Request for Quotation

Subject: Production of a series of brief animated training videos
Date of Issuance: December 1, 2023

Conservation International, the Contracting Entity, is procuring on behalf of the Critical Ecosystem Partnership Fund the services of a video editor to produce a series of 11 animated training videos that will then be translated into three additional languages. CI invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in part 2.

1. **Type of Contract.** The anticipated type of award resulting from this RFQ is a fixed-price contract. The chosen vendor will agree to comply with all terms.

2. **Submission of Quotations:**
   a. Deadline. All quotations are due on December 22, 2023 by no later than 5 p.m. Eastern Standard Time. Late submissions will not be accepted. Quotations should be sent by email, in PDF format, to cepf@cepf.net. The subject line of the email must reference the RFQ No. of this solicitation.
   b. Validity of bid. 90 days from the submission deadline.
   c. Clarifications. Requests for clarification to this RFQ must be made in writing via e-mail to: cepf@cepf.net no later than 5 p.m. Eastern Standard Time December 18, 2023.

3. **Quotations must include:**
   a. Resume highlighting related experience.
   b. Two client references that bidder recently provided similar services to.
   c. Signed quotation (see Attachment 3) with contact information on vendor’s letterhead that addresses all elements in this solicitation.
   d. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 2)
   e. Links to samples of similar video products produced by the company/service provider.

4. **Specifications.** On behalf of the Critical Ecosystem Partnership Fund, CI would like to purchase video production, editing and project management services as described below:

Project manage production of a set of 11 animated videos on **safeguards**, each averaging 3 minutes in length. The full set of 11 will be produced in 4 languages: English, French, Spanish and Portuguese. The videos to be produced using either Powtoons, Vyond or similar software. The style of the total 44 videos will be guided by the CEPF Brand Guide, and will be similar to this video in style/length: https://youtu.be/SSNr3XCsR04

Activities will include:

- Providing feedback on English versions of 11 scripts drafted by CEPF with an eye to clarity and accessibility—and an emphasis on minimizing jargon.
- Coordinating with representatives of CEPF Communications and our managing director to make final script adjustments and obtain final approvals.
• Coordinating with CEPF staff to obtain translations of the final script to French, Spanish and Portuguese via CEPF-hired or internal translators.
• Using Powtoons or similar software to create appropriate video to accompany and complement scripts.
• Recording voiceovers using CEPF staff as voice talent and incorporating voiceovers into video.
• Circulating draft videos among key stakeholders, integrating their feedback and getting their approvals.
• Finalizing all videos for posting to CEPF’s YouTube channel.

Tentative start date: January 22, 2024.
Tentative completion date: June 28, 2024.

(Start and completion dates to be confirmed with provider during contracting.)

5. **Evaluation of Quotations.** In evaluating quotations, CI will seek the best value for money considering the merits of the technical and costs factors. Quotations will be evaluated using the following criteria:

<table>
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<tr>
<th>Evaluation Criteria</th>
<th>Score (out of 100)</th>
</tr>
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<tbody>
<tr>
<td>Quotation fully complies with requirements of the RFQ.</td>
<td>20 max points</td>
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<tr>
<td>Quality of samples provided and similarity to desired product.</td>
<td>25 max points</td>
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<tr>
<td>Provider experience related to the described project.</td>
<td>25 max points</td>
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<tr>
<td>Client references</td>
<td>15 max points</td>
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<tr>
<td>Appropriateness of pricing</td>
<td>15 max points</td>
</tr>
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</table>

6. **Currency.** Price must be quoted in US dollars. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

7. **Resulting Award.** CI reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a contract, nor does it commit CI to pay any costs incurred by the bidder in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

8. **Confidentiality.** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract
has been awarded. CI’s evaluation results are confidential and applicant scoring will not be shared among bidders.

9. **Code of Ethics.** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

10. **Attachments:**

    Attachment 1: Code of Ethics

    Attachment 2: Representation of Transparency, Integrity, Environmental and Social Responsibility

    Attachment 3: Quotation Form
ATTACHMENT 1: Code of Ethics

ETHICS STANDARDS

Conservation International’s reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI’s Code of Ethics (the “Code”) provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct to which all parties must adhere.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

Integrity:

· Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.

· Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.

· Provide true representation of all Services performed.

· Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

· Avoid conflicts of interest and not allow independent judgment to be compromised.

· Not accept gifts or favors from sub-contractors, suppliers or other 3rd parties that would negatively impact the provision of Services to CI.

Accountability:

· Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.

· Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

Confidentiality:

· Not disclose confidential or sensitive information obtained during the course of your work with CI.

· Protect confidential relationships between CI and other 3rd parties.
Mutual Respect and Collaboration:

· Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.

I hereby acknowledge receipt of CI’s Code of Ethics and certify agreement and compliance therewith.

FOR SERVICE PROVIDER:

By: ______________________

Title: ______________________

APPENDIX 3

Definitions

1. Act of Corruption means any of the following:

   • The act of promising, offering or giving, directly or indirectly, to a Public Official or to any person who directs or works, in any capacity, for a private sector entity, an undue advantage of any nature, for the relevant person himself or herself or for another person or entity, in order that this person acts or refrains from acting in breach of his or her legal, contractual or professional obligations and, having for effect to influence his or her own actions or those of another person or entity; or

   • The act of a Public Official or any person who directs or works, in any capacity, for a private sector entity, soliciting or accepting, directly or indirectly, an undue advantage of any nature, for the relevant person himself or herself or for another person or entity, in order that this person acts or refrains from acting in breach of his or her legal, contractual or professional obligations and, having for effect to influence his or her own actions or those of another person or entity.
2. **Anti-Competitive Practices means:**

- Any concerted or implicit action having as its object and/or as its effects to impede, restrict or distort fair competition in a market, including without limitation when it tends to: (i) limit market access or the free exercise of competition by other companies; (ii) prevent price setting by the free play of markets by artificially favoring the increase or decrease of such prices; (iii) limit or control any production, markets, investment or technical progress; or (iv) share out markets or sources of supply;

- Any abuse by a company or group of companies of a dominant position within a domestic market or in a substantial part thereof; or

- Any bid or predatory pricing having as its object and/or its effect to eliminate from a market, or to prevent a company or one of its products from accessing the market.

3. **Fraud means:** any unfair practice (acts or omissions) deliberately intended to mislead others, to intentionally conceal elements there from, or to betray or vitiate his/her consent, to circumvent any legal or regulatory requirements and/or to violate internal rules and procedures of the Beneficiary or a third party in order to obtain an illegitimate benefit.

4. **Fraud against the Financial Interests of the European Community means:** any intentional act or omission intended to damage the European Union budget and involving (i) the use or presentation of false, inaccurate or incomplete statements or documents, which has as it effect the misappropriation or wrongful retention of funds or in any illegal reduction in resources of the general budget of the European Union; (ii) the non-disclosure of information with the same effect; and (iii) misappropriation of such funds for purposes other than those for which such funds were originally granted.

5. **Illicit Origin means funds obtained through:**


- Any Act of Corruption; or

- Any Fraud against the Financial Interests of the European Community, if or when applicable.
ATTACHMENT 2: Representation of Transparency, Integrity, Environmental and Social Responsibility

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. CI’s Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI’s Code of Ethics, we certify:
   a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:
   a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
   b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:
   a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business
   b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
   c. We are/were not involved in writing or recommending the scope of work for this solicitation document.
   d. We have not engaged in any collusion or price fixing with other offerors.
   e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.

g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.

h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).

i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”. [Include additional sanctions lists of the country of a public donor, if required by the donor.]

Name: ____________________________________________

Signature: ___________________________________________

Title: ______________________________________________

Date: _______________________________________________
Attachment 3: Quotation Form

(This Form must be submitted only using the Vendor’s Official Letterhead/Stationery)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Price</th>
<th>Total Price per Item</th>
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Total before tax:

VAT (if applicable)

Add: Other Charges (plz. specify)

Total Final and All-Inclusive Price Quotation

Company Name:

Name of Representative:

Title:

Signature:

Date:

Tender #: