Date: 14 November 2018

REQUEST FOR QUOTATION

RFQ Nº UNFPA/BIH/RFQ/2018/006

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items:

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| Purpose: | UNFPA is looking for a company that can provide services of producing a high-quality video promoting gender equality, including gender transformative approaches, through engagement in women’s football. Video should challenge the core of Gender based violence — inequity, patriarchy and rigid gender roles since the success a girl experiences on the sport field translates into her belief in herself off the sport field. The physical and emotional strength sport offers can be a positive force in reducing a girl’s risk of experiencing GBV. Sport can serve as a vehicle to improve women’s and girls’ leadership roles and participation in decision making. |
| Scope of work:  *(Description of services, activities, or outputs)* | The company is expected to undertake the following, after consultations and approval by UNFPA and the BIH Football Federation:  1) Provide an original, creative and innovative proposal contains the narrative style and storyline of the video based on the themes mentioned in the first section:   * Develop the overall concept and scenario of video; * Propose the relevant narrative styles that fit the overall activity purpose, for example, the video shall be mini movie, cartoon, generic narrate video, etc. * Propose required personnel that need to be engaged in the video; * Other requests if there are any.   2) Under approval of the proposal by UNFPA and BiH Football Association, produce a video that is no more than 2 minutes long;   * Perform appropriate video filming; * Present a draft video to UNFPA and BIH Football Federation for comments about contents. * Produce one high quality FINAL video (about 2 min long) in digital form.   3) Two 30 seconds videos shall be edited based on the original video for social media and online platform publicity use:   * Edit a 30 seconds two video based on the 2 min line video. * Develop the documentary script and storyboard to be used in the video. * Perform appropriate video filming; * Present a draft video to UNFPA and BIH Football Federation for comments about contents. * Produce two high quality videos (30 seconds) in digital form.   Videos (long and short versions) will be subtitled in English. |
| Duration and working schedule: | Both long and two short versions of the video should be delivered to UNFPA by 26th December 2018. |
| Place where services are to be delivered: | It is expected that the filming should take place in Sarajevo where BIH Football Federation is based. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | The output/deliverables of the consultancy firm shall include:   * Meeting with UNFPA and the BIH Football Federation on 28th November to discuss the demand for the video; * Submit video shooting scripts for the videos to UNFPA BIH Football Federation for approval before filming by 05th December; * Present draft video to UNFPA and BIH Football Federation: For the 2 minutes’ video, it shall be finalized by 17 December; For the 30 seconds videos, no later than one week after the finalization of the first video. * Present the final complete videos by 26th December, and hand over digital copies of each version to UNFPA and BIH Football Federation and extra footage for future usage. |
| Expected travel: | To be determined. |
| Required expertise, qualifications and competencies, including language requirements: | Company/organization should have:   * At least 5 years of experience working in similar field * Experience in the areas of gender issues and PR * Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high-quality production |
| Other relevant information or special conditions, if any: | As per UNFPA General Terms and Conditions UNFPA is entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for UNFPA under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. |

This Request for Quotation is open to all legally-constituted companies that can provide the requested product and have legal capacity to deliver in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

1. **Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

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| --- | --- |
| Name of contact person at UNFPA: | *UNFPA BIH Office* |
| Tel Nº: | *+387 33 293 574* |
| Email address of contact person: | [*bosnia-herzegovina.office@unfpa.org*](mailto:bosnia-herzegovina.office@unfpa.org) |

The deadline for submission of questions is **24th November 2018**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the specifications should comply with:
2. Price quotation, to be submitted strictly in accordance with the price quotation form;

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than:***Sunday,******25th  November 2018 at 3:00 PM CET*][[1]](#footnote-1).**

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| --- | --- |
| Name of contact person at UNFPA: | *Ms. Majda Smajlovic (cc. UNFPA BIH Office)* |
| Email address of contact person: | [*prljaca@unfpa.org*](mailto:prljaca@unfpa.org)  *(cc. bosnia-herzegovina.office@unfpa.org)* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/BIH/RFQ/2018/006. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award Criteria**

UNFPA shall award a Purchase Order to the lowest-priced technically acceptable offer.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required.  Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative Ms. Doina Bologa, at [bologa@unfpa.org](mailto:bologa@unfpa.org) Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

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| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/BIH/RFQ/2018/006 |
| **Currency of quotation:** | BAM |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

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| --- | --- | --- | --- | --- | --- |
| Item | Description | UOM | Unit Price | Number of Units | Total (BAM) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| GRAND TOTAL | | | | |  |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BIH/RFQ/2018/002 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

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|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)