

IOM Uzbekistan
REQUEST FOR QUOTATION
LM.0507/1

RFQ Reference: LM.0507

Date: 13.06.2023

Subject of RFQ : Production of an educational short-video for PDO PVE module.

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

RFQ INFORMATION

Deadline for the submission of quotation	June 15, 2023
Method of submission	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 10 working days.

Price	Quotations shall be for the services stated in the TOR
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Anvar Umurzakov or Jasur Saidov E-mail address: iomtashkent@iom.int
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other: IOM will evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance with the requirements and by using the evaluation scorecard.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	July 2023

Thank you and we look forward to receiving your quotation.

Issued by: Procurement Unit

Signature: _____

Name: Anvar Umurzakov

Title: RMO, IOM Uzbekistan

Date:



QUOTATION SUBMISSION FORM

RFQ Reference:	Date:
RFQ ref no: _	

Requirements (TOR)

PRODUCTION OF A SHORT EDUCATIONAL VIDEO ON PREVENTION OF VIOLENT EXTREMISM (PVE) FOR ORGANIZED LABOUR RECRUITMENT SCHEMES FOR SEASONAL WORKERS TO THE UNITED KINGDOM

Objective: The main objective is to create an informative and impactful video that raises awareness about the dangers of terrorism and violent extremism and promotes prevention of radicalization among the target audience.

Target audience: The target audience includes the Labour Migrants recruited within Seasonal Workers Scheme (SWS) to the United Kingdom aged 18-45, who may be susceptible to extremist ideologies.

Format: The video should be a short film with a compelling narrative, engaging visuals, and a duration of approximately 3-5 minutes.

Project Context and Scope:

‘Facilitate partnership between Uzbek and British stakeholders on organized labour recruitment schemes for seasonal workers to the United Kingdom’ funded by Foreign, Commonwealth and Development Office (FCDO).

Organization Department / Unit to which the Company is Contributing: Labour Mobility and Social Inclusion (LMI) Unit, IOM Uzbekistan

Tasks to be performed under this contract: Production of a short educational video on prevention of violent extremism (PVE) for organized labour recruitment schemes for seasonal workers to the United Kingdom.

Key Messages of the Video:

Encourage viewers to develop a strong sense of identity, self-worth, and belonging, reducing susceptibility to extremist ideologies seeking to exploit personal insecurities or feelings of marginalization.

Inform viewers about the importance of reporting any suspicious activities, behaviors, or online content that may be indicative of extremist recruitment or planning.

Educate viewers on the warning signs of radicalization, including changes in behavior, social isolation, adoption of extreme beliefs, and increased interest in violent ideologies.

Raise awareness about the tactics and strategies employed by terrorist organizations to recruit vulnerable individuals.

Highlight the importance of critical thinking, information literacy, and media literacy in recognizing and rejecting extremist propaganda.

Promote the value of community engagement, dialogue, and inclusive societies in preventing radicalization.

Encourage individuals to seek help, report suspicious activities, and access resources available for preventing and countering terrorism.

Advocate for the development of strong, cohesive communities that actively reject violence, discrimination, and hatred while promoting social cohesion, tolerance, and resilience against radical ideologies.

Visual Style and Effects:

Visual Style: The video should employ a realistic and immersive visual style, reflecting the protagonist's journey and the settings in which the story unfolds.

Cinematography: Utilize a combination of wide shots, close-ups, and dynamic camera movements to create a visually engaging experience.

Color Grading: Adjust the color palette to enhance mood and evoke emotions, emphasizing the contrast between positive and negative situations.

Special Effects: Use visual effects sparingly but effectively, such as to depict moments of tension, realization, or impactful symbolism.

The visual style should be appealing and accessible to the target audience.

Use different camera angles, creative filming techniques, and editing to create an emotional impact.

Post-production effects and visual effects can be used to emphasize specific scenes and messages.

Sound:

Background Music: Select appropriate music tracks that complement the narrative, evoke emotions, and maintain the desired pace.

Sound Effects: Enhance the audio experience with appropriate sound effects to heighten dramatic moments or emphasize specific actions.

Voiceover: Consider including a voiceover narration to provide context, deliver key messages, and guide the audience through the story.

Deadline: 30 Days after the conclusion of the contract.

Performance indicators for the evaluation of result:

- The quality and idea of the produced video.

Experience and/or skills required:

- 5 years' experience in Video producing sphere
- Experience in making raises awareness videos, especially about the dangers of terrorism and violent extremism.
- High skilled and qualified team
- Good Experience working with governmental authorities United Nations agencies preferred

Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges

Core Competencies – behavioral indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Requirements

- Financial proposal for the assignment. In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. Financial proposals should include the daily rates of all members of the team, any travel costs, daily subsistence allowance as well as any costs

related to data collection or analysis.

- Bidders shall express the price of their services in Uzbekistan Som.
- The Financial Proposal shall be valid for two months. During this period, the Bidder is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Bidder has the right not to extend the validity of the proposals.
- Service agreement between the International Organization for Migration and Service provider will be based on the IOM Contract Template

Delivery Requirements:

Currency of the Quotation: UZS					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

COMPANY PROFILE (Vendor Information Form)¹

Item Description	Detail
Legal name of bidder*	Click or tap here to enter text.
Legal Address (house no, street name, zip code, city*, region*, country*)	Click or tap here to enter text.

¹ If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier

Item Description	Detail
Website	Click or tap here to enter text.
Registration date* and VAT number*	Click or tap here to enter text. Click or tap here to enter text.
Legal structure	Choose an item.
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, in which country: Click or tap here to enter text.
Contact information*	Company Tel/Mobile: Click or tap here to enter text. Company Email: Click or tap here to enter text. Company Website: Click or tap here to enter text. Contact Person 1: Click or tap here to enter text. Contact Person 2: Click or tap here to enter text.
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text. Other relevant information: Click or tap here to enter text.

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.