CONTRACT FOR PRODUCTION OF VIDEO OF THE PILOT PROJECTS (CONTRACT NO. G7)

This Contract is entered into on 17th day of June, 2024, between Mayor's Office, Municipality of Ulaanbaatar and MON 9202: "Ulaanbaatar Community Food Waste Recycling" Project (hereinafter called "the Client") on the one part, and Saikhan Baichuud LLC (hereinafter called "the Service Provider") on the other part.

Whereas the Client has requested a quotation for THE PRODUCTION OF VIDEOS OF THE PILOT PROJECTS to be performed by the Service Provider in accordance with the Contract, and has accepted the Quotation by the Service Provider in the amount of MNT 135,960,000 (one hundred thirty-five million nine hundred sixty thousand), inclusive of VAT, hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

- 1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - a) Form of Quotation, with Scope of Services and Appendix A and Price Schedule; and
 - b) Contract Terms and Conditions:
- 2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
- 3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the Contract Price as indicated and accepted in the Form of Quotation, under payment terms stipulated in the Contract Terms and Conditions.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Mongolia on the date indicated above.

Signature and seal of the Client:

Signature and seal of the service provider:

For and on behalf of the Mayor's Office For and on behalf of the service provider:

Ulaanbaatar:

TURKHUU saikhan

General Manager of the Ulaanbaatar City and Head of the Mayor's Office and project director

Signature and seal of the project:

For and on behalf of the project:

NYAMDORJ Doljinsuren **Project Coordinator**

Signature and seal of the service provider:

BAYARSAIKHAN Jamsranjav Director of Saikhan Baichuud LLC

CONTRACT TERMS AND CONDITIONS

1. Definitions

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

3. Language

All communications and documents related to the Contract shall be in English.

4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

5. Fraud and Corruption

This Contract shall be covered by the provisions of <u>ADB's Anticorruption Policy</u> (1998, as amended to date) and <u>Integrity Principles and Guidelines</u> (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description
- (b) Specific Standards
- (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

8. Service Completion Schedule

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding 2 months from the date of signing of contract.

9. Fixed Contract Price

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

10. Taxes and Duties

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

11. Payment

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

- (a) Advance payment (Optional) of 20% within 21 days of signing the contract, upon evidence of mobilization of service Provider and approved delivery schedule included work plan by the PIU and Implementing agency.
- (a) 80% of the contract value of confirmed output as indicated in the Price Schedule. The service delivered in accordance with price schedule and submission of service provider's claim supported by the acceptance certificate issued by the Client.

12. Resolution of Disputes

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the of the **Law of Mongolia**.

13. Independent Service Provider

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

14. Intellectual Property Rights

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against

any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

15. Failure to Perform

16. The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

17. Termination Due to Integrity Violation

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

18. Other Grounds for Termination

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

19. Force Majeure

The Service Provider shall not be liable for penalties 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.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider 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 Force Majeure event.

20. Accounts and Records

- (a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.

(c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

21. Suspension of ADB Loan or Credit.

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

22. Termination Notice Due to Non-payment

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

APPENDIX A

Scope of service

1. BACKGROUND

Approximately 2.9 million tons of solid waste are generated annually in Mongolia, out of which approximately 1.2 million tons are in Ulaanbaatar.1 Ratio of food waste in solid waste in Ulaanbaatar is the largest (36.0%) in summer and the second largest (23.0%) next to ash (49.0%) in winter of the solid waste in Ulaanbaatar, 72.5% is disposed in formal disposal sites, 20.5% is recycled, and 7.0% is illegally dumped.3

Food waste. Ratio of food waste in solid waste in Ulaanbaatar is the largest in summer and the second largest in winter. Although 17.8% of solid waste is recycled in Ulaanbaatar, food waste is not recycled and just disposed of in formal landfills or illegally dumped. Food waste is increasingly becoming pollutants, adversely affecting living environment and health of urban communities, particularly in *ger* areas, and a source of greenhouse gas (GHG).

In line with these national programs, the Municipality of Ulaanbaatar and Mayor's Office of Ulaanbaatar (MUB) are implementing the MON-9202: Ulaanbaatar Community Food Waste Recycling Project funded by Japan Fund for Prosperous and Resilient Asia and the Pacific and administered by Asian Development Bank (ADB).

2. OBJECTIVE/PURPOSE OF THE ASSIGNMENT

Mayor's Office of Ulaanbaatar is seeking a supplier to develop video content such as a media firm, with expertise in media relations, digital content, virtual and in-person events, digital marketing, and a focus on social impact to provide services for awareness raises, increase knowledge and promotion of food waste recycling, segregation and sorting as well as using food waste recycle to making compost for soil.

