

## REQUEST FOR QUOTATION - GOODS (RFQG)

### Supply of G7- Production of videos of the pilot project

Project Title: **9202 MON: “Ulaanbaatar Community Food Waste Recycling” project**

Source of Funding: **JFPR, Asian Development Bank**

Contract Ref: **G7**

Date of Issue of Request: **23 April 2024**

#### To: **Equipment Suppliers**

1. “Ulaanbaatar Community Food Waste Recycling” project, which is funding by the Japanese Government and managed by Asian Development Bank (ADB). The grant agreement of the project between Mongolia and ADB was signed on 17 January 2020. The Municipality of Ulaanbaatar (MUB) is the executing agency for the Project.

The MUB (Purchaser) hereby requests you to submit price quotations for the supply of the following items, detailed technical specification is Attachment 2:

No	DESCRIPTION	Quantity	Length /minute/	Deliver time	Shoot location
1	Long video content	4	5	7-14 days	Sites of pilot projects, stakeholders and others
2	Short video content	6	3	14-20 days	Sites of pilot projects, stakeholders and others
3	Digital poster /Album/	40	-	15-20 days	
4	Overall project /Reels/	13	1	20-30 days	As required sites as per PIU consultants
5	Infographic	11	-	14-21 days	Based on PIU provided data
6	Telecast of project	1	15	30-45 days	Optional
7	Professional video recording	1	15	1-2 days	Kindergarten

To assist you in the preparation of your price quotation we enclose the necessary **Supply and Delivery Schedule, Technical Specifications, Form of Quotation** and draft **Contract**.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
  - (c) you/your firm are/is owned by the Purchaser, or
  - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
  - (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter

VII of the Charter of the United Nations.

3. To be qualified, you must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.
4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

#### Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be in MNT.
- (b) The prices should be quoted for supply and delivery to **the place of destination indicated in the Attachment 1: Supply and delivery schedule** and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Ulaanbaatar, Mongolia.
- (c) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (e) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years.

#### Submission and Opening

- (f) Your **Form of Quotation** with the priced **Supply and Delivery Schedule** should be submitted by 1 May 2024, before 15:00 PM (Ulaanbaatar time) **with** the required documents that should be signed, sealed in an envelope and addressed to and delivered to the following address:

##### **Purchaser's Address:**

Room 6, 6<sup>th</sup> floor, Galaxy Tower  
15<sup>th</sup> khoroo, Mahamata Gandhi street  
Khan-Uul district, Ulaanbaatar  
Contact: 75052223  
E-mail: [procurement.ubfoodwaste@gmail.com](mailto:procurement.ubfoodwaste@gmail.com)

#### Evaluation and Comparison

- (g) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offered prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation. In addition to the price quotations, Supplier shall provide following additional documents as listed below:
  - (i) **A brief company profiles**
  - (ii) **A copy of the Company's registration certificate;**
  - (iii) **Supply and Delivery Schedule;**
  - (iv) **Technical Specifications;**
  - (v) **At least one contract in the last 3 years of a similar size and nature;**

A quotation is not substantially responsive if it contains material deviations or reservations to the terms and conditions in this **Request for Quotation**.

## MINIMUM QUALIFICATION REQUIREMENTS

- (i) Must have more than 2 years proven experience in film production;
  - (ii) Extensive experience in producing development work related documentaries for national/international organizations (preferably ADB) with the aim of reaching out to both local and international audiences;
  - (iii) Excellent technical capacity to ensure high quality production;
  - (iv) High level of communication with its customers.
- (h) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - (ii) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- If you refuse to accept the correction, your quotation will be rejected.

