

**Request for Proposal  
Video Production – Organization Presentation**

RFP Ref No.: 015/2021  
RFQ Date: 11 June 2021

Dear All Potential bidder.

**Request for Proposal (RFP)**

This RFP is for the procurement of Service.

The Regional Integrated Multi-Hazard Early Warning System for Africa and Asia (RIMES) is an international and intergovernmental institution that is owned and managed by its 48 Member and Collaborating States for building capacities in the generation and application of user-relevant multi-hazard early warning information. RIMES was established on 30 April 2009 through the signing by collaborating countries of the RIMES regional cooperation agreement. RIMES was registered with the United Nations under Article 102 of the UN Charter on 1 July 2009. RIMES operates from its regional early warning center, located at the campus of the Asian Institute of Technology in Pathumthani, Thailand. We are looking for a firm to provide Video Production – Organization Presentation.

RIMES now invites Proposal from service provider described in Annex 1: RIMES' Requirements with the condition as specified in Annex 3: Form of Contract Agreement, attached to this RFP.

**Validity of offers**

The offers shall be valid until 30 July 2021.

**Proposed Price**

Prices shall be quoted in the following manner:

- (i) the Lump Sum price shall inclusive of all applicable taxes and
- (ii) as may be needed, the price to deliver all deliverable including inland transportation, insurance, and other local services required to the Final Destination at RIMES Program Unit, AIT campus, Klong Luang, Pathumathani, 12120 Thailand.

The contractual Lump Sum price shall be fixed during the Supplier's performance of the Contract and not subject to adjustment.

**Clarifications**

Any clarification request regarding this RFQ may be sent in writing to RIMES' team, at [rimeshra@rimes.int](mailto:rimeshra@rimes.int), on or before 25 June 2021. RIMES will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

**Submission of Proposal**

- a. Proposal is to be submitted in the form attached at Annex 2 and emailed to RIMES's team at [rimeshra@rimes.int](mailto:rimeshra@rimes.int) and CC Dusadee Moya ([dusadee@rimes.int](mailto:dusadee@rimes.int)). Proposal submitted as email attachments shall be in the form of scanned non-editable images. *To facilitate the procurement process, RIMES may require copies of the same proposals in other formats (such as in Word or Excel)*
- b. The deadline for submission of Proposal is 5:00pm BKK time on 30 June 2021.
- c. The address for submission of Proposals is:

**E-mail address as follows;**  
**Attention: [rimeshra@rimes.int](mailto:rimeshra@rimes.int)**  
**CC: [dusadee@rimes.int](mailto:dusadee@rimes.int)**

### **Opening of Proposals**

Proposals will be opened by RIMES representatives immediately after the deadline for the submission of Proposals.

### **Evaluation of Proposals**

Proposals will be evaluated to ensure compliance with the Scope of work, required qualification including Completion Schedules and any other requirements of the RFP.

The comparison shall be on the basis of Lump Sum Price.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

Proposals will be evaluated for the whole lot/package under this RFP. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed not included in the Proposal, and provided that the Proposal is substantially responsive, the average of the item price as quoted by substantially responsive Suppliers will be added to the Quoted Price and the equivalent total price of the Proposal so determined will be used for price comparison.

### **Contract Award**

The Contract will be awarded to the Supplier who:

- a. offers the lowest evaluated price,
- b. technically compliant proposal, and
- c. guarantees deliverable, in accordance with the required schedule and in accordance with the Evaluation of Proposals above.

RIMES shall invite by email the successful Supplier/s for any discussion/negotiation that may be needed to conclude the contract or otherwise for contract signature.

RIMES shall communicate by the quickest means with the other Suppliers on its contract award decision.

On behalf of RIMES:

**Signature:**

**Name: Dusadee Moya**

**Title/Position: Operation Manager**

**Attachments**

**Annex 1: RIMES' Requirement**

**Annex 2: Proposal Form**

**Annex 3: Form of Contract Agreement**

**ANNEX 1: RIMES' requirements  
TERMS OF REFERENCE**

**Video Production – Organization Presentation**

**1. Background**

The Regional Integrated Multi-Hazard Early Warning System (RIMES) is an international and intergovernmental organisation that is owned and managed by its 48 Member and Collaborating States for building capacities in the generation and application of user-relevant multi-hazard early warning information. RIMES operates from its regional early warning center, located at the campus of the Asian Institute of Technology in Pathumthani, Thailand.

RIMES are looking for a qualified company to provide presentation of RIMES company profile represent RIMES RIMES background, vision, mission strategy plan.