Specific Purposes:

- i. Inform the public: Educate viewers about the project's goals, benefits, and impact on achieving a green city with sustainable practices, inclusive economic growth, and improved living conditions.
- ii. Showcase project activities: Document and visually demonstrate the different aspects of the project, including:
 - Options identified for food waste recycling;
 - Examples of participatory food waste recycling initiatives in schools, kindergartens, communities, and poor households;
 - The upscaling program for wider implementation;
 - Engender community engagement: Encourage public participation and support for food waste reduction and recycling efforts;

Target Audience:

- Residents of Ulaanbaatar, particularly those in ger areas, schools, kindergartens, and communities involved in the project.
- Stakeholders interested in environmental sustainability, waste management, and community development.

The media firm is expected to deliver the following outputs: (i) media and communications work plan and activities; (ii) media and social media strategies, messaging plan, and tactics for targeted audiences; (iii) key messaging and content for distribution; (iv) digital collateral such as videos, graphics, and infographics; (v) comprehensive media outlet and social media influencer outreach list:

3. DELIVERABLES

- I. Four video content (5 minutes each) showcasing project activities across various locations.
- II. Six video content (3 minutes each) focusing on specific aspects of the project.
- III. Digital poster (40 types)
- IV. Thirteen social media reels (1 minute each) promoting the project on social media platforms.
- V. Infographic (11)
- VI. 15 minutes length, one TV program (Mongolian with English and sign language subtitles of overall project implementation, input and outputs.
- VII. Professional video recording (15 minutes of drama)

Table.1- List of required video content

Nº	DESCRIPTION OF VIDEO CONTENT	Quantity	Length /minute/	Deliver time	Shoot location
1	Long video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	4	5		Sites of pilot projects, stakeholders and others
1.1	Composition of food waste, Food waste sorting and collectionetc	1	5	7-10 days	Sites of pilot projects, stakeholders and others

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1.2	Greening Our Spaces: Composting Solutions for Homes, Schools, and Businesses	1	5	10-14 days	Sites of pilot projects, stakeholders and others
1.3	The Composting Revolution: Empowering Individuals and Organizations to Reduce Food Waste	1	5	10-14 days	Sites of pilot projects, stakeholders and others
1.4	The usage of compost.	1	2	10-14 days	Sites of pilot projects, stakeholders and others
2	Short video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	6	3	14-20 days	Sites of pilot projects, stakeholders and others
2.1	Fun with Food: Composting Adventures for Kids and Families	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.2	Backyard Science: Turning Food Waste into Compost at Home and School	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.3	Backyard Science: Turning Food Waste into Compost at Home and School	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.4	Green Guardians: Teaching Kids About Composting and Reducing Food Waste	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.5	From Kitchen to Garden: Engaging Household, Kindergarten, and School Communities in Composting	1	3	14-20 days	Sites of pilot projects, stakeholders and others
2.6	Preparing compost in Mongolia.	1	3	14-20 days	Sites of pilot projects, stakeholders and others
3	Digital poster /Album/	40	-	15-20 days	
3.1	Refuse:Attention: "Stop Food Waste in its Tracks!" Interest: "Did you know that refusing excess food is the first step to reducing waste? Let's start saying no to food waste and yes to sustainability! #Refuse #AIDA" Desire: "Imagine a world with less waste and more abundance. Join the refuse movement	8	n/a		

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	and take a stand against food waste today! #Refuse #ZeroWaste" Action: "Ready to make a difference? Start by			
	saying no to food you won't eat and yes to a greener future! Take the first step and refuse			
	food waste now! #Refuse #ActNow"			
	Reduce:			
3.2	Attention: "Cut Food Waste, Save Money! (5)" Interest: "Discover simple hacks to reduce food waste in your kitchen and make a big impact on the planet! #Reduce #SaveMoney" Desire: "Dreaming of a clutter-free fridge and a lighter environmental footprint? Dive into our tips to reduce food waste and make it a reality! #Reduce #DreamBig" Action: "Ready to trim your waste and boost your savings? Join the reduce movement and start making a difference today! #Reduce #TakeAction"	8	n/a	
3.3	Reuse:Attention: "Repurpose Food Scraps Like a Pro! "Interest: "Turn kitchen scraps into treasures with our creative reuse ideas! Get inspired to give new life to old ingredients and reduce food waste! #Reuse #CreativeCooking"Desire: "Who knew food scraps could be so versatile? Explore our reuse tips and unlock the potential of every ingredient! #Reuse #LimitlessPossibilities"Action: "Ready to get crafty in the kitchen? Join the reuse revolution and start transforming food scraps into delicious dishes today! #Reuse #GetCrafty"	8	n/a	

