



SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in line items section of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This RFQ document generated by the online system;

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted directly in the system responding to the questions and uploading required documents, by the date and time indicated in the online portal. It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Quotations must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your quotations.



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1 Overview

1.1 General Information

Title Procurement of Production of Bangladesh Investment Branding Video Series
E-Mail bd.procurement@undp.org
Reference Number PRC0153456/UNDP-BGD-01068
Beneficiary Country BGD

Introduction Interested suppliers must submit their offer directly in the system as instructed in the solicitation document, following the instructions in the available user guide. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in the UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

UNDP OFFICE Bangladesh
 PROCUREMENT UNIT

1.2 Tender Timeline

Open Date 06/01/26 02:58 AM
Close Date 19/01/26 10:30 AM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency BDT (Taka)

1.4 Attachments

File Name or URL	Type	Description
ToR_Investment_Branding_Video_	File	



File Name or URL	Type	Description
Financial Proposal Template.xl	File	

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so.

2.1 Section 1. Section 2 RFQ General Instructions and Data sheet

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\)](#) on Contracts and Procurement and with the provision in the General Instructions to Bidders in the document herewith attached.

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or cancellation of the tender in the online portal.

Attachments:

File Name or URL	Type	Description
EN Request for Quotation Secti	File	Section 2 - General Instructions

2. Specific Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

3. General Conditions of Contract

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to one of the General Conditions of Contract below as applicable in each case specified in the Requirements section

Applicable GTC:

[KEEP ONLY THE APPLICABLE GTCS AND DELETE THE OTHER OPTIONS]



General Terms and Conditions / Special Conditions for Contract:

<https://popp.undp.org/document/general-terms-and-conditions-contracts-goods-andor-services>

General Terms and Conditions for Works

<https://popp.undp.org/document/general-conditions-contract-civil-works>

Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy:

[How we buy | United Nations Development Programme \(undp.org\)](https://www.undp.org/how-we-buy)

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Kindly share the Company Profile within 15 Pages.

***2. Minimum Eligibility Criteria**

Registration Certificate

- Must have valid and up-to-date trade license, VAT certificate/BIN, TIN certificate, and Income tax payment certificate or equivalent applicable documents for international firms.

Target: Mentioned Registration Certificates

***3. Minimum Eligibility Criteria- Financial Statements**

- Last two years audited financial statements (2022–2023 and 2023–2024), including income statements and balance sheets, demonstrating financial stability, liquidity, credit standing, and market reputation.

***4. List of recent projects**

Have you provided a list of recent projects and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: List of recent projects

***5. Minimum Eligibility Criteria - Experience Requirement**

- Minimum ten (10) years of proven experience in producing high-quality branding, documentary, or development communication videos.
- Prior work with UN agencies, government institutions, or international organizations is required (submit at least five copies of Contracts/POs as proof).
- At least three demonstrated projects in video production, branding campaigns, or development storytelling, preferably focusing on investment, trade, economic policy, or governance themes.

Note: The firm must demonstrate the ability to conceptualize, script, and deliver impactful



multimedia content for diverse audiences.

***6. Minimum Eligibility Criteria - CVs of Key personnel**

CVs are required for this component, and the minimum qualifications for key personnel are outlined below

Creative and Production Team

1. Director/Creative Lead

- Bachelor's degree or equivalent in Film, Media, Communication, or a related field.
- Minimum 10 years of proven experience in creative direction and video production for institutional or development-focused campaigns.

• Note: Provides overall creative direction, ensures alignment with project objectives, and supervises the visual and narrative style of all video outputs.

2. Scriptwriter/Concept Developer

- Bachelor's degree in Journalism, Media Studies, Communication, or a related discipline.
- At least five years of proven experience in developing engaging scripts and narratives for multimedia projects, including leading concept development, messaging, and scriptwriting for diverse audiences.

3. Director of Photography (DOP)

- Degree or diploma in Cinematography, Film Production, or a related field.
- Minimum 5 years of professional cinematography, including high-resolution cameras, lighting, and framing.

• Note: Responsible for overseeing cinematography, lighting, and maintaining the visual tone across all video outputs.

Technical and Post-Production Team



1. Video Editor/Post-Production Specialist

- Degree or diploma in Film Editing, Media Production, or a related field.
- 2 years of professional experience in video editing for promotional and documentary content.

• Note: Responsible for editing footage, assembling storylines, and finalizing all deliverables, including main videos, short films, and teasers.

2. Motion Graphics and Infographics Designer

- Degree in Graphic Design, Animation, Multimedia, or a related field.
- 2 years of experience in motion graphics, infographics, and creating visually engaging content.

• Note: Responsible for producing dynamic on-screen visuals and data-driven infographics aligned with project branding.

Management and Coordination Team

Project Manager /Coordinator

- Bachelor's degree in Project Management, Business Administration, Social Science, Media Production, or a related discipline.
- Minimum five years of demonstrated experience in successfully managing multidisciplinary teams and ensuring the timely delivery of projects.

