



**YANGON Office**

To:  
Gabriele Villa  
Founder and CEO -ID Creative Solutions  
#305 Twin Centro Condo - Baho Road  
Sanchaung Township  
Yangon  
E-mail: [REDACTED]  
Tel: [REDACTED]

**AID 10493**

**ENGAGEMENT LETTER**

**Reference:**

- **Request of Quotation Prot. No. U.0000432.11-01-2021**
- **Quotation Prot No. I.0000634.13-01-2021**
- **SMART CIG: Z563031958**

**Subject: Shooting and Editing of a Video at the “Temporary COVID-19 Aung Mint Mo Center”**

The Italian Agency for Development Cooperation – Yangon Office (AICS-Y), Hereinafter referred to as the “Contracting Authority”, Represented by the Head of Office Mr. Walter Zucconi, 41–27, Inya Myaing, Shwe Taung Gone, Bahan Township, Yangon, Myanmar.

This letter of engagement sets out terms and conditions of the “Shooting and Editing of a Video at the “Temporary COVID-19 Aung Mint Mo Center” to be provided by ID Creative Solutions (Hereinafter referred to as “service provider”) to the Contracting Authority, as detailed in the request for quotation Prot. No. U.0000432.11-01-2021 and in the quotation Prot No. I.0000634.13-01-2021.

In particular, the service shall include:

- **Shooting:** the service provider will follow the event and shoot the speeches of the Italian Ambassador, WFP Deputy Representative, and AICS Yangon Representative and Chief Minister. Environmental shooting of the center (entrance, billboards, internal and external spaces weather if possible), activities (like meal delivery and distribution), and people (in an anonymous way), and visit to the center by the Authorities, T-shirt distribution if any, and images concerning the impact of Covid-19 (masks, protections, hand wash and hand sanitizer, face shields, social distance) should be taken in highly consideration. It is important also to shoot also Italian logo whether possible (Italian Embassy and AICS) and WFP.
- **Editing:** The editing will be conducted under the supervision of the AICS Yangon Communication Officer. It will include the AICS video theme at the opening of the video (provided by AICS) and the captions of the names and roles of the people interviewed. The editing will include a brief series of texts illustrating the event and the AICS funded initiative. The texts will be as well provided by AICS and they will be alternated with the interviews shoot at the event.
- **Soft Music in the background (TBD)**
- **Technical requirements:**  
Duration: 2-4 minutes (it depends on the material collected at the event)  
Resolution: Full HD  
Format: 16:9  
Language: English

**YANGON Office**

The inauguration ceremony at the “Temporary COVID-19 Aung Mint Mo Center” on the on the 21st of January 2021 is the occasion to launch the AICS funded intervention "Food and nutrition assistance to government-managed COVID-19 Treatment Center in Yangon" and implemented by WFP.

At the event will take part: AICS Yangon, the Italian Ambassador, the WFP Deputy Country Representative and the Chief Minister of Yangon. The event and the initiative are widely inscribed to the participation of AICS Yangon in the COVID-19 Response in Myanmar. This is explain the need to apply the communication and visibility strategy of AICS Yangon, through the production of a video that will published on our website, and social media platform and sent to AICS HQ in Rome.

**Total value of the service:** The total amount of the service is Euro 840.00 (EURO Eight Hundred and Forty/00), commercial tax included

**Duration of the service:**

***From the signature of the engagement letter to the video delivery, presumably after 3 days from the event.***

**Terms of payment:**

- BANK TRANSFER  
Bank account: [REDACTED]  
Bank account holder: iD creative solutions  
Bank Name: [REDACTED]
- 100% of the payment at the end of the service, after approval of the final product, within 15 days after submission by the service provider of the related invoice.
- Payment to be made in MMK based on the exchange rate of the Central Bank at the date of the invoice

**Other terms:**

Any variation of terms and conditions must be accepted in written by the Contracting Authority.

The Service Provider is fully responsible for the completion of tasks under these contractual terms, in accordance to the Myanmar existing laws, rules and regulation and their modifications in time – as applicable. That responsibility includes the relevant fiscal law. The Service Provider shall assume the obligations on financial flow traceability.

In particular, as per Art. 3 of the Italian Law 13 august 2010, n. 136 and subsequent amendments, the Service Provider is committed to comply with all the obligations on financial flows traceability. The Service Provider acknowledges that payments must be done on a bank or postal account dedicated, even if not in an exclusive way, to financial transactions concerning works, services and provisions of public orders. The Service Provider declares that the specified bank account is dedicated, even if not in an exclusive way, to receive funds and payment related to public procurement.

The Service provider shall execute the Service with due care, efficiency and diligence in accordance with the best professional practice and shall comply with any administrative orders given by the Contracting Authority. The Service provider shall respect and abide by all laws and regulations in force in Myanmar and shall ensure that its personnel, their dependents, and its local employees also respect and abide by all such laws and

**YANGON Office**

regulations. The employment relationship between the Service provider and its staff employed by it to carry out the activities and any offspring from this litigation does not involve in any way the Contracting Authority. The Service provider shall at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession as well as with appropriate discretion. It shall refrain from making any public statements concerning the Project or the Supply without the prior approval of the Contracting Authority. It shall not commit the Contracting Authority in any way whatsoever without its prior consent and shall make this obligation clear to the third parties. The payments to the Service provider under the present Contract shall constitute the only income or benefit it may derive in connection with the Contract. The Service provider and its staff must not exercise any activity or receive any advantage inconsistent with their obligations under the Contract. The Service provider commits itself to provide suitable qualified personnel and adequate means necessary for the implementation and supervision of the activities agreed upon in this Agreement, if the need be. The Service provider's personnel shall not be considered in any respect as being the employees or agents of the Contracting Authority. The Service provider is not allowed to transfer the Contract to a third Party. All information or materials acquired, compiled or prepared by the Service provider in the performance of the Contract shall be confidential and shall be the absolute property of the Contracting Authority. The Service provider shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract (conflict of interests).

This contract may be concluded by the Contracting Authority at any time for serious technical and/or contractual non-compliance of the Service provider. In this case, the Contracting Authority shall notify such non-compliance to the Service provider through a warning letter, identifying the issue and requesting to solve it within 15 days. After this period, having the Service provider not corrected the issue, the contract will be terminated on the seventh day after the deadline fixed in the notice. The Contracting Authority will pay to the Service provider only the amounts corresponding to supply satisfactorily provided. Neither party shall be considered to be in default or in breach of its obligations under the Contract if the performance of such obligations is prevented by any circumstances of force majeure which arise after the date when the Contract becomes effective.

Please acknowledge the receipt of this letter of engagement and do not hesitate to contact us for any clarification you may need.

We are looking forward an early response from you.  
Thanking you for the support,

Regards,

Yangon, 15/01/2021

For Italian Agency for Development Cooperation  
Yangon Office

Head of Office  
Walter Zucconi



For the Service provider  
Authorized representative

Founder and CEO -ID Creative Solutions  
Gabriele Villa