	<u> </u>		1	1	1
3.4	Repurpose: Attention: "From Trash to Treasure: Unleash the Potential of Repurposing! "" Interest: "Discover the art of repurposing food waste and turn trash into treasure! From composting to creative DIY projects, the possibilities are endless! #Repurpose #ThinkOutsideTheBin" Desire: "Dreaming of a world where nothing goes to waste? Dive into our repurposing tips and make sustainability a way of life! #Repurpose #DreamBig" Action: "Ready to make a difference? Join our community efforts to repurpose food waste and build a more sustainable future for Ulaanbaatar! #Repurpose #TakeAction"	8	n/a		
3.5	Attention: "Recycling for a Cleaner City! "" Interest: "Learn how food waste can be recycled into valuable resources and contribute to a cleaner, greener Ulaanbaatar. Let's close the loop on waste together! #Recycle #SustainableCity" Desire: "Dreaming of a Ulaanbaatar where every scrap of food waste is recycled? Join our recycling project and make it a reality! #Recycle #DreamBig" Action: "Ready to make a difference? Join our community efforts to recycle food waste and create a more sustainable future for Ulaanbaatar! #Recycle #TakeAction"	8	n/a		
4	Overall project /Reels/ (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	13	1	20-30 days	As required sites as per PIU consultants
4.1	Individuals and Households: Reel Idea: "Zero Waste Kitchen Tour "" Showcase how individuals and families can reduce food waste at home by giving a tour of a zero-waste kitchen, sharing tips for meal planning, storage, and creative use of leftovers.	1	n/a		As required sites as per PIU consultants

	Schools and Kindergartens:			
4.2	Reel Idea: "Eco-Friendly Lunchtime Highlight sustainable practices in school cafeterias, such as using reusable containers, implementing portion control, and educating students about the importance of reducing food waste.	1	n/a	As required sites as per PIU consultants
4.3	Canteens and Food Service Establishments: Reel Idea: "Behind the Scenes: Food Waste Reduction at Restaurants ""Take viewers behind the scenes at canteens and restaurants to show how they minimize food waste through menu planning, portion control, and creative use of surplus ingredients.		n/a	As required sites as per PIU consultants
4.4	Supermarkets and Grocery Stores: Reel Idea: "Smart Shopping Tips " " Provide tips for shoppers to minimize food waste at supermarkets and grocery stores, such as buying only what they need, choosing imperfect produce, and checking expiration dates.	1	n/a	As required sites as per PIU consultants
4.5	Reel Idea: "Sustainable Catering Solutions "" Showcase sustainable catering practices, such as offering customizable portions, using compostable serving ware, and donating surplus food to minimize waste at events.	1	n/a	As required sites as per PIU consultants
4.6	Individuals and Households: Reel Idea: "Meal Prep for a Week "" Demonstrate how individuals and families can reduce food waste by meal prepping for the week, including planning meals, portioning ingredients, and storing food properly.	1	n/a	As required sites as per PIU consultants
4.7	Reel Idea: "Gardening with Kids 🖫 🐼 " Engage children in gardening activities at schools and kindergartens to teach them about growing their own food, reducing waste, and connecting with nature.	1	n/a	As required sites as per PIU consultants
4.8	Canteens and Food Service Establishments: Reel Idea: "Creative Leftover Recipes "" Share creative recipes using leftover ingredients from canteens and food service establishments, inspiring viewers to reduce waste and get creative in the kitchen.	1	n/a	As required sites as per PIU consultants

