multimedia content aligns with IDLO and its stakeholder's overall style and branding guidelines, as well as maintaining a high standard of quality; • Incorporate the relevant subtitles in English and Mongolian and produce a final e-learning course and video content on DVD and row footage to IDLO. 	Per product	1

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. PR-MN-2024-000044**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Item Name	Description	Unit of Measure	Quantity	Unit Rate in MNT	Total Amount in MNT	Compliance with Technical Specifications in Annex B
Online training video (8-10 hours)	Refer Annex B	Per product	1			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
Video content (15-20 min)	Refer Annex B	Per product	1			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)
Sub-Total						
Taxes (if applicable)						
Total Amount Including Taxes in MNT						

**ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>