### Award of Contract

- (i) The Purchaser shall award the contract to the Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.
  - (j) The Supplier whose quotation has been accepted will be notified by the Purchaser within **14** days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser.
  - (k) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**. "In addition to the quoted price, the contract price shall include Value Added Tax (VAT) in Mongolia.
5. Further information can be obtained from:
- Name : Tseven-Ur Dash (procurement specialist)  
Address : 9202 MON: Ulaanbaatar Community Food Waste Recycling  
Telephone : 75052223  
E-mail : [procurement.ubfoodwaste@gmail.com](mailto:procurement.ubfoodwaste@gmail.com), [otgonbayarnasan@gmail.com](mailto:otgonbayarnasan@gmail.com)
6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.  
If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):<sup>1</sup>

(a) Name of Institution: \_\_\_\_\_

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<sup>1</sup> Any such disclosure shall be forwarded by the Purchaser to ADB.

(b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_

(c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:<sup>2</sup>

(a) Nature of the offense/violation: \_\_\_\_\_

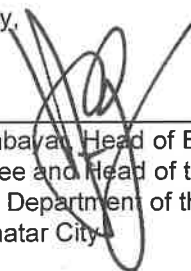
(b) Court/Area of jurisdiction: \_\_\_\_\_

(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_

(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

  
\_\_\_\_\_  
N. Otgonbayar, Head of Bid evaluation committee and Head of the Administration and Finance Department of the Mayor's Office of Ulaanbaatar City

<sup>2</sup> Any such disclosure shall be forwarded by the Purchaser to ADB.

**SUPPLY AND DELIVERY SCHEDULE**  
 (Supply of G7- Production of videos of the pilot project)

Item	Description	Measure of Unit	Quantity	Unit Price (including all relevant taxes and duties)	Total Price	Delivery Schedule	Place of Delivery
1	Long video content	pc					
2	Short video content	pc					
3	Digital poster /Album/	pc					
4	Overall project /Reels/	pc					
5	Infographic	pc					
6	Telecast of project	pc					
7	Professional video recording	pc					
<b>TOTAL</b>							
<b>VAT</b>							
<b>GRAND TOTAL</b>							

## TERM OF REFERENCE

### 1. BACKGROUND

Approximately 2.9 million tons of solid waste are generated annually in Mongolia, out of which approximately 1.2 million tons are in Ulaanbaatar.<sup>1</sup> Ratio of food waste in solid waste in Ulaanbaatar is the largest (36.0%) in summer and the second largest (23.0%) next to ash (49.0%) in winter of the solid waste in Ulaanbaatar, 72.5% is disposed in formal disposal sites, 20.5% is recycled, and 7.0% is illegally dumped.<sup>3</sup>

**Food waste.** Ratio of food waste in solid waste in Ulaanbaatar is the largest in summer and the second largest in winter. Although 17.8% of solid waste is recycled in Ulaanbaatar, food waste is not recycled and just disposed of in formal landfills or illegally dumped. Food waste is increasingly becoming pollutants, adversely affecting living environment and health of urban communities, particularly in *ger* areas, and a source of greenhouse gas (GHG).

In line with these national programs, the Municipality of Ulaanbaatar and Mayor's Office of Ulaanbaatar (MUB) are implementing the MON-9202: Ulaanbaatar Community Food Waste Recycling Project funded by Japan Fund for Poverty Reduction and administered by Asian Development Bank (ADB).

### 2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT

Mayor's Office of Ulaanbaatar is seeking a supplier to develop video content such as a media firm, with expertise in media relations, digital content, virtual and in-person events, digital marketing, and a focus on social impact to provide services for awareness raises, increase knowledge and promotion of food waste recycling, segregation and sorting as well as using food waste recycle to making compost for soil.

#### Specific Purposes:

- i. Inform the public: Educate viewers about the project's goals, benefits, and impact on achieving a green city with sustainable practices, inclusive economic growth, and improved living conditions.
- ii. Showcase project activities: Document and visually demonstrate the different aspects of the project, including:
  - Options identified for food waste recycling;
  - Examples of participatory food waste recycling initiatives in schools, kindergartens, communities, and poor households;
  - The upscaling program for wider implementation;
  - Engender community engagement: Encourage public participation and support for food waste reduction and recycling efforts;

#### Target Audience:

- Residents of Ulaanbaatar, particularly those in *ger* areas, schools, kindergartens, and communities involved in the project.
- Stakeholders interested in environmental sustainability, waste management, and community development.

