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| Request for Quote |
| Project Name: CDKN live-streaming and video recording services  Project Reference: KMGL-0053  Date: September 2012 |

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1. Instructions for completion

Section 3 to be completed by the Supplier and returned to the CDKN Procurement team (cdkn.procurement@uk.pwc.com). Supplier should read Section 5 carefully.

1. Project Details

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| CDKN Project Manager | Mairi Dupar |
| Procurement Manager | George Herat |
| Project Reference Number | KMGL-0053 |

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| Project Title | CDKN live-streaming and video recording services |
| Description | In order to open access to debates on climate compatible development and related topics, we are looking for a supplier who can provide on-going live-streaming and video recording and editing services, principally in the UK but with possibility of travel to developing countries. This will increase the reach of such debates to a broader community of policy makers and development practice and will enable and dissemination of such dialogues on YouTube/CDKN website (which enables a longer-term outreach and interactive process). |
| Proposed start date | October 2012 |
| Proposed duration | One year (renewable) |
| Project objectives | To enable dispersed audiences to watch and contribute to key CDKN events such as the Dragon’s Den event (see below) and therefore influence international thinking on the prospects for a climate treaty, via livestreaming capability.  To bring key global debates on climate negotiations and climate compatible development more widely to CDKN’s international audience via professional video recording of the Dragon’s Den event, which CDKN will subsequently disseminate. |
| Specification | CDKN requires a firm to provide live-streaming services for the planned ‘Dragon’s Den’ event being organised by the Advocacy Fund team on 29 October 2012 at PwC, to enable global live contributions to the debate as it unfolds (e.g., facility for remote audience viewing and submission of questions to the panel). The supplier will also be required to produce a package of edited videos for upload to YouTube, with the content of the Dragon’s Den event. This is estimated at a total of 15 minutes of edited footage, probably as 3 x 5 minute packages.  In addition to this, CDKN would like the successful supplier to sign a framework agreement with PwC whereby CDKN would be able to access live-streaming, videoing and editing services as and when required and in a timely manner. It is envisaged that the ‘Dragon’s Den’ event will be the first statement of work issued under this framework agreement. |
| Deliverables | |  |  |  |  | | --- | --- | --- | --- | | No. | Deliverables | Due Date | Produced by?  (CDKN / Supplier) | | 1 | Kick off meeting and work programme for Dragon’s Den live-streaming and recording | By 15 Oct | Supplier and CDKN | | 2 | Delivery of live-streaming for Dragon’s Den | 29 Oct | Supplier | | 3 | Delivery of edited 3 x 5 minute videos from Dragon’s Den – first cut for CDKN approval | By 10 Nov | Supplier and CDKN | | 4 | Delivery of edited 3 x 5 minute videos from Dragon’s Den, uploaded to YouTube – final cut | By 19 Nov | Supplier | |
| Quality requirements | Video recording and editing must be done to a high standard. All edited videos to be approved by CDKN project manager or other CDKN staff person as appointed by project manager.  Please detail in the response section below what relevant experience you have had in live-streaming and producing and editing videos, giving links to any of your videos available online. |
| Project Plan | Detailed workplan will be the first deliverable of the project. |
| Contract Management | Each individual statement of work under the framework agreement will be managed separately, with appropriate updates and delivery time-frames agreed upon with the supplier and CDKN Project Manager when the statement of work is being finalised.  The overall framework will be reviewed at the end of 12 months. |
| Financial Detail | Please quote for the ‘Dragon’s Den’ event, breaking down your budget into the relevant tasks and activity lines.  Please also provide us with the relevant day rates and costs that would be used for any additional work contracted under the framework agreement. For example, this should include daily or hourly rate for filming, the daily or hourly rate for editing (if different).  Prices to be quoted in GBP inclusive of VAT and taxes |

* 1. Procurement Information

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| Date for RFQ return | Deadline 14th September 2012 |
| Instructions for return | Please send by email to [cdknetwork.procurement@uk.pwc.com](mailto:cdknetwork.procurement@uk.pwc.com), Subject line: ‘RFQ- KMGL-0053: CDKN live-streaming and filming |
| Evaluation (Quality / Price) | 70% /30% |