6	(script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	1	15	30-45 days	Optional
5.11	Personal Impact: Telecast of project	1	-		
5.1	Policy Interventions:	1	-		
5.9	Technology Solutions:	1	-		-
5.8	Food Waste by Sector:	11	-		provided data
5.7	Food Recovery Programs:	1	-		Based on PIU
5.6	Food Waste Solutions:	1	-]
5.5	Economic Impact:	1	-]
5.4	Environmental Impact:	1	-]
5.3	Food Waste Lifecycle:	1	-		
5.2	Causes of Food Waste:	1	-		_
5.1	Food Waste Statistics:	1	-		_
5	Infographic	11	-	14-21 days	
4.13	"Reduce Waste, Save the Planet: Eco- Friendly Swaps" Highlight eco-friendly alternatives to common household products and practices, emphasizing how simple swaps can make a big difference in reducing waste.	1	n/a		As required sites as per PIU consultants
4.12	"Trash Talk: Myth Busting Recycling Facts" Bust common myths and misconceptions surrounding recycling in a fun and informative way.	1	n/a		As required sites as per PIU consultants
4.11	Zero Waste Kitchen: Sustainable Cooking Tips: Share recipes for zero waste snacks and meals, demonstrating how to minimize packaging and food waste without sacrificing flavor or nutrition.	1	n/a		As required sites as per PIU consultants
4.10	Event Organizers and Caterers: Reel Idea: "Zero-Waste Event Planning "B" "Provide tips for event organizers and caterers on how to plan zero-waste events, including choosing eco-friendly venues, minimizing packaging waste, and donating leftovers to charity.	1	n/a		As required sites as per PIU consultants
4.9	Supermarkets and Grocery Stores: Reel Idea: "Reducing Food Waste Together "" " Collaborate with supermarkets and grocery stores to promote initiatives like bulk buying, discounts on imperfect produce, and donation programs to reduce food waste.	1	n/a		As required sites as per PIU consultants

7	Professional video recording (shooting, production team, editing, translation, subtitle, voice and music etc.)	1	15	1-2 days	Kindergarten
7.1	To record a theatrical performance	1	15		Kindergarten

Additional Materials:

- (i) Project-related photos: A minimum of [number] high-resolution photos captured during video shooting, depicting various aspects of the project;
- (ii) Rough cuts: Rough cuts of all videos will be provided for review and feedback before finalization;
- (iii) Final scripts: Final scripts for all videos will be delivered in electronic format;

Rough cuts and final scripts and videos will be based on collaboration with video producer, MON9202: Food waste recycling project and Mayor's office of Ulaanbaatar.

4. DETAILED TASKS AND/OR EXPECTED OUTPUT

- (i) Hold preparatory discussion with and Mayor's office of Ulaanbaatar and PIU team about the preparation of video documentaries;
- (ii) Develop video concepts and scenarios following the ADB standard;
- (iii) Develop documentaries script and story board to be used in shooting and production of the documentaries:
- (iv) Conduct field visits of the targeted project area (multiple locations in Ulaanbaatar) and interview citizen, public servants and local leaders;
- (v) Perform appropriate video shooting and hold interview with the project major beneficiaries and stakeholders:
- (vi) Present draft videos to PIU for review and comments (see appendix 1 for Schedules for Supply);
- (vii) Incorporate comments and produce final documentaries;
- (viii) Narration, translation English/Mongolian and subtitles in English;
- (ix) Full usage rights for music (or music for which copyright has been granted);
- (x) A detailed report on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed and other persons involved; and
- (xi) Other tasks as assigned.

5. DURATION OF WORK

Timeframe for overall contract: 2 months starting from contract signing.

6. LOCATION OF WORK

- a. 25 locations in Shonginokhairkhan, 25 loaction in Chingeltei district in Ulaanbaatar (Small scale-pilot project)
- b. 10 locations in Ulaanbaatar (Medium scale-pilot project)
- c. 12 Location in Ulaanbaatar (Large scale-pilot project), including ger areas, schools, kindergartens, business entities, (See attachment 1- detailed location)

7. OUTPUT REQUIREMENTS

The services and deliverables shall include but shall not be restricted to that required in the following Technical Specifications:

REQUIRED TECHNICAL SPECIFICATIONS

- a. Unmixed and mixed files in .mov format of the final version of the video which will be delivered in 1080P H264 CODEC 23.976 frames per second;
- b. Raw footage of all the shots filmed during the video production in MPEG4 Apple Pro res file format with accompanying detailed shot lists;
- c. Translation into English of all interviews conducted in Mongolian, along with corresponding timecodes;
- d. Shortlist and video metadata should also be included;
- e. Video and photos will be handed over to DOC in an HD drive; and
- f. The videographer is required to keep a copy of all original files for at least one year.

8.MODE OF PAYMENT

The payment shall be a lump sum based to complete the entire assignment accordance with the terms of reference. The lump sum should be broken down to show the detail for the followings: (i) Resource costs (may include an additional resource person to assist the work); (ii) Travel costs (transportation, accommodation and other related cost).

The Consultant shall be paid 30% of the total cost upon approval and signing the contract and the balance upon satisfactory production of the documentary.

