



Date: February 28, 2024

REQUEST FOR QUOTATION RFQ N° UNFPA/BIH/RFQ/24/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Provision of digital media products for promoting topics under UNFPA BiH mandate”.

The United Nations Population Fund (UNFPA) in Bosnia and Herzegovina is dedicated to working on improving sexual and reproductive health and rights, women empowerment, advancement of gender equality, amplifying youth voices with promoting peace and unity, and advocating for quality population data to be used for the development of policies and strategies.

To aid this important journey, UNFPA BiH will be seeking to document and publish the Organization's journey and to produce compelling media content, specifically digital media products that will serve as to educate and raise awareness on our key topics, and our guiding philosophy in a way that resonates with consumers of media. These narratives serve not only to document our efforts but also to inspire, educate, and influence wider societal change. As such, we are seeking quotations for professional digital media production services to encapsulate and promote the essence of our work, our mission, and the transformative change we aim to bring about.

Thematic focus to guide the delivery: The digital media product should visualize the spirit of UNFPA BiH whose overarching theme is to promote our mandate that relates to different focus groups across BiH. Each digital media product should touch different topics and promote values, featuring inspiring and energizing leaders, their local community success stories and other examples that encourage this society to take a proactive role in ensuring rights and choices for all in BiH.

In particular, the media products would focus on three key focus area of UNFPA’s work in 2024, as follows:

1. **Cervical Cancer Prevention:** Cervical cancer is the fourth most common cancer in women worldwide. It is estimated that every week three women die of cervical cancer in BiH although it is entirely preventable. In more than 99% of cases, the cause of cervical cancer is associated with human papillomavirus (HPV), a virus most of which dangerous streams are preventable with a vaccine. The health and economic burden caused by cancer has been recognized in many laws and policy documents in BiH and it has been a UNFPA priority to support health authorities at all administrative level in BiH to reduce the burden of this preventable disease in the country. In particular, UNFPA supported the development of HPV Vaccination Programmes, awareness efforts and capacity building on the same, as well as different mapping/research on the topic.
2. **Women Peace and Security:** UNFPA, through joint efforts with IOM and UNWomen, is implementing the project “Women lead the way towards peace and security in Bosnia and Herzegovina”. The overall goal of the project is to advance the Women, Peace and Security (WPS) agenda through the amplified agency of women in sustaining peace and social cohesion and the improved delivery of services for conflict-affected and marginalized women in BiH. It also focuses on strengthening women’s and girls’ voices, agency and partnerships in addressing key human security concerns that



are affecting their well-being and socioeconomic position, in particular aiming at supporting partnerships between non-traditional stakeholders (artists, cultural workers, including respected community and religious leaders who may be the holders of patriarchal norms in the communities) and conflict-affected and marginalized women to develop and promote inclusive and non-discriminatory narratives on the needs of the marginalized groups, the linkages between the peaceful future of the country and improved cooperation and trust between divided communities as well as strengthening capacities of female journalist and content creators in reporting on conflict-affected and marginalized populations and stigma.

3. **Gender Responsive Family Policies:** This project aims to have a substantial impact by enabling women to fully participate in the labour market and make informed decisions on their family and work life, leading to more gender-responsive and sustainable development. The desired outcome of the project is to promote GRFP in the private sector through legislative and normative frameworks, creating inclusive labour conditions and opportunities. By addressing challenges such as unpaid care work and maternalistic policies, the project aims to establish family-friendly policies that support caregivers, redistribute unpaid care work, and promote work-life balance. Furthermore, the project supports governance and the rule of law by engaging with duty bearers and advocating for business-friendly public services and equal opportunities.

I. 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 childbirth 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](#)

II. Service Requirements

For this purpose, UNFPA will require the following services:

- **Digital media production:**
 - **High-quality digital media products** (up to 10 media pieces with different formats) conceptualized, recorded and produced. Each digital media product should be primarily targeting engagement across different social media channels in various formats (i.e. podcast, reels, vlog, blog etc.) and potentially published at traditional media platforms (i.e. newspapers, television, radio) with a total outreach of 100.000 followers and readers.
 - **Moderation/production** during content creation is also a requirement and the moderator/producer will oversee interviewing and leading conversation with guest speakers. Producer/moderator will be responsible for creating interesting coherent content, agreed and cleared by the UNFPA team in Bosnia and Herzegovina. Media pieces should be dynamic, upbeat and fast paced, featuring very short and succinct statements and music. Subtitles should cover every spoken segment, and other shots should be recapped on-screen, with short sentences explaining the gist of the shot. This setup understands having a creative team that can generate engaging concepts and ideas, scriptwriting, casting if necessary, location scouting, and professional directing. Video recording must be done in High Definition (HD) or higher resolution with up to two cameras (depending on the scenario and the nature of the event).