The media firm is expected to deliver the following outputs: (i) media and communications work plan and activities; (ii) media and social media strategies, messaging plan, and tactics for targeted audiences; (iii) key messaging and content for distribution; (iv) digital collateral such as videos, graphics, and infographics; (v) comprehensive media outlet and social media influencer outreach list;

### 3. DELIVERABLES

- I. Four video content (5 minutes each) showcasing project activities across various locations.

- II. Six video content (3 minutes each) focusing on specific aspects of the project.
- III. Digital poster (40 types)
- IV. Thirteen social media reels (1 minute each) promoting the project on social media platforms.
- V. Infographic (11)
- VI. 15 minutes length, one TV program (Mongolian with English and sign language subtitles of overall project implementation, input and outputs.
- VII. Professional video recording (15 minutes of drama)

**Table.1- List of required video content**





<b>№</b>	<b>DESCRIPTION OF VIDEO CONTENT</b>	<b>Quantity</b>	<b>Length /minute/</b>	<b>Deliver time</b>	<b>Shoot location</b>
1	<b>Long video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)</b>	<b>4</b>	<b>5</b>		Sites of pilot projects, stakeholders and others
1.1	Composition of food waste, Food waste sorting and collection...etc	1	5	7-10 days	Sites of pilot projects, stakeholders and others
1.2	Greening Our Spaces: Composting Solutions for Homes, Schools, and Businesses	1	5	10-14 days	Sites of pilot projects, stakeholders and others
1.3	The Composting Revolution: Empowering Individuals and Organizations to Reduce Food Waste	1	5	10-14 days	Sites of pilot projects, stakeholders and others
1.4	The usage of compost.	1	2	10-14 days	Sites of pilot projects, stakeholders and others
2	<b>Short video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)</b>	<b>6</b>	<b>3</b>	<b>14-20 days</b>	Sites of pilot projects, stakeholders and others
2.1	Fun with Food: Composting Adventures for Kids and Families	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.2	Backyard Science: Turning Food Waste into Compost at Home and School	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.3	Backyard Science: Turning Food Waste into Compost at Home and School	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.4	Green Guardians: Teaching Kids About Composting and Reducing Food Waste	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.5	From Kitchen to Garden: Engaging Household, Kindergarten, and School Communities in Composting	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.6	Preparing compost in Mongolia.	1	3	14-20 days	Sites of pilot projects, stakeholders and others
3	<b>Digital poster /Album/</b>	<b>40</b>	<b>-</b>	<b>15-20 days</b>	
3.1	<b>Refuse:Attention: "Stop Food Waste in its Tracks!"</b>	<b>8</b>	n/a		

	<p><b>Interest:</b> "Did you know that refusing excess food is the first step to reducing waste? Let's start saying no to food waste and yes to sustainability! #Refuse #AIDA"</p> <p><b>Desire:</b> "Imagine a world with less waste and more abundance. Join the refuse movement and take a stand against food waste today! #Refuse #ZeroWaste"</p> <p><b>Action:</b> "Ready to make a difference? Start by saying no to food you won't eat and yes to a greener future! Take the first step and refuse food waste now! #Refuse #ActNow"</p>				
3.2	<p><b>Reduce:</b></p> <p><b>Attention:</b> "Cut Food Waste, Save Money! 💰"</p> <p><b>Interest:</b> "Discover simple hacks to reduce food waste in your kitchen and make a big impact on the planet! #Reduce #SaveMoney"</p> <p><b>Desire:</b> "Dreaming of a clutter-free fridge and a lighter environmental footprint? Dive into our tips to reduce food waste and make it a reality! #Reduce #DreamBig"</p> <p><b>Action:</b> "Ready to trim your waste and boost your savings? Join the reduce movement and start making a difference today! #Reduce #TakeAction"</p>	8	n/a		
3.3	<p><b>Reuse:Attention:</b> "Repurpose Food Scraps Like a Pro! ♻️"</p> <p><b>Interest:</b> "Turn kitchen scraps into treasures with our creative reuse ideas! Get inspired to give new life to old ingredients and reduce food waste! #Reuse #CreativeCooking"</p> <p><b>Desire:</b> "Who knew food scraps could be so versatile? Explore our reuse tips and unlock the potential of every ingredient! #Reuse #LimitlessPossibilities"</p> <p><b>Action:</b> "Ready to get crafty in the kitchen? Join the reuse revolution and start transforming food scraps into delicious dishes today! #Reuse #GetCrafty"</p>	8	n/a		