9. SCHEDULES FOR SUPPLY

Nº	Description of Video and Photos
9.1	Develop scenario of the videos (short documentaries) and photos in detail
9.2	Develop a scenario plan/video shooting of project videos and photos
9.3	Approval of the scenario by Client with reflecting comments
9.4	Video shooting in selected locations
9.5	Image and sound editing work and montage of the video and photos. Submit to Client and PIU for review
9.6	Client and PIU review
9.7	Reflecting Client and PIU comments on videos and photos
9.8	Final submission and Client and PIU acceptance of videos

Table 2: Shooting Location

	e 2: Shooting Location							
1	Large scale-pilot project							
2	Sky hypermarket (Khan-Uul district)	1 st khoroo, Bayanzurkh district						
	Sky hypermarket (Khan-Uul district)							
	Bars impex market (Bars 1)							
4	Bars impex market (Bars 2)	3 rd khoroo, Bayangol district						
5	Nomads' hospitality LLC (Food factory)	17 th khoroo, Khan-Uul district						
6	Mongolian University of Life Science	11 th khoroo, Zaisan, Khan-Uul district						
7	Khuder Tsonj LLC (whole sale supply of vegetable)	Bayanzurkh						
8	Astilla Uvs LLC (whole sale supply of vegetable)	Tolgoit, Songino-Kharkhan district						
9	Bayngol restaurant (Bayangol hotel)	Sukhbaatar district						
10	Undur Ulaan Travell LLC (Red Rock resort) 6 th khoroo, Nalaikh district							
11	Khumuun international school	11 th khoroo, Khan-Uul district						
12	Tsever khursnii shim (shareholding trade)	Songinokhairkhan district, Zuuns all						
2	Medium scale-pilot project implementing location							
13	Goyol Cashmere LLC	20 th khoroo, Khan-Uul district						
14	"Modern Nomads-2	8th khoroo, Sukhbaatar district						
15	School No. 65	3rd khoroo, Sukhbaatar district						
16	School No. 129	3 rd khoroo, Sukhbaatar district						
17	Kindergarten №263	36 th khoroo, Sukhbaatar district						
18	National Park	26 th khoroo, Bayanzurkh district						
19	Serene Town	26 th khoroo, Bayanzurkh district						
20	UB town	3 rd khoroo, Khan-Uul district						
21	British school	4th khoroo, Khan-Uul district						
22	Kindergarten №80	3 rd khoroo, Songinokhairkhan district						
3	Small scale-pilot project implementing location							
21	25 Households	3 rd khoroo, Songinokhairkhan district						
22	25 Households	7 th khoroo, Chingeltei district						
4	Other locations							
23	Municipality of Ulaanbaatar	Center of Ulaanbaatar						
24	Mayor's office of Ulaanbaatar	Center of Ulaanbaatar						
25	Project Implementation Unit	15 th khoroo, Khan-Uul district						
26	Others							



OTHOR 2024,06,06 No 36

FORM OF QUOTATION (Goods)

Supply of G7- Production of videos of the pilot project

Date: 1 May 2024

To: 9202 MON: Ulaanbaatar Community Food Waste Recycling project

We offer to execute the Supply of G7- Production of videos of the pilot project in accordance with the Contract Terms and Conditions and the priced Supply and Delivery Schedule accompanying this Quotation for the Contract Price of 135,960,000 (one hundred and thirty-five million-nine hundred sixty thousand (MNT). We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced Supply and Delivery Schedule.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Contract Terms and Conditions, respectively.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier:

Saikhan Baichuud L

Authorized Signature:

Name of Signatory: Bayarsaikhan Jamsranjaw

Title of Signatory: Director

Address: Sukhbaatar district, 8th khoroo, N Tower #1004

Telephone Number: 99777139

Email address (optional): Bayarsaikhan0623@gmail.com



"САЙХАН БАЙЧУУД" ХХК

Улаанбаатар хот, Сүхбаатар дүүрэг VIII хороо, Н тауэр, 1003, 1004 тоот Утас: 99777139, 99897764

И-мэйл: shugeluleegch.mn@gmail.com Вэб: www.shugeluleegch.mn

B30; www.snugeluleegcn.mn

OTHOO 2024.06.06 No 37

Ulaanbaatar Community Food Waste Project

SUPPLY AND DELIVERY SCHEDULE

(Supply of G7- Production of videos of the pilot project)