1. Supplier Response
   1. Supplier details

|  |  |
| --- | --- |
| Supplier Name |  |
| Supplier Country | [Please indicate which country your main office is located] |
| Type of Organisation | [Please indicate the legal status of your business – such as, Commercial Organisation, Government Agency, NGO, Charity] |
| Lead Contact |  |
| Supplier Address: |  |
| Supplier Tel: |  |
| Supplier Email: |  |
| Supplier website: |  |
| UK Service Agent | [In order to manage its risks, and because all our contracts are let under UK law, we require non-UK organisations to have an agent in the UK who can represent the organisation in receiving legal papers or notice should that become necessary. This agent may for example be a branch of their organisation in the UK, embassy, solicitor or a commercial organisation that offers such services  We do not require companies to have a UK Service Agent at the proposal stage, only once the contract has been awarded. If you already have a UK Service Agent that can fulfil this role, please include their details here] |

* 1. Sub-contractors

Where any sub-contractor will deliver 25% or more of this project, please provide their details. Information box can be replicated to provide details of more than one sub-contractor if applicable

|  |  |
| --- | --- |
| Sub-contractor Name |  |
| Sub-contractor Country | [Please indicate which country your main office is located] |
| Type of Organisation | [Please indicate the legal status of your business – such as, Commercial Organisation, Government Agency, NGO, Charity] |
| Lead Contact |  |
| Sub-contractor Address: |  |

* 1. Methodology

|  |  |
| --- | --- |
| Description of how the project will be delivered including, where appropriate, Project Plans, Milestones and Stakeholder engagement process |  |
| Please provide details of the intended delivery team |  |
| How will the project objectives be met? |  |
| How will quality requirements be met? |  |
| Please describe your approach to Risk Management |  |
| How will you demonstrate Value for Money in the service being provided? |  |
| Outline relevant previous experience in delivering similar projects including evidence of successful delivery and impact |  |

* 1. Pricing Information

|  |  |
| --- | --- |
| Project Cost (excluding expenses) | £ [Day rates etc]  [Please quote the fee price for this piece of work, breaking down any components costs in excess of £500. We encourage you to attach a spreadsheet if appropriate] |
| Indicative Expenses | £ [Please break down any components costs in excess of £250] |
| Total Price **excluding** VAT and Taxes | £ |
| VAT and Taxes | £ |
| Total Price **including** VAT and Taxes | £ |

* 1. Expenses Policy

|  |  |
| --- | --- |
| **Please confirm you have read and understood our Expenses Policy** | Yes/No |

* 1. Monitoring and Evaluation

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| --- | --- |
| It is the responsibility of the Supplier to work in conjunction with the Service Recipient and CDKN to propose and agree upon key success factors which are specific to the project. The Supplier will be expected to outline suitable indicators for each success factor, including sources of information, collection methods and timeframes for collecting the information. CDKN will provide suitable templates and guidelines to assist the Supplier in developing such success factors.  The Supplier will also be required to complete a short report on completion of the project which will assess its success and identify lessons learned. This report will include a short written summary of the report, identification of any key lessons learned, an estimate of the extent to which the project was success or not and recommendations for the future.  **Please confirm that you have read and understood this requirement** | Yes/No |

* 1. Terms and Conditions

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| The Terms and Conditions associated with the funding for this piece of work are non-negotiable.  Please confirm that you have understood the above statement, and that you have read, understood and accepted our Terms and Conditions of contract. | Yes/No |

* 1. Statement of Compliance

|  |  |
| --- | --- |
| The bidder must confirm the following. Failure to include this declaration may result in the bid being disqualified |  |
| 1. I have completed and enclosed all information required in the RfQ in the format and order required. | Yes/No |
| 1. I declare that this is a bona fide response to your RfQ. | Yes/No |
| 1. I declare that the organisation will comply with the terms and conditions of contract | Yes/No |
| 1. I declare that I am aware of the next steps of the procurement process, if appropriate | Yes/No |
| 1. I declare that the organisation is not aware of any connection with a member of staff from PwC or any of the CDKN Alliance Partners which could affect the outcome of this procurement process. | Yes/No |
| 1. I declare that I am not aware of any potential conflicts of interest in submitting this RfQ | Yes/No |

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| If you have replied NO to any of the above, please provide a detailed explanation below |
|  |

1. Evaluation and Award Decision

Please provide a written evaluation of the RfQ, detailing your assessment of the Supplier’s approach, quality standards, ability to deliver the requirements of the project and project costs. Also ensure that you evaluate any of the specific criteria mentioned in the section above.

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| --- | --- | --- | --- |
| **Quality Assessment** | | **Financial Assessment** | |
|  | |  | |
| Score out of 20 |  | Score out of 20 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Result** | | | **Comments** |
| Quality Assessment | xx% | *[Score x Assessment %]* |  |
| Financial Assessment | xx% | *[Score x Assessment %]* |  |
|  | 100% | *[Final Score]* |  |

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| **Award Decision** | **Award / Reject** |
| **Award Justification** |  |

1. Conditions of Procurement Process

Note: These conditions of the procurement process are associated with the requirements of submitting an RfQ to PwC for the delivery of the aforementioned CDKN project. These are not the terms and conditions of contract which are provided separately.

Consortium bid

If a bid is submitted by a consortium, PwC will require any agreement(s) to be entered into by a lead single entity on behalf of the consortium. In addition, other consortium members may be required to enter into direct agreements with PwC in connection with their subcontracts and PwC will require a right of approval over subcontracts.

Change in circumstance

Bidder must inform PwC in writing of any change in control, composition or membership of a Bidder or its consortium members and of any other material change to the Bidder’s response to the RfQ, if any, which has taken place subsequent to their expression of interest. PwC reserves the right to disqualify any Bidder subject to such changes from any further participation in the procurement process.

Tender validity

All responses must remain valid without change or qualification following the response submission for a period of 90 days.

Bidder costs

PwC shall not, under any circumstances, be liable for any costs incurred by the Bidder in relation to their participation in this procurement process or otherwise.

Copyright

The copyright in this documentation and its related materials belongs to PwC. The Bidder should not reproduce any of the documentation or materials in any form (including photocopying or storing by electronic means) without the permission of PwC, other than the purposes of preparing their response and/or responding to this tender.

Law

The Laws of England and Wales shall apply to this procurement and in connection with any proceedings arising there from. Likewise, the English courts shall have exclusive jurisdiction in respect of any disputes arising out of or in relation to the procurement.

Publicity

This RfQ document is only to be used in connection with the preparation and submission of responses by Bidder in relation to this procurement. No publicity regarding the project or the award of any contract will be permitted unless and until PwC have given express written consent to the relevant communication. For example, no statements may be made to the media or other similar organisations regarding the nature of any response, its contents or any proposals relating thereto without the prior written consent of PwC.

Conflict of interest

The Bidder is instructed to ensure that their potential appointment as the service provider to PwC for the project has not and will not create any conflict of interest or any situation that might compromise or prejudice PwC's duty to manage an open, fair, non discriminatory and competitive procurement process. In the event of a conflict (or potential conflict) arising at any time during the procurement, the affected Bidder shall be responsible for reporting the occurrence of potential or actual conflict and the means for resolving it to PwC forthwith. In the absence of any compelling reason acceptable to PwC, the assumption will be that the conflicted party shall have no further involvement in the procurement.

Discontinuance or Suspension

PwC may elect to discontinue or suspend the procurement at any time without accepting any response or entering into an agreement with the Preferred Supplier. PwC may discontinue or suspend without responsibility or liability to any Bidder including (without limitation) any liability for any costs or expenditure incurred by, or inconvenience caused to, any Bidder.

Should PwC decide to suspend the procurement, PwC will issue instructions to the Bidder regarding the suspected duration of the suspension and any other relevant information.

Revisions to the RFQ and Associated Documentation

PwC reserves the right to make revisions to the RfQ and any associated documents at any time. No additional time in relation to submission deadlines will be granted following notification of any such revision unless the Bidder is expressly notified of any extension by PwC.

PwC may issue updates to the Bidder at any time containing details of any revisions to this RfQ document, together with any further information which may assist the Bidder in the preparation of their responses. It is the Bidder's sole responsibility to ensure that they have understood PwC's requirements and all instructions and information issued under this RfQ.

Marketing Material

Under no circumstances should the Bidder provide general marketing and sales brochures or other materials.

For the avoidance of doubt, PwC reserves the right to:

* Waive the requirements of this RfQ and the Terms of Reference;
* Disqualify bids that do not comply with the instructions in this RfQ document, or does not submit a compliant response in accordance with the instructions relevant to that Response;
* Withdraw this RfQ at any time or to re-invite responses on the same or any alternative basis;
* Not to award any contract as a result of the current procurement process; and
* To make whatever changes it sees fit to the timetable, structure or content of the procurement process, dependent on approvals processes or for any other reason.

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