- **'Recap' Video:** In addition to the standalone digital media products, the vendor must demonstrate the capability to create an integrated recap and teaser video. This video will amalgamate the key moments and engaging aspects from each of the media products.

To ensure the quality of rendered services and have it line with UNFPA standards and requirements, the vendor needs to ensure the following:

- **Equipment:** Vendor should provide high-quality camera equipment capable of capturing in 4K or higher resolution. They must also provide professional audio recording equipment (like boom microphones, lapel microphones) and lighting setup.
- **Production and post production:** Vendor must offer post-production services including video editing, color grading, sound editing, and visual effects (where needed). Final output must be in a high-resolution format compatible with UNFPA's web and social media platforms (Facebook, Instagram, Twitter and Youtube). Also, digital media products should be convertible to Reels, capturing the essence of the event in a quick, dynamic and engaging way.
- **Music:** The vendor must provide royalty-free background music if required and handle any licensing issues for each of the 10 digital media products, including Reels per request. The style of music should be suited to the subject matter and tone of the video.
- **Subtitles:** Vendor must offer services for adding subtitles in English and Bosnian, Croatian, Serbian (BHS).
- **Fast Turnaround Time:** The vendor must be capable of delivering the edited digital media products within 2 weeks after the creating, ready to be shared across all socials as teaser.
- **Revision Policy:** On UNFPA's request vendor must offer at least 2 revisions in the quoted price to ensure satisfaction with the final product.
- **Past Experience:** Vendors should provide examples of their previous work, preferably similar projects they have worked on. They should also provide testimonials or references from past clients if available.
- **Proposed list of speakers:** The list of speakers should include influential and inspiring figures in the domains of above mentioned topics. These can be UNFPA subject experts, prominent activists, educators, public figures, or accomplished young individuals who embody the values of UNFPA's initiative. The selected speakers should represent a diverse mix of ethnic groups, genders, and experiences, with an emphasis on those who can resonate with and inspire an audience. Specific speaker names or profiles are not provided at this stage; we are relying on your professional recommendation and contacts to identify the best possible candidates.



III. Questions

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

Name of contact person at UNFPA:	<i>Ms. Marina Ridjic, Assistant Representative UNFPA BiH</i>
Tel N°:	+387 33 293 579 +387 62 623 572
Fax N°:	+387 33 552 330
Email address of contact person:	<i>ridjic@unfpa.org</i>

The deadline for submission of questions is March 8, 2024, Close of Business. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the Service requirements / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

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

- a) **Technical proposal**, in response to the requirements outlined in the service requirements.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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.



VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: March 13, 2024, Close of Business at 5:00 PM Sarajevo Time¹.

Name of contact person at UNFPA:	UNFPA Bosnia and Herzegovina
Email address of contact person:	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 N° UNFPA/BIH/RFQ/24/002 – “Provision of digital media products for promoting topics UNFPA BiH mandate”**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. 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.

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a De Minimis Contract for services to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

IX. 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.

X. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



XI. Fraud and Corruption

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](#). 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](#).

XII. 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](#).

XIII. 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 Head of the Business Unit Mr. John Kennedy Mosoti, Representative at mosoti@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, Supply Chain Management Unit at procurement@unfpa.org.

XIV. 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

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/BIH/RFQ/24/002
Currency of quotation:	BAM
Delivery charges based on the following 2020 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

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

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					BAM
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					BAM
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>					BAM

Vendor's Comments:



United Nations Population Fund
Zmaja od Bosne bb
Sarajevo, Bosnia and Herzegovina
Email: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BIH/RFQ/24/002 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.

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

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
Zmaja od Bosne bb
Sarajevo, Bosnia and Herzegovina
Email: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

Name of the Company:

UNGM №:

Postal Address:

Email:



United Nations Population Fund
Zmaja od Bosne bb
Sarajevo, Bosnia and Herzegovina
Email: bosnia-herzegovina.office@unfpa.org
Website: ba.unfpa.org

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](#), [Spanish](#) and [French](#)