3.4	<p><b>Repurpose:</b>  <b>Attention:</b>  "From Trash to Treasure: Unleash the Potential of Repurposing! 🍻"</p> <p><b>Interest:</b>  "Discover the art of repurposing food waste and turn trash into treasure! From composting to creative DIY projects, the possibilities are endless! #Repurpose #ThinkOutsideTheBin"</p> <p><b>Desire:</b>  "Dreaming of a world where nothing goes to waste? Dive into our repurposing tips and make sustainability a way of life! #Repurpose #DreamBig"</p> <p><b>Action:</b> "Ready to make a difference? Join our community efforts to repurpose food waste and build a more sustainable future for Ulaanbaatar! #Repurpose #TakeAction"</p>	8	n/a		
3.5	<p><b>Recycle:</b>  <b>Attention:</b> "Recycling for a Cleaner City! 🌱"</p> <p><b>Interest:</b> "Learn how food waste can be recycled into valuable resources and contribute to a cleaner, greener Ulaanbaatar. Let's close the loop on waste together! #Recycle #SustainableCity"</p> <p><b>Desire:</b> "Dreaming of a Ulaanbaatar where every scrap of food waste is recycled? Join our recycling project and make it a reality! #Recycle #DreamBig"</p> <p><b>Action:</b> "Ready to make a difference? Join our community efforts to recycle food waste and create a more sustainable future for Ulaanbaatar! #Recycle #TakeAction"</p>	8	n/a		
4	<p><b>Overall project /Reels/ (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)</b></p>	13	1	20-30 days	As required sites as per PIU consultants
4.1	<p><b>Individuals and Households:</b>  Reel Idea: "Zero Waste Kitchen Tour 🏠♻️"  Showcase how individuals and families can reduce food waste at home by giving a tour of a zero-waste kitchen,</p>	1	n/a		As required sites as per PIU consultants

	sharing tips for meal planning, storage, and creative use of leftovers.				
4.2	<p><b>Schools and Kindergartens:</b></p> <p>Reel Idea: "Eco-Friendly Lunchtime Highlight sustainable practices in school cafeterias, such as using reusable containers, implementing portion control, and educating students about the importance of reducing food waste."</p>	1	n/a		As required sites as per PIU consultants
4.3	<p><b>Canteens and Food Service Establishments:</b>Reel Idea: "Behind the Scenes: Food Waste Reduction at Restaurants 🍽️♻️"Take viewers behind the scenes at canteens and restaurants to show how they minimize food waste through menu planning, portion control, and creative use of surplus ingredients.</p>	1	n/a		As required sites as per PIU consultants
4.4	<p><b>Supermarkets and Grocery Stores:</b> Reel Idea: "Smart Shopping Tips 🛒💡" Provide tips for shoppers to minimize food waste at supermarkets and grocery stores, such as buying only what they need, choosing imperfect produce, and checking expiration dates.</p>	1	n/a		As required sites as per PIU consultants
4.5	<p><b>Event Organizers and Caterers:</b> Reel Idea: "Sustainable Catering Solutions 🍴🌍" Showcase sustainable catering practices, such as offering customizable portions, using compostable serving ware, and donating surplus food to minimize waste at events.</p>	1	n/a		As required sites as per PIU consultants
4.6	<p><b>Individuals and Households:</b> Reel Idea: "Meal Prep for a Week 🍳📅" Demonstrate how individuals and families can reduce food waste by meal prepping for the week, including planning meals, portioning ingredients, and storing food properly.</p>	1	n/a		As required sites as per PIU consultants