Item	Description	Measure of Unit	Quantity	Unit Price (including all relevant taxes and duties)	Total Price	Delivery Schedule	Place of Delivery
1	Long video content	рс	4	5,000,000	20,000,000	7-14 days	To the project "Ulaanbaatar Community Food Waste Recycling"
2	Short video content	рс	6	2,900,000	17,400,000	14-20 days	To the project "Ulaanbaatar Community Food Waste Recycling"
3	Digital poster /Album/	рс	40	360,000	14,400,000	15-20 days	To the project "Ulaanbaatar Community Food Waste Recycling"
4	Overall project /Reels/	рс	13	2,500,000	32,500,000	20-30 days	To the project "Ulaanbaatar Community Food Waste Recycling"

Захирая: М. Дагровий хом

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САЙХАН БАЙЧУУД ХХК



"САЙХАН БАЙЧУУД" ХХК

Улаанбаатар хот, Сухбаатар дуурэг VIII хороо, Н тауэр, 1003, 1004 тоот Утас: 99777139, 99897764

И-мэйл: shugeluleegch.mn@gmail.com Вэб: www.shugeluleegch.mn

OTHOO 2024.06.06 Nº 37

5	Infographic	рс	11	1,300,000	14,300,000	14-21 days	To the project "Ulaanbaatar Community Food Waste Recycling"
6	Telecast of project	рс	1	20,000,000	20,000,000	30-45 days	To the project "Ulaanbaatar Community Food Waste Recycling"
7	Professional video recording	рс	1	5,000,000	5,000,000	10-20 days	To the project "Ulaanbaatar Community Food Waste Recycling"
TOTAL					MNT 123,600,000		
VAT					MNT 12,360,000		
GRAN	D TOTAL				MNT 135,960,000		

Director: Bayarsaikhan Jamsranjav

, М. Вагром от приниментирия САЙХАН БАЙЧУУД XXK E 6416977 CTA1297 1119282016 विकास कि वि

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/ буртавсен байдууллыгын нэр /

(iv) Method Statement describing approach, methodology and list equipment to be used for services

1. Breakdown of the Video Production Process

- a) First, Explore and understand food waste recycling project documents, components, reports, and more, then reach the concept of video content.
- Script writing, short and long video content and present it to the client and make additional changes, the final scripts for all videos will be delivered in electronic format
- c) Media and communications work plan
- d) Plan to meet and interview project participants and project beneficiaries, and determine what information and message to deliver to the target market audience. Perform pre-production planning in accordance with detailed scope of service.
- e) Start the shooting video and photo in the project fields where the project is being implemented and take photos of composting methods and efficiency.
- f) Edit the video as per script ..., incorporate comments of the client...
- g) Code the video and reels... key messaging and content for distributions.
- h) A detailed report on all photography and filming locations including the script in digital format, names and contact details of all individuals interviewed and other persons involved; and
- Project-related photos: high-resolution photos captured during video shooting, depicting various aspects of the project;
- j) Rough cuts: Rough cuts of all videos will be provided for review and feedback before finalization;
- k) Comprehensive media outlet and social media influencer outreach list
- Other tasks as assigned.

2. Schedule for deliverable (The service is expected to start on 20 June 2024)

Nº	VIDEO CONTENT	Quantity	Length /minute/	Deliver time
1	Long video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	4	5	20 June -4 July
2	Short video content (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	6	3	4 July 20 July
3	Digital Poster (photo shoot, choose a picture, messaging plan, tactics, strategy photo editing, distributions etc.)	40	1-	4 July – 24 July
4	Overall project /Reels/ (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	13	1	16 July – 25 July

5	Infographics (collecting data, statistics, messaging plan, tactics, strategy photo editing, distributions etc.)	11		25 July – 6 August
6	Telecast of project (script writing, shooting, production team, editing, translation, subtitle, voice and music etc.)	1	15	20 June -15 August
7	Professional video recording (shooting, production team, editing, translation, subtitle, voice and music etc.)	1	15	As per PIU required day

Prepared by: M. Baspcour rail. / J.Bayarsaikhan, Director of Saikhan Baichuud LLC/





BAYARSAIKHAN JAMSRANJAV CHIEF EDITOR

- **1989.06.23**
- © 9977-7139
- muna_bayraa@yahoo.com
- **EDUCATION AND PROFESSION** 2007-2011 LITERATURE AND SOCIAL WORKERS' UNIVERSITY 1997-2007 KHUVSGUL PROVINCE "IREEDUI" COMPLEX SCHOOL
- "UDRIIN SONIN" DAILY NEWSPAPER, JOURNALIST 2011-2013
- "NIISLEL TIMES" DAILY NEWSPAPER, CHIEF OF INVESTIGATIVE JOURNALISTS 2013-2015
- "UDRIIN SONIN" DAILY NEWSPAPER, CHIEF OF POLITICAL NEWS DEPARTMENT 2015-2016
- "UNDESNII SHUUDAN" DAILY NEWSPAPER, CHIEF EDITOR 2016-2019
- "UGLUUNII SONIN" DAILY NEWSPAPER, CHIEF EDITOR 2019-2021
- "SHUGEL ULEEGCH" NEWS WEBSITE, CHIEF EDITOR **SINCE 2021**
- ACHIEVEMENTS AND AWARDS

