



Partnership for the Future

Programme funded by the European Union

REQUEST FOR QUOTATION (RFQ)

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| UNDP Partnership for the Future P.O. Box 21642, 1590 Nicosia Cyprus | DATE: 18 August 2010 |
| | REFERENCE: OUT (10) 407 |
| United Nations Development Programme - "Partnership for the Future" (UNDP-PFF), intends to procure a video production service with the specifications provided below. You are kindly requested to e-mail your quotation to martina.zaccaro@undp-pff.org and copy to ali.tuzel@undp-pff.org before close of business on August 31st, 2010 . | |

BACKGROUND

The UNDP Partnership for the Future Programme, funded by the European Union, aims at contributing to the peace building process in Cyprus through different levels of intervention ranging from Urban Upgrading, Cultural heritage and Rehabilitation to assistance to small and medium sized enterprises.

Amongst other projects implemented by UNDP-PFF are the restoration and re-use of BEDESTAN and the upgrading and rehabilitation of selected villages in the northern part of Cyprus.

The UNDP Partnership for the Future Programme has recently completed a five-year-long project on the restoration of the Bedestan, a historic monument located in the centre of the walled city of Nicosia, formerly known as St. Nicholas Church.

To mark the culmination of the project and to present the work done; UNDP - PFF is planning to organize an exhibition - tentatively scheduled for October/November 2010 – presenting to the general public all the research topics covered and restoration activities carried out during the five years of project implementation.

In order to disseminate information about UNDP-PFF restoration project and attract the attention of a wider not-specialized public, UNDP-PFF is planning to complement the exhibition with a documentary video showing to the general public the nature of the restoration activities and pre-restoration studies conducted at Bedestan.

SPECIFICATIONS/REQUIREMENTS

Video Production Service

The vendor should produce a documentary film to promote the restoration and rehabilitation project of the Bedestan – former S. Nicolas Church. The documentary has been planned to be filmed and produced over the period of 6 weeks, resulting in a comprehensive video film featuring UNDP-PFF's approaches, achievements and real impacts in implementing the restoration and rehabilitation project of the Bedestan.

The video has to be based on the already existing video materials and photos shot during the different restoration phases of Bedestan (pre-restoration study, restoration, training, conclusion, after restoration and exhibition/current-future use) as well as on new filmed material.

Main tasks/deliverables:

- Explore available reference materials including films, photographs, graphics etc (to be provided by UNDP-PFF);
- Develop the video's overall concept and scenario;
- Select experts/speakers for the film, in consideration with the UNDP-PFF experience and guidance;
- Visit the project site and interact with the people living in the area;
- Perform appropriate video filming;
- Compose the documentary's textual materials, which will be used in the film, in consideration with the UNDP-PFF experience and guidance;
- Organize consultations/discussions with UNDP-PFF about the video's contents;
- Produce a 25-30 minutes-long video and a separate video clip (based on the filmed materials) up to 3-5 minutes in DVD format with the following aspect ratio: 16:9 Full HD 1080 digital resolution.
- Master beta Digital and DVD digital should be delivered.
- Copyright cost of the materials to be used within the video (e.g. sound track music) should be indicated.

CONDITIONS

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| Delivery Place: | UNDP-PFF, Nicosia, Cyprus. |
| Delivery Time: | Maximum 6 weeks. |
| Payment Terms: | UNDP shall, on the fulfillment of the Delivery Terms, make payment within 30 days of receipt of the shipping documents and Supplier's invoice. |
| VAT: | Quotation should not include VAT. |
| Validity of Quotation: | 60 days |
| General Terms and Conditions: | http://www.undp.org/procurement/documents/gnl_conditions_prof_services_km2.doc |
| Evaluation Criteria: | Total cost. Company experience with related projects. Sample previous work (video). Video editing software and equipments to be used. Ability to deliver by the deadline specified. |
| Language: | All documentation shall be in English. |

PLEASE STATE/SUBMIT

Please submit following items together with your quotation:

- Company background including list of related references.
- A sample previous work (video).
- Description of video editing software and equipments to be used.
- Delivery time.

Please do not hesitate to contact us for any further clarifications.

CONTACT: Ms. Martina Zaccaro, E-mail: martina.zaccaro@undp-pff.org