4.7	<p><b>Schools and Kindergartens:</b></p> <p>Reel Idea: "Gardening with Kids </p> <p>Engage children in gardening activities at schools and kindergartens to teach them about growing their own food, reducing waste, and connecting with nature.</p>	1	n/a		As required sites as per PIU consultants
4.8	<p><b>Canteens and Food Service Establishments:</b></p> <p>Reel Idea: "Creative Leftover Recipes </p> <p>Share creative recipes using leftover ingredients from canteens and food service establishments, inspiring viewers to reduce waste and get creative in the kitchen.</p>	1	n/a		As required sites as per PIU consultants
4.9	<p><b>Supermarkets and Grocery Stores:</b></p> <p>Reel Idea: "Reducing Food Waste Together </p> <p>Collaborate with supermarkets and grocery stores to promote initiatives like bulk buying, discounts on imperfect produce, and donation programs to reduce food waste.</p>	1	n/a		As required sites as per PIU consultants
4.10	<p><b>Event Organizers and Caterers:</b> Reel Idea: "Zero-Waste Event Planning </p> <p>"Provide tips for event organizers and caterers on how to plan zero-waste events, including choosing eco-friendly venues, minimizing packaging waste, and donating leftovers to charity.</p>	1	n/a		As required sites as per PIU consultants
4.11	<p><b>Zero Waste Kitchen: Sustainable Cooking Tips:</b> Share recipes for zero waste snacks and meals, demonstrating how to minimize packaging and food waste without sacrificing flavor or nutrition.</p>	1	n/a		As required sites as per PIU consultants
4.12	<p><b>"Trash Talk: Myth Busting Recycling Facts"</b></p> <p>Bust common myths and misconceptions surrounding recycling in a fun and informative way.</p>	1	n/a		As required sites as per PIU consultants

4.13	<b>"Reduce Waste, Save the Planet: Eco-Friendly Swaps"</b> Highlight eco-friendly alternatives to common household products and practices, emphasizing how simple swaps can make a big difference in reducing waste.	1	n/a		As required sites as per PIU consultants
5	<b>Infographic</b>	<b>11</b>	-	<b>14-21 days</b>	
5.1	Food Waste Statistics:	1	-		Based on PIU provided data
5.2	Causes of Food Waste:	1	-		
5.3	Food Waste Lifecycle:	1	-		
5.4	Environmental Impact:	1	-		
5.5	Economic Impact:	1	-		
5.6	Food Waste Solutions:	1	-		
5.7	Food Recovery Programs:	1	-		
5.8	Food Waste by Sector:	1	-		
5.9	Technology Solutions:	1	-		
5.1	Policy Interventions:	1	-		
5.11	Personal Impact:	1	-		
6	<b>Telecast of project (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)</b>	<b>1</b>	<b>15</b>	<b>30-45 days</b>	<b>Optional</b>
7	<b>Professional video recording (shooting, production team, editing, translation, subtitle, voice and music etc.)</b>	<b>1</b>	<b>15</b>	<b>1-2 days</b>	<b>Kindergarten</b>
7.1	To record a theatrical performance	1	15		Kindergarten

#### Additional Materials:

- (i) Project-related photos: A minimum of [number] high-resolution photos captured during video shooting, depicting various aspects of the project;
- (ii) Rough cuts: Rough cuts of all videos will be provided for review and feedback before finalization;
- (iii) Final scripts: Final scripts for all videos will be delivered in electronic format;

Rough cuts and final scripts and videos will be based on collaboration with video producer, MON9202: Food waste recycling project and Mayor's office of Ulaanbaatar.

#### 4. DETAILED TASKS AND/OR EXPECTED OUTPUT

- (i) Hold preparatory discussion with and Mayor's office of Ulaanbaatar and PIU team about the preparation of video documentaries;
- (ii) Develop video concepts and scenarios following the ADB standard;
- (iii) Develop documentaries script and story board to be used in shooting and production of the documentaries;
- (iv) Conduct field visits of the targeted project area (multiple locations in Ulaanbaatar) and interview citizen, public servants and local leaders;

- (v) Perform appropriate video shooting and hold interview with the project major beneficiaries and stakeholders;
- (vi) Present draft videos to PIU for review and comments (see appendix 1 for Schedules for Supply);
- (vii) Incorporate comments and produce final documentaries;
- (viii) Narration, translation English/Mongolian and subtitles in English;
- (ix) Full usage rights for music (or music for which copyright has been granted);
- (x) A detailed report on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed and other persons involved; and
- (xi) Other tasks as assigned.