2015, "STEEL PEN", UNION OF MONGOLIAN JOURNALISTS/MSNE/ 2018, JOURNALIST OF THE YEAR, MSNE 2020, MEDAL OF HARD WORKING





Bolorsukh Baatarkhuu

- **1989.08.21**
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- bolor89bobo@gmail.com

EDUCATION AND PROFESSION

- ▶ 2007-2011, "Journalist" university of Mongolian press institute. Journalism bachelor, GPA 3.7
- ▶ 1997-2007, 31st school, Sukhbaatar district, Ulaanbaatar.

"ERKHET MONGOL MEDIA", CONSULTING EDITOR AND COLUMNIST AUG, 2017-JAN, 2023

Responsibilities: Preparing and publishing daily news, columns and other kinds of press releases for Zindaa website, Ugluunii sonin newspaper, TV8 channel owned by the group. Science, literature, international reports for the website. Social, economic, political programs for TV8 channel. 2021, worked as commentator for sailing sport of Tokyo Olimpic Games 2021. 2022, worked as world news columnist.

Ps: Used to prepare and deliver reports for the organization's contracted customers and daily articles for Zindaa magazine.

NEWSPRESS.MN, PUBLICIST AND EDITOR FEB, 2016-AUG, 2017.

Responsibilities: Preparing daily articles, reviews, reports and interviews for the website. Providing weekly reviews and historical and cognitive informations.

Ps: In accordance with the task given by the organization, the stories of good people for the social platform of the Inner Mongolia.

"CITIZEN'S PARTICIPATION" MAGAZINE, CONSULTING EDITOR DEC, 2015-FEB, 2016,

Responsibilities: Increasing subscription range of "Citizen Participation" magazine, update the content, change the structure, clarify the direction of cooperation with foreign and domestic non-governmental organizations and strengthen relations. Writing and delivering journalistic pieces as needed. Communicate with subscribers and develop future strategies.

Ps: The organization has been on hold since January due to funding and internal issues.

EKHZUI.MN, CAPTAIN OF DEVELOPMENT TEAM 2015.06-12

Responsibilities: Creating and publishing of the website that provides team of professional journalists and providing legal informations, expanding cooperation, and clarifying the main roles and activities of news and information preparation.

Ps: While performing this job, based on an agreement with the employer, I participated in the publication of the sixth issue of the "Citizen Participation" magazine of the Mongolian Local Government Association.



MONGOL HD TV, FOREIGN NEWS EDITOR

2014-2015

Responsibilities: Preparation and delivery of important international events, translation of films and major foreign content if necessary. In addition, he prepared and delivered important news and information about internal affairs. In addition, translating the works of foreign media and individual journalists who expressed their views on the economy and politics of Mongolia. He also worked on the translation team for the 2015 Oscars and Grammy Music Festival.

Ps: During his tenure at the television station, he prepared and delivered journalistic and English translation materials to publications. Participated in the publication of the December sixth issue of the "Citizen Participation" magazine under the Local Government Association.

TIME.MN, POLITICAL JOURNALIST

2014.05-07

Responsibilities: Daily delivering and distributing news related to political life. Prompt preparation of current articles and interviews if necessary. Also, to translate and deliver information prepared on foreign media related to the Mongolian economy and topics of global interest.

► FRENCH INVESTED "ECOLOGY" COMPANY, CAMP MANAGER

2015.01-05

Responsibilities: Ensuring employment opportunities for foreign and domestic workers in the campus and overseeing daily operations. Fulfilling the tasks given by the management and ensuring the comfort of the campus.

NEWS.MN, JOURNALIST, FOREIGN NEWS EDITOR

2010-2013

Responsibilities: Preparing and delivering informations related to social, economic and political life at a high quality level. Bringing news and information to readers from sources that are in the center of public attention. After being promoted to a columnist in the foreign news service, monitor the performance of the journalists of that service and bring them to the number given by the management. Also, to translate the information published on other external websites on the topic of global attention and deliver it to the public. During the three years of working in the agency, not only did he improve his professional and management skills, but he also attended other trainings. In 2013, based on the company's approval, "Ajigana" meat impex company helped the PR work of the "Orgio" brand by preparing and supplying media news and materials.