• Note: Responsible for planning, coordination, and delivery of outputs across production phases; serves as the main liaison with UNDP, BIDA, and the TEPP Project Team.

Notes:

- CVs must clearly highlight education, work experience, achievements, and relevance to the proposed assignment.
- UNDP reserves the right to verify credentials and request supporting documentation as needed.
- All positions are expected to actively contribute to the successful implementation of the TEPP-II media



capacity-building initiative.

*7.

Minimum Eligibility Criteria - Dedicated Production Team and Equipment Requirement

- The firm/agency shall have a dedicated production team with proven expertise in concept development, cinematography, video editing, motion graphics, and sound design.
- Access to professional-grade filming and post-production equipment is required, including:

Cinematography: Sony PXW-FX9 XDCAM 6K Full-Frame camera (or equivalent) with Cooke Optics lenses (or equivalent high-end cinema lens package).

Drone: FPV freestyle drone model and DJI Mavic 4 Pro (or equivalent).

Lighting & Support Gear: Advanced studio and on-location lighting setups, tripods, gimbals, and camera support equipment.

Post-Production: Video editing and color grading using DaVinci Resolve 20 Studio; motion graphics using Adobe After Effects; 3D/animation content using Blender.

Sound Design: Professional audio recording and editing equipment.

The team and equipment must ensure high-quality production outputs aligned with project objectives, industry standards, and TEPP/UNDP branding and quality requirements. The project may request a sample verification of the listed equipment.

*8. **Offer validity**

Confirm 90 days validity of your offer from deadline of RFQ as per the requirement stated in Specific Instructions document.

2.3 Section 3. Annex 1: Schedule of Requirements

*1. **Compliance with technical requirements**

Please confirm whether you comply with technical requirements. Indicate per each line if complying fully and



state if any deviations. Upload the full document as per template provided and add additional technical documentation as needed.

***2. Delivery time**

Confirm that you meet the required delivery time as indicated below in calendar days from the contract signature. Provide a delivery plan indicating how many days per each of the key milestones.

Response attachments are optional.

***3. Delivery INCOTERMS**

DAP (TEPP, 6th Floor of IDB Bhaban)

***4. Exact address of delivery location**

Dhaka, Bangladesh (off-site production & on-site meetings as needed)

5. Distribution of shipping documents

Shipping documents must be provided as follows:

[INSERT INSTRUCTIONS ON HOW SHIPPING DOCUMENTS MUST BE DISTRIBUTED]

***6. Packing requirements**

Confirm compliance with packing requirements as indicated in the RFQ.

***7. Training on operations and maintenance**

Confirm compliance with requirement for training on operations and maintenance as specified in the RFQ. Upload training and maintenance plan as needed.

***8. Warranty period**

Confirm acceptance of the warranty period as required in the RFQ. Upload warranty document if applicable.

***9. After-sales services and local service support**

Confirm compliance with after-sales services and local service support requirements as indicated in the RFQ. Upload plan and details as applicable.

***10. Transport method**

Select the offered transport method from the options below. Upload transport plan and details of freight forwarders.

2.4 Section 4. Annex 2 - Quotation submission form

***1. Legal name of bidder or Lead entity**

Provide the legal name of the bidder, or the Lead Entity in case of JVs

Response attachments are optional.



***2. Legal Address**

Provide the legal address of the bidder

Response attachments are optional.

***3. Registration year**

Provide the registration year of the company

***4. Legal structure**

Choose the applicable legal structure from the options below.

***5. UNGM registration**

Are you a UNGM registered vendor? If yes, provide UNGM number in the comments box

***6. ISO 9000 or equivalent**

Do you possess an ISO 9000 certificate or equivalent? If yes, upload a copy.

***7. ISO 14001 or 14064**

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):

***8. Company statement on Environmental policy**

Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)

***9. Commitment to sustainability**

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)

***10. Member of UN Global Compact**

Is your company member of UN Global Compact?

***11. Bank Information**

Please provide the following bank information and upload a bank document as proof:

Bank Name:

Bank Address:

IBAN:

SWIFT/BIC:

Account Currency:

Account number:

Response attachments are optional.

***12. Previous relevant experience**



Provide information on most recent 3 relevant contracts, upload table if needed:
Name of previous contracts Client & Reference Contact Details including e-mail Contract Value Period of activity Types of activities undertaken

Response attachments are optional.

2.5 Section 5. Bidder Declaration

***1. Requirements and Terms and Conditions**

Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

***2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

***3. Ethics**

Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions and Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group



or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.6 Section 6. Annex 3 - Financial offer

1. Financial offer

Please provide detailed pricing directly in the system per each line, unless otherwise instructed by UNDP. By submitting the financial offer in the system, your company confirms acceptance of all the terms indicated in this RFQ document.

***2. Cargo information**

Provide estimated weight, volume and dimensions of the consignment, including number and dimensions of pallets, and/or size and number of containers as applicable.

Response attachments are optional.

2.7 Section I-1.



3 PART: Schedule of Requirement and Price Schedule

Instructions

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Hiring of a Firm for Production of Bangladesh Investment Branding Video Series	Events management						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.