## **5. DURATION OF WORK**

Timeframe for overall contract: 2 months starting from Mid-March, 2024.

## **6. LOCATION OF WORK**

- a. 25 location in Shonginokhairkhan, 25 location in Chingeltei district in Ulaanbaatar (Small scale-pilot project)
- b. 10 location in Ulaanbaatar (Medium scale-pilot project)
- c. 12 Location in Ulaanbaatar (Large scale-pilot project), including ger areas, schools, kindergartens, business entities, (See attachment 1- detailed location)

## **7. MINIMUM QUALIFICATION REQUIREMENTS**

- (v) Must have more than 3 years proven experience in film production;
- (vi) Extensive experience in producing development work related documentaries for national/international organizations (preferably ADB) with the aim of reaching out to both local and international audiences;
- (vii) Excellent technical capacity to ensure high quality production;
- (viii) High level of communication with its customers.

## **8. OUTPUT REQUIREMENTS**

The services and deliverables shall include but shall not be restricted to that required in the following Technical Specifications:

### **REQUIRED TECHNICAL SPECIFICATIONS**

- a. Unmixed and mixed files in .mov format of the final version of the video which will be delivered in 1080P H264 CODEC 23.976 frames per second;
- b. Raw footage of all the shots filmed during the video production in MPEG4 Apple Pro res file format with accompanying detailed shot lists;
- c. Translation into English of all interviews conducted in Mongolian, along with corresponding timecodes;
- d. Shortlist and video metadata should also be included;
- e. Video and photos will be handed over to DOC in an HD drive; and
- f. The videographer is required to keep a copy of all original files for at least one year.

## **9. MODE OF PAYMENT**

The payment shall be a lump sum based to complete the entire assignment accordance with the terms of reference. The lump sum should be broken down to show the detail for the followings: (i) Resource costs

(may include an additional resource person to assist the work); (ii) Travel costs (transportation, accommodation and other related cost).

The Consultant shall be paid 30% of the total cost upon approval and signing the contract and the balance upon satisfactory production of the documentary.

#### **10. SCHEDULES FOR SUPPLY**

<b>№</b>	<b>Description of Video and Photos</b>
10.1	Develop scenario of the videos (short documentaries) and photos in detail
10.2	Develop a scenario plan/video shooting of project videos and photos
10.3	Approval of the scenario by Client with reflecting comments
10.4	Video shooting in selected locations
10.5	Image and sound editing work and montage of the video and photos. Submit to Client and PIU for review
10.6	Client and PIU review
10.7	Reflecting Client and PIU comments on videos and photos
10.8	Final submission and Client and PIU acceptance of videos

