

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM:	DATE: Wednesday, February 24, 2010
	REFERENCE: UNDP- UNDPAFG/2010/0007 Justice and Human Rights Project (JHRA) PROCUREMENT OF MEDIA SERVICES (PRODUCTION OF EIGHT (8) RADIO AND TV.

You are therefore kindly requested to submit your quote based on the requirements in sealed envelope and/or email, should reach the following address not later than **4th March-2010 at 1500 hours Kabul time**. Late proposals will be rejected.

Name of Office: United Nation Development Program (UNDP) JHRA Project,

Address: Shah Mohammad Ghazi Watt Kabul Afghanistan

Telephone & Fax: +93 20 2101682-91 / +873 763 468 863

E-mail Address: bids.af@undp.org

Background:

Part of UNDP Public Legal Awareness activities, JHRA project in close coordination with PLAU of MoJ plan to have the Media campaign to cover the general public and make legal awareness campaign, for this end, the PLAU with PLA of MoJ prepared the messages and contents for the TV and Radio spots so that 8 TV and Radio to be produced in order to disseminate to the public to raise their information about their rights and responsibilities.

The contents of the spots which will be will cover the subject related to: "Child Rights, Familiarity with Legal Aid Dept. of MoJ, Familiarity with Police Institutions, Familiarity with the Prosecutor Institutions, Familiarity with Judiciary Institutions, Legal Processing for Solving the Property Disputes, Women's Social Problems and Women's Financial Rights

Item No	Project Description	Quantity
1	Writing the Radio scripts: 8 different scripts will be Developed on following topics: "A, Child Rights, B Familiarity with Legal Aid Dept. of MoJ, C Familiarity with Police Institutions, D Familiarity with Prosecutor Institutions, E Familiarity with Judiciary Institutions, Legal Processing for Solving the Property Disputes, F Women's Social Problems and Women's Financial Rights." materials which have previously been written by a team including PLAU/UNDP and PLAU/ MoJ. Each script will last only for one minute.	8
2	Writing the TV scripts: 8 different scripts will be Developed on the following topics: "A Child Rights B Familiarity with Legal Aid Dept. of MoJ, C Familiarity with Police Institutions, D Familiarity with Prosecutor Institutions, E Familiarity with Judiciary Institutions, F Legal Processing for Solving the Property Disputes, G Women's Social Problems and Women's Financial Rights." materials which have previously been written by a team including PLAU/UNDP and PLAU/ MoJ. Each script will last only for one minute.	8

3	The firm/company will be strongly required to share the written scripts both Radio and TV scripts, before producing. Unless getting the approval of the written scripts, the next steps necessarily will not be allowed.	16
4	Producing the Radio spots: According to the approved contents of spots, the messages must be produced. For the Radio messages it is only necessary that characters speak/dialogue as the scripts are written. But, it is strongly required that characters must speak as softly as don't contradict with audiences' religious and cultural behaviors, beliefs and attitudes.	8
5	Producing the TV spot: According to the approved content of spots, the messages must be produced. For the TV spots which will be visible and the characters must appear on the screen and accomplish the dialogues/ spots, that's why it is strongly recommended and required that the appearance must be in a manner in which the clothes, speaking and actions must not annoy or contradict the people who watch and listen the spots thus sensitivities of the beneficiaries must be prioritized in the top.	8
6	All scripts should be developed according to Afghan culture and religious tradition	

Conditions

Delivery Term (INCOTERMS 2000) & Place	<input type="checkbox"/> FCA <input type="checkbox"/> C&F <input type="checkbox"/> CIP <input type="checkbox"/> CPT	
	PLACE: UNDP Kabul	
Payment Terms	100% Payment with 30days after satisfactory delivery of services	
Validity of Quotation	30 DAYS 60 DAYS	
Preliminary Examination - Completeness of quotation.	<ol style="list-style-type: none"> 1. Company Profile 2. Previous media monitoring-training experience 3. Language ability (Dari & English) of the trainers 4. Past experience in similar field. 	
	<input type="checkbox"/> Partial bids permitted. <input checked="" type="checkbox"/> Partial bids not permitted	
Delivery Time	1-2 Weeks after receipt of signed Purchase Order	
Mode of Transport	AIR	SEA
	SURFACE	OTHERS
General Terms and Conditions		
Quantity discount and early payment discount	Shipping weight (kg) and volume (m ³)	
Separate quote for estimated transportation & insurance charges		
List of recommended consumables and spares incl. Prices and details on local availability:		
<input type="checkbox"/> For a one year period. <input type="checkbox"/> For a period of		
Details on any warranty/guarantee conditions: One year		

REQUIREMENTS

<u>Language:</u> All documentation, including installation and operating manuals shall be in:
<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others