► HOBBIES AND FREE TIME ◀

My interests are reading informations from foreign news websites and collecting biographies of world famous people and making albums. Also, during his secondary school years, he was talented in the field of art, so he completed nine years of study at the singing club of the Mongolian Children's Palace. He is interested in football and likes to collect news and information about it.

► AWARDS ◀

In 2012, he received the "Steel Pen" award of the Union of Mongolian Journalists. "Crystal Pen-2012" festival organized by the Mongolian Radio and Television Academy and the United Association of News Websites for my work "Selective Exit" in the best reporting category of the News website. Also, other competitions related to journalism and won awards.





OTGONBATBAYAR TULGA

PUBLICIST AND TRANSLATOR

- **1988.04.13**
- **©** 8688-6867
 - tobbytulga@gmail.com

► EDUCATION AND OCCUPATION

- ▶ 1995-2005, First school named after G. Bumtsend of Sukhbaatar soum, Selenge province.
- ▶ January to April, 2023. presenter at "MGL" radio.
- January to May, 2020. Foreign relations manager at "Oims creative".
- March July, 2016. Foreign news translator and editor at ZUV.MN
- 2015, screenwriter at "KHULEGU PICTURES" and edited and wrote the script for the TV series "Traffic Lights".
- December 2013 to March 2014, translator for foreign news, movies, and foreign programs on "C1" TV.
- January 2012 to December 2014, foreign news translator at TIME.MN,
- May 2011 to December 2013, translator in the Film and Foreign Broadcast Department of "SHINE DELHII" TV.
- September 2010 to March 2011, foreign news translator and editor in the "POLITI-CAL REVIEW" newspaper.
- April 2008 to the end of 2015, foreign news translator and editor on a full-time basis and on a contract basis.
- March 2006 to August 2007, foreign relations at "TENGER-IVEEL"
- Since September 2007, I have working as a translator of foreign films and TV programs. Univision, Skymedia, MovieBox, CentralTv, and HBO channels.





A DAVAANYAM BATTSEREN CAMERAMAN

1991.07.30

© 9588-2220

▶ EDUCATION AND PROFESSION

- ▶ 2012-2016, "Zokhiomj" university
- ▶ 1999-2009, Secondary school of Bayangol soum, Selenge province
- ▶ 2011-2023, TV8 channel, cameraman
- ▶ 2018.01-04. Zindaa.mn, cameraman



► ACTIVITIES FULFILLED ◀

"IN THE STEPS OF PEOPLE'S NOBLE SOLDIERS" REALITY SHOW
"GOBI CHALLANGE" REALITY SHOW
"ANUKHAI'S FITNESS SHOW" REALITY SHOW
"THE FATE" PROGRAM
"UNDESCIPLINED" FEATURE FILM







SHATAR MAMUT

- **1992.02.06**
- **©** 9941-8919
- EDUCATION AND PROFESSION
- > 2014-2018, Radio and television university, animator
- ▶ 1999-2009, 12nd secondary school, Ulaanbaatar
- ► "TOM AMJILT", WEB DESIGNER APR, 2010- AUG, 2014,
- "SOD MONGOL GROUP", VIDEO EDITOR, CG DESIGNER MAR, 2018-SEPT, 2020
- ▶ 88.8 FM RADIO, IT ENGINEER OCT, 2020-DEC,2022
- ► ERGELT.MN, IT ENGINEER JAN-APR, 2023
- ► TASAL.MN, VIDEO ENGINEER AND CG DESIGNER MAY, 2023-FEB,2024















BAYARAA GANKHUYAG

VIDEO EDITOR

- **1994.12.21**
- **©** 8003-3211
- EDUCATION AND PROFESSION
- ▶ 2012-2016, Radio and television university
- ▶ 2002-2012, First school, Khakhorin soum, Uvurkhangai province
- ► TV8 CHANNEL, VIDEO EDITOR AND CG DESIGNER JUL, 2018-JAN, 2023



▶ DREAMBOX TV, VIDEO EDITOR AND CG DESIGNER DEC, 2017-AUG, 2018



 POLARIS PRODUCTION, VIDEO EDITOR AND CG DESIGNE NEV, 2016-DEC, 2017



MGL FM RADIO, VIDEO EDITOR AND CG DESIGNER NOV, 2014-NOV, 2016