Table 2: Shooting Location

<b>1 Large scale-pilot project</b>		
2	Sky hypermarket (Khan-Uul district)	1 <sup>st</sup> khoroo, Bayanzurkh district
	Sky hypermarket (Khan-Uul district)	
4	Bars impex market (Bars 1)	3 <sup>rd</sup> khoroo, Bayangol district
	Bars impex market (Bars 2)	
5	Nomads' hospitality LLC (Food factory)	17 <sup>th</sup> khoroo, Khan-Uul district
6	Mongolian University of Life Science	11 <sup>th</sup> khoroo, Zaisan, Khan-Uul district
7	Khuder Tsonj LLC (whole sale supply of vegetable)	Bayanzurkh
8	Astilla Uvs LLC (whole sale supply of vegetable)	Tolgoit, Songino-Kharkhan district
9	Bayngol restaurant (Bayangol hotel)	Sukhbaatar district
10	Undur Ulaan Travell LLC (Red Rock resort)	6 <sup>th</sup> khoroo, Nalaikh district
11	Khumuun international school	11 <sup>th</sup> khoroo, Khan-Uul district
12	Tsever khursnii shim (shareholding trade)	Songinokhairkhan district, Zuuns all
<b>2 Medium scale-pilot project implementing location</b>		
13	Goyol Cashmere LLC	20 <sup>th</sup> khoroo, Khan-Uul district
14	"Modern Nomads-2	8th khoroo, Sukhbaatar district
15	School No. 65	3rd khoroo, Sukhbaatar district
16	School No. 129	3 <sup>rd</sup> khoroo, Sukhbaatar district
17	Kindergarten №263	36 <sup>th</sup> khoroo, Sukhbaatar district
18	National Park	26 <sup>th</sup> khoroo, Bayanzurkh district
19	Serene Town	26 <sup>th</sup> khoroo, Bayanzurkh district
20	UB town	3 <sup>rd</sup> khoroo, Khan-Uul district
21	British school	4th khoroo, Khan-Uul district
22	Kindergarten №80	3 <sup>rd</sup> khoroo, Songinokhairkhan district
<b>3 Small scale-pilot project implementing location</b>		
21	25 Households	3 <sup>rd</sup> khoroo, Songinokhairkhan district
22	25 Households	7 <sup>th</sup> khoroo, Chingeltei district
<b>4 Other locations</b>		
23	Municipality of Ulaanbaatar	Center of Ulaanbaatar
24	Mayor's office of Ulaanbaatar	Center of Ulaanbaatar
25	Project Implementation Unit	15 <sup>th</sup> khoroo, Khan-Uul district
26	Others	

**FORM OF QUOTATION  
(Goods)**

**Supply of G7- Production of videos of the pilot project**

Date: .....

To: 9202 MON: Ulaanbaatar Community Food Waste Recycling project

We offer to execute the **Supply of G7- Production of videos of the pilot project** in accordance with the **Contract Terms and Conditions** and the priced **Supply and Delivery Schedule** accompanying this Quotation for the Contract Price of \_\_\_\_\_ [*amount in words and numbers*] (\_\_\_\_\_) [*name of currency*]\_\_\_\_\_. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the **Request for Quotation** document and the **Contract Terms and Conditions**, respectively.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Fax Number, if any : \_\_\_\_\_  
Email address (optional): \_\_\_\_\_



### ACCEPTANCE

The Purchaser accepts the Supplier's offer to supply and deliver the goods. Attached is the Contract with accepted Contract price for Supplier's signature to be submitted to the Purchaser within 15 days from receipt. Please provide a Performance Security for the due performance of the Contract, within 15 days of receipt of this returned **Form of Quotation**, in the amount equivalent to 10% of the Contract Price as per the Appendix 1 of the Contract.

Name of Purchaser : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Date : \_\_\_\_\_

## CONTRACT

**Name of Country:** Mongolia

**Project Name:** 9202 MON: Ulaanbaatar Community Food Waste Recycling project

**Name of contract:** Production of videos of the pilot project

**Contract number:** G7

This Contract is entered into on \_\_[date]\_\_ day of \_\_[month]\_\_, \_\_[year]\_\_, between **Mayor's Office, Municipality of Ulaanbaatar** and **G9202 (MON): "Ulaanbaatar Community Food Waste Recycling"** Project (hereinafter called "the Purchaser") on the one part, and \_\_\_\_\_ [name of Supplier] (hereinafter called "the Supplier") on the other part.

Whereas the Purchaser has requested for quotation for \_\_\_\_\_ [description of goods] to be supplied by Supplier in accordance with the **Contract**, and has accepted the Quotation by the Supplier in the amount of \_\_\_\_ [amount in words] \_\_\_\_ [amount in figures] hereinafter called "the Contract Price".

The Purchaser and the Supplier agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
  - a) **Form of Quotation, with Supply and Delivery Schedule;**
  - b) **Contract Terms and Conditions;** and
  - c) **Technical Specifications**
  - d) **Acceptance notice**
2. Taking into account payments to be made by the Purchaser to the Supplier as provided herein, the Supplier hereby enters into this **Contract** with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of this **Contract** and its **Terms and Conditions**.
3. The Purchaser agrees to pay the Supplier, in consideration of the supply and delivery of the goods and the remedying of defects therein, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Mongolia on the date indicated above.