**2. Scope of work**

The selected video producing company will work with the team of RIMES. The producer will have to create video(s) presenting RIMES's background and portfolio which the contents will be provided by RIMES's team. The company will also work closely with the team on concept design. The scripts and storyboard will be created by the company and finalized by RIMES's team. The requirements of the video(s) include:

- Conciseness: the video shall not be too long (10 mins maximum)
- Inclusiveness and informativeness: the video shall cover all information/contents provided and requested by RIMES
- High quality: the video shall be in full HD (1920 x 1080p) and broadcast quality
- English and Thai version
- Publishable: all music, photos, infographic, video, etc. include in the video shall be properly licensed and able to show the proof as requested

**3. Deliverables and deadline**

Deliverables	Duration
Production of the entire video <ul style="list-style-type: none"><li>- Creation of the concept</li><li>- Development of the script and storyboard</li><li>- Coordination with RIMES for finalisation before the production</li><li>- Draft submission with different lengths (one short version (1-2 min) and a longer version (8-10min) for feedbacks</li></ul>	60 days from contract signing

- Final submission of video content in different format to be used in different platforms (social media, TVs etc)	
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**4. Qualification**

- An experiences firm with portfolio that demonstrate similar works.
- A clear production plan and demonstrate the ability to achieve and delivery on time.
- Professional and approaches work with a sense of ownership

**5. Submission**

Interested companies/consultants shall submit the technical and financial proposal including the attachments as follow:

- a. Technical proposal:
  - i. Company background
  - ii. Portfolio which includes previous experience and related 1 or 2 sample videos
  - iii. Production capabilities
  - iv. Work plan
- b. Financial proposal:
  - i. Inclusive production fee per each video in a form of Price Schedule.

**ANNEX 2: Proposal Forms  
Supplier Proposal Form**

<b>From:</b>	<i>[Insert Supplier's name]</i>
<b>Supplier's Representative:</b>	<i>[Insert name of Supplier's Representative]</i>
<b>Title/Position:</b>	<i>[Insert Representatives title or position]</i>
<b>Address:</b>	<i>[Insert Supplier's address]</i>
<b>Email:</b>	<i>[Insert Supplier's email address]</i>

<b>To:</b>	Regional Integrated Multi-Hazard Early Warning System for Africa and Asia
<b>Representative:</b>	Dusadee Moya
<b>Title/Position:</b>	Operation Manager
<b>Address :</b>	2 <sup>nd</sup> Floor, Outreach Building, Asian Institute of Technology Campus 58 Moo 9 Paholyothin Road, Klong Nung, Klong Luang, Pathumthani 12120 Email: <a href="mailto:dusadee@rimes.int">dusadee@rimes.int</a>
<b>RFP Ref No.:</b>	015/2021
<b>Date of Proposal:</b>	

Dear Ms. Dusadee Moya:

**SUBMISSION OF PROPOSAL**

**1. Conformity and no reservations**

In response to the above-named RFP we offer to provide service, as per this Proposal and in conformity with the RFP, Terms of Reference and Completion Schedules. We confirm that we have examined and have no reservations to the RFP, including the Contract.

**2. Proposed Price**

The total price of our offer is *THB [insert the total price of the offer in words and figures, indicating the amount and currency]*.

**3. Proposal Validity**

Our Proposal shall be valid until the date specified in the RFP, and it shall remain binding upon us and may be accepted at any time before it expires.

**4. Commissions, gratuities, fees**

We have paid, or will pay the following commissions, gratuities, or fees with respect to this Proposal *[If none has been paid or is to be paid, indicate "none."]*

Name of Recipient	Address	Reason	Amount

**5. Not Bound to Accept**

We understand that you reserve the right to:

- a. accept or reject any Proposal and are not bound to accept the lowest evaluated cost Proposal, or any other Proposal that you may receive, and
- b. annul the RFP process at any time prior to the award of the Contract without incurring any liability to Suppliers.

**6. Fraud and Corruption**

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

Name of the person duly authorized to sign the Proposal on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Proposal]*

Title of the person signing the Proposal: *[insert complete title of the person signing the Proposal]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

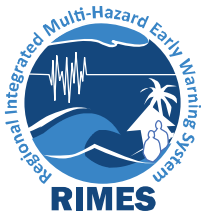
Price Schedules

Proposal of Services

1	2	3	4	5	6	7	8	9
Line Item N°	Description of Services	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4x5)	<i>[IF REQUIRED]</i> Price per line item for inland transportation and other services required Service	<i>[if known]</i> Sales and other taxes payable per line item if Contract is awarded	Total Price per line item (Col. 6+7+8)
1	Lump Sum price Video Production Service.	31-Aug-21	1 Activity Unit					
							<b>Proposed Price</b>	

**ANNEX 3: Form of Contract Agreement**  
(This Attachment has six (6) pages)





Contract No.: 00XX/202X

## Contract Agreement

THIS AGREEMENT is made this ..... day of ....., 2021

### BETWEEN

- (1) Regional Integrated Multi-Hazard Early Warning System (RIMES), an international and intergovernmental institution having its principal place of business at 2<sup>nd</sup> Floor, Outreach Building, Asian Institute of Technology Campus, Klong Nung, Klong Luang, Pathumthani 12120, Thailand (hereinafter called “the Purchaser”), of the one part, and
- (2) ..... a corporation incorporated under the laws of ..... and having its principal place of business at ..... (hereinafter called “the Supplier”), of the other part:

WHEREAS the Purchaser invited quotations for certain Services described in Annex2: Supplier Quotation Forms and has accepted a quotation by the Supplier for the supply of those Services.

The Purchaser and the Supplier agree as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (a) the Letter of Award of Contract;
  - (b) Conditions of Contract;
  - (c) the Purchaser’s Requirements (including Schedule of Requirements and Terns of Reference);
  - (d) the completed Schedules (including Price Schedules); and
  - (e) any other document listed as forming part of the Contract.

This Agreement shall prevail over all other Contract documents.

3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services if applicable, and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services if applicable, and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with the laws of Thailand on the day, month and year indicated above.

**For and on behalf of the Purchaser:**

Signed:  
(Arjunapermal Subbiah)  
in the capacity of Director  
RIMES

Witness

Signed:  
(.....)  
in the presence of Position

**For and on behalf of the Supplier:**

Signed:  
(.....)  
in the capacity of ... [Authorized Position] .....

Witness

Signed:  
(.....)  
in the presence of ... [Authorized Position] .....

## Conditions of Contract

### 1. Definitions

The following words and expressions shall have the meanings hereby assigned to them:

- a) "CC" means the Conditions of this General Terms and Condition.
- b) "Contract" means the Purchase Order and/or Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- c) "Contract Documents" means the documents listed in the Purchase Order and/or Contract Agreement, including any amendments thereto.
- d) "Contract Price" means the price payable to the Supplier as specified in CC 8.1, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- e) "Day" means calendar day.
- f) "Completion" means the fulfillment of the Related Services, as applicable, by the Supplier in accordance with the terms and conditions set forth in the Contract.
- g) "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.
- h) "Party" means the Purchaser or the Contractor, as the context requires, and "Parties" means both of them.
- i) "Purchaser" means the entity purchasing the Goods and Related Services as applicable.
- j) "Purchaser's Country" is the country specified in the Purchase Order or if not specified it shall be Kingdom of Thailand.
- k) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract, as applicable.
- l) "Subcontractor" means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- m) "Supplier" means the person, private or government entity, or a combination of the above, whose Quotation to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- n) "The Project Site," where applicable, means the place named in the CC.

### 2. Incoterms

The edition of Incoterms that shall apply is Incoterms 2020.

### 3. Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of Kingdom of Thailand.

### 4. Settlement of Disputes

In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser's Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser's Country.

## **5. Shipping and other documents to be provided**

The Delivery of the Goods and Completion of the Related Services as applicable shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements.

Details of Shipping and other Documents to be furnished by the Supplier are delivery note, manufacturer's warranty certificates etc.

The below documents are minimum requirement which shall be received by the Purchaser:

- (i) Delivery notes with information of Goods that match with the Purchase Order and/or Contract Agreement.
- (ii) The warranty certificate can be received on shipment of goods.
- (iii) Any other documents that are usually provided to facilitate shipping of goods.

## **6. Contract Price**

The Contract Price is specified in the Purchase Order and/or Price Schedule in the Contract Agreement.

The unit prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier and accepted by the Purchaser.

## **7. Taxes and Duties**

- a. For Goods manufactured outside the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's Country.
- b. For Goods Manufactured within the Purchaser's Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- c. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser's Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

## **8. Subcontractors**

The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Quotation. Such notification, in the original Quotation or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

## **9. Specifications and Standards**

The Goods and Related Services if applicable supplied under this Contract shall conform to the technical specifications and standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.

## **10. Insurance cover**

The insurance coverage shall be as required by law and covered to final destination as per agreed Incoterms.

## **11. Transportation**

Responsibility for transportation of the Goods shall be as specified in the Incoterms.

## **12. Liquidated damages**

The liquidated damage shall be 0.10 % of the price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance.

The maximum amount of liquidated damages shall be 10% of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC 18.

## **13. Warranty**

13.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

13.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

13.3 13.3 The warranty shall remain valid for thirty-six (36) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination.

13.4 The period for repair or replacement after being notified of the defect by the Purchaser shall be within thirty-six (36) days.

13.5 If having been notified, the Supplier fails to remedy the defect within the period specified in CC 13.4, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

13.6 For purposes of the warranty, the place of final destination shall be as specified in the Shipping Address of PURCHASE Order or Contract Agreement.

## **14. Copyright**

The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

## **15. Inspections and Audit**

Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, Purchaser and/or persons appointed by the Purchaser to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of Contract.

## **16. Limitation of Liability**

Except in cases of negligence or willful misconduct,

- a. the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

- b. the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement.

## 17. Force Majeure

- 17.1 The Supplier shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, 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.
- 17.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, and freight embargoes.
- 17.3 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 the Force Majeure event.
- 17.4 If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the currency of the Contract, the Parties will attempt to develop a mutually satisfactory solution, failing which Purchaser may terminate the Contract by giving a notice to the Supplier.

## 18. Termination

- 18.1 Termination for Default  
The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, in competing for or in executing the Contract.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services if applicable similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services if applicable. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- 18.2 Termination for Convenience
  - (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that

termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- (c) to have any portion completed and delivered at the Contract terms and prices; and/or
- (d) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services if applicable and for materials and parts previously procured by the Supplier.