



QUOTATION No: NCPD 244 /2020/2021
DESCRIPTION; DOCUMENTARY PRODUCTION
DATE: 7th JUNE 2021

NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

ISSUE NO 004

REVISION NO. 003

NAME OF BIDDER

.....

P O BOX

NAIROBI

Physical address.....

NCPD/FIN/PRO/FORMS/002

REQUEST FOR QUOTATION

Note.

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) **RESERVED FOR AGPO REGISTERED FIRMS ONLY**
- (c) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (d) This quotation form is **NOT VALID** Unless Authorized
- (e) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 15/6/2021. at **10.00am**
- (f) Return the original copy and retain a duplicate for your records.
- (g) Read the **Instructions** (overleaf) carefully before submitting your quote in order to avoid **disqualification**
- (h) NCPD encourages all partners to make use of **Feedback Mechanisms below**;
 - i. Corruption Reporting Box at the Main Reception in the Head Office and County Offices

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Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



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- ii. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333
- iii. Dedicated email account: complaints@ncpd.go.ke
- iv. Anonymous corruption reporting link on the NCPD website: www.ncpd.go.ke
- v. Dedicated email for Procurement office: procurement@ncpd.go.ke

Item No.	Unit	Description	Qty	Unit Price VAT Inc.	Total Price, VAT Inc.	Brand Name	Days to Delivery	Discount	Quotation validity period
		QUOTE FOR PRODUCTION OF A VIDEO DOCUMENTARY ON PHE PROJECTS IN KENYA AS PER THE TOT BELOW:							

INSTRUCTIONS:

1. All entries should be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units specified.
3. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the mailing list for the items listed thereon.
6. Candidates **must** supply and update the following data with the Council in order to receive **LPOs**. The data below shall form part of **evaluation criteria** for award of contract

6.1 Company Registration No.

6.2 Current list of directors, complete with their contact details

- i.
- ii.
- iii.

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- 6.3 PIN No for the Company/Individual
- 6.4 Current VAT No.
- 6.5 National ID No. (if an individual person)
7. Bank details (should be signed and stamped appropriately)
8. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. Subletting or subcontracting/shifting of consultants shall not be allowed and will lead to termination of contract at any stage and the attendant claims for liquidated damages by NCPD
9. Kindly indicate your “**days to delivery**” for the quotation. This will form the basis for evaluation of your performance. If not indicated, NCPD will apply its *standard evaluation criteria* which provides that normal goods and services deliveries should be within **14 days** after an order/contract has been issued.
10. All information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this intent for engagement without prior written consent of NCPD shall attract severe penalty and relevant legal suit.

TERMS OF REFERENCE (TOR) FOR PRODUCTION OF A VIDEO DOCUMENTARY ON PHE PROJECTS IN KENYA

DESCRIPTION: Production of a Video Documentary on PHE projects in Kenya

DEVELOPMENT PERIOD: 3 Weeks

LOCATION: Nairobi, Rachuonyo North, Molo and Kilifi

1. Introduction:

The National Council for Population and Development (NCPD) is a semi-autonomous government agency in the National and Planning ministry. It is responsible for advising the government on population matters and coordinating the implementation of population policy and programmes in Kenya.

According to sessional paper No. 3 of 2012 on population policy for National development and the Legal Notice No 120 contained in the Kenya Gazette supplement No 68 of 29th October 2001, NCPD was established to undertake the following functions:

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- 1) Research and analyze population issues and develop policies relating to population.
- 2) Provide leadership and mobilize support for population programmes, including coordination and implementation by different organizations.
- 3) Assess the impact of population programmes and make recommendations arising from such assessments.
- 4) Identify and advise on population issues that may not be adequately or appropriately dealt with by the government.
- 5) Create public awareness on population and development issues in Kenya.
- 6) Undertake viable advocacy activities aimed at achieving support on certain population concerns.

2. Project background:

Population, Health, and Environment approach is an integrated development methodology that seeks to address the intricate and complex relationship between population dynamics, population health, and the environment in which the population lives and derives a livelihood. This approach is implemented at the community level with the aim of enhancing sustainable development and improving the quality of life of the citizenry.