**Signature and seal of the Mayor's Office:**

For and on behalf of the Mayor's Office Ulaanbaatar

**Signature and seal of the Supplier:**

For and on behalf of the supplier

\_\_\_\_\_  
Ts.Turkhuu

General manager of the city of Ulaanbaatar  
Head of Mayor's Office and project director

\_\_\_\_\_  
.....

**Signature and seal of the project:**

For and on behalf of the project

\_\_\_\_\_  
D.Nyamdorj

Project Coordinator

## CONTRACT TERMS AND CONDITIONS

Project Name: 9202 MON: Ulaanbaatar Community Food Waste Recycling project  
Purchaser: Mayor's Office, Municipality of Ulaanbaatar  
Package No. G7

### 1. Definitions

- (a) "Contract" means the agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (e) "Completion" means the fulfilment of the delivery and any related service by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (g) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (i) "ADB" is the Asian Development Bank.

### 2. Applicable Law

- 2.1 The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

### 3. Language

- 3.1 All communications and documents related to the Contract shall be in English.

### 4. Assignment

- 4.1 Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Purchaser shall be void.

### 5. Fraud and Corruption

- 5.1 This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Suppliers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

**6. Fixed Contract Price**

6.1 The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.

**7. Delivery Schedule**

7.1 The delivery should be completed as per schedule indicated in the **Supply and Delivery Schedule** but not exceeding 2 months from the date of signing of contract.

**8. Required Technical Specifications (with attachments as necessary)**

- (a) General Description
- (b) Specific details and technical standards
- (c) Performance Parameters

Supplier confirms compliance with above specifications.

**9. Delivery and Documents**

9.1 Upon delivery, the Supplier shall provide the following documents to the Purchaser:

- (a) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
- (b) manufacturer's or supplier's warranty certificate; and
- (c) certificate of origin.
- (d) adequate technical documentation and catalogue(s) and manufacturers operation manuals (in English language, if required Supplier shall translate those technical documents in Mongolian language and submit to the Purchaser)

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

**10. Taxes and Duties**

10.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

**11. Payment**

11.1 Payment of the contract price shall be made in the following manner:

- (a) Advance payment 20% of the total contract price shall be paid within 21 days of signing the contract and approved delivery schedule included work plan by the PIU and Implementing agency.
- (b) Remaining payment 80% of the total contract price shall be paid within 30 days from receipt by the Purchaser of the delivered goods on site in accordance with the contract including the required documents, and submission of Supplier's claim supported by the acceptance certificate issued by the Purchaser.

**12. Warranty**

12.1 Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

**13. Defects**

13.1 All defects will be corrected by the Supplier without any cost to the Purchaser within 60 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the Supplier within the warranty period are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

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**14. Resolution of Disputes**

14.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Mongolia.

**15. Failure to Perform**

15.1 The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, despite a 14-day notice given by the Purchaser.

**16. Force Majeure**

16.1 The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

**17. Termination Due to Integrity Violation**

17.1 The Purchaser may terminate this Contract, in whole or in part, if the Supplier, in the judgment of the Purchaser has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

**18. Accounts and Records**

18.1 The Supplier shall keep accurate and systematic accounts and records in respect of the delivered goods in such form and detail as are customary in the industry, for a period of no less than 3 years after the expiration or termination of this Contract.

**19. Suspension of ADB Loan or Credit**

19.1 In the event that ADB suspends the Loan or Credit to the Purchaser, from which part of the payments to the Supplier are being made,

- (a) the Purchaser is obligated to notify the Supplier, with copy to the Purchaser's representative, of such suspension within 7 days of having received ADB's suspension notice.
- (b) if the Supplier has not received sums due it within the 28 days for payment provided for in Clause 11 [Payments], the Supplier may immediately issue a 14-day termination notice.