**TENDER TECHNICAL SPECIFICATION**

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| **Tender**  | **as of 26 September 2017**  |
| **Services** | Production of the content for the 4 TV programs  |
| **Location and dates** | Kyiv, Ukraine |
| **Dates** | Deadline for provision of the proposal – 30 October 2017 |
| **Description of services** | **Production of the four TV programs in a format of the talk-show with the professional journalist as a host and 3 and more speakers as experts on decentralization issues. The timing for each program is 40 min. Illustrative 3 video podcasts in each program are compulsory.** |

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| **Payment** | In return for the fulfilment by the Provider of its obligations under the contract, DESPRO undertakes to pay the Provider the amount in UAH as follows: * Advance payment of max 60% from the total price of the contract;
* The balance to be paid by the DESPRO within 60 calendar days after the completion and delivery of all the services upon presentation of final detailed invoice(s), signing of the Act of Acceptance by two parties in two copies.
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| **Provider Exclusion** | Bidders should:* Have not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
* Are not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;
* Have not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;
* Do comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established.
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| **Provider Eligibility Criteria** | Bidders should meet the following eligibility criteria:* Being registered as an entity entitled to supply the required equipment
* Have experiencein provision of similar services (min 1 calendar year).
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| **Provider Award Criteria** | Bidders will be assessed against the following criteria:* Suggested services are in compliance with the technical specifications provided – 30%;
* Quality of the suggested services – 10%;
* Suggested financial offer- 60%.
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| **Call for tender issued** | **26 September 2017** |
| **Date of the announcement of the results**  | **1 November 2017**  |
| **Documents to be provided by the Bidders** | All Bids should be sent via e-mail a.golotenko@despro.org.ua in a subject line by 30 October 2017 by 11:00 Kyiv Time. The deadline is compulsory in a subject line by **30 October 2017 at 11:00 Kyiv Time. The deadline is compulsory.**The following documents should be presented: 1. ***APPENDIX II Provisional budget template*** *filled in as per all requested service positions in PDF* ***and*** *Excel format. Submitted PDF formatted budget should be duly signed, stamped and dated; provided on the Company’s letterhead*
2. *Technical specification*
3. *Declaration of the provider signed, dated and stamped in Ukrainian and English*
4. *Document confirming state registration of the supplier in accordance with the national legislation*
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