In Kenya, the PHE approach began to be embraced in earnest after an assessment of the country's PHE status was undertaken in 2007. The assessment conducted in Kenya show that the implementation of PHE in the country is low while the natural resources is fast being depleted.

The inter-relationship and inter-dependence between Population, Health and Environment has been demonstrated in that the activities that the population engage in affect both their health and the environment that they live in, while at the same time the state of the environment they live in affects both their health and livelihoods. Currently most health and environment conservation programmes and projects in the country do not take into account the relationship between these three variables largely due to the single sector approach to development as opposed to a multi-sector integrated approach.

The PHE approach provides Kenya with an opportunity to implement a multi-sectoral integrated approach in addressing population growth, population health, and environment conservation simultaneously with sustainable development as the ultimate result.

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3. Objective of the assignment

- i. The goal of the assignment is to produce a video documentary and photographs on the PHE projects in the said locations.
- ii. The documentary should capture areas/topics such as community engagement; advocacy on PHE concept;
- iii. Stories on successes and challenges through testimonials from identified project beneficiaries in project sites
- iv. The producer will be required to work closely with the NCPD Communications team in developing the documentary as well as take photos during the field visits.

4. Specific Deliverables

The producer is expected to produce a documentary style film exploring the success and challenges of PHE model in Kenya

- i. Length: 30-45 minutes
- ii. Format: YouTube video format and compatibility
- iii. Content: Interviews with a number of key stakeholders, communities and independent experts who can discuss the PHE model as shall be guided
- iv. In collaboration with the NCPD team, develop a script for the documentary
- v. In collaboration with NCPD, conduct field visits to collect footage.
- vi. Submit the edited documentary through email and Flash Disc in HD MP4 formats.

5. Timelines

- i. The producer shall commence the work as soon as possible
- ii. A detailed timeline, work plan and draft outline should be submitted as shall be agreed upon
- iii. The rough cut of every phase of the documentary should be provided to NCPD for review, comments, and approval.
- iv. The final product i.e. the documentary as well as all the raw footage, should be delivered to NCPD on the completion of the assignment.

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6. Copyright

All materials arising from this assignment shall remain the property of NCPD

7. Qualifications and Experience

- i. Team leader must possess at least 7 years professional work experience in creative content development, marketing, or corporate communications and At least five (5) years of professional experience in videography/video editing and communication.
- ii. Demonstrated experience of conception, production and editing of video documentaries and script writing
- iii. Ability to operate under strict timelines and apply high production and technical standards for the purpose of maintaining high level of professionalism
- iv. Record of accomplishment of successful projects of similar magnitudes materials filmed is an added advantage.

CRITERIA FOR EVALUATION AND AWARD OF TENDER

DESCRIPTION	CRITERIA
Preliminary Evaluation	
6.1 Company Registration No.	YES/NO
6.2 Current list of directors, complete with their contact details	YES/NO
6.3 PIN No for the Company/Individual	YES/NO
6.4 Current VAT No.	YES/NO
6.5 National ID No. (if an individual person)	YES/NO/N/A

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6.6 Bank details (should be signed and stamped appropriately)	YES/NO
Indicate days to delivery	YES/NO
Indicate Validity Period (in days)	YES/NO
Those who don't pass will be disqualified at this stage	PASS/FAIL
Detailed Evaluation <i>(Documentary evidence must be provided here)</i>	
Qualification	
<ul style="list-style-type: none"> • Professional Certificate in film/video production or equivalent 	<ul style="list-style-type: none"> • YES/NO
Experience (7 or more years)	
<ul style="list-style-type: none"> • creative content development • conception • production • editing of video documentaries • script writing 	<ul style="list-style-type: none"> • YES/NO • YES/NO • YES/NO • YES/NO • YES/NO

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<p>Track Record</p> <ul style="list-style-type: none"> • successful projects of similar magnitudes (At least 3 No.) 	<ul style="list-style-type: none"> • YES/NO
<p>Materials filmed (pictures, brochures, etc)</p>	<ul style="list-style-type: none"> • YES/NO

The bidder having the highest responsiveness (maximum ayes) and which shall also be determined to be quoting the lowest evaluated price will be eligible for award of contra

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