



*Date: 06 April 2021.*

## **REQUEST FOR QUOTATION RFQ N° UNFPA/SRB/RFQ/21/002**

**UNFPA hereby solicits a quotation for the following service: “Designing and editing UNFPA visual content”**

In order to enhance visibility and visual appearance, especially visual online presence, UNFPA Serbia wants to use digitalisation in 2021 to promote their work and engage more people.

Visual content is expected to be prepared carefully, creatively and thoughtfully by professional(s) and in cooperation with UNFPA communications staff. This Request for Quotation is open to all graphic design/videographer teams and companies that can provide the requested services and have legal capacity to deliver in the country.

### **1. About UNFPA**

The United Nations Population Fund (UNFPA) is the lead United Nations sexual and reproductive health agency for ensuring rights and choices of all. The strategic goal of UNFPA is to achieve the three transformative results: ending unmet need for family planning, ending maternal death, and ending violence and harmful practices against women and girls. In pursuing its goal, UNFPA has been guided by the International Conference on Population and Development (ICPD) Programme of Action (1994), the Millennium Development Goals (2000) and the 2030 Agenda for Sustainable Development (2015).

### **2. Service Requirements/Terms of Reference (ToR)**

#### Background information:

UNFPA CO requires services of agency for film editing and preparing materials for social media distribution. Additionally, UNFPA Serbia CO is planning to do other short videos and similar materials for social media during the year marking miscellaneous international days and weeks, anniversary, festivals (i.e. World Population Day, World Contraception Day etc.).

UNFPA CO requires postproduction and production/shooting services regarding video editing, sound and mix design, editing and designing social media posts and animation. Those services are needed on ad hoc basis and will be paid based on actual working hours/days, per job or per piece.

#### Objective(s)/Task(s):

The selected entity should be able to provide the following services if and when requested:

Task 1: Video materials editing as per UNFPA Serbia instructions;

Task 2: Sound design and mix for video materials;

Task 3: Animation and design services for video materials;

Task 4: Design and graphic solutions for various social media posts;

Task 5: Editing and image processing;

Task 6: Agency should be able to provide adequate video equipment for shooting.

Final products may carry UNFPA logo or be clearly specified that it was developed with UNFPA support depending on product requirements. Work will be done under the guidance and supervision of the Head of Offices and/or appointed staff of UNFPA, who will check and approve all deliverables.



Timing / Schedule:

Working schedule will be determined by the needs of the CO, during the year of 2021.

**3. Questions**

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

Name of contact person(s):	<i>Jovana Ubiparip</i>
Email address of contact person:	<a href="mailto:ubiparip@unfpa.org">ubiparip@unfpa.org</a>

The deadline for submission of questions is 9<sup>th</sup> of April 2021, 12:00 CET. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

**4. 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/TOR including the following:

Qualifications of the Contractor

The Contractor is requested to include in the proposal the organizational CV.

Requirements:

- Officially registered as a legal entity,
- At least 2 years of experience in video production/postproduction/shooting services and similar social media engagement.

Qualifications of the Team

The company is requested to include in the proposal the team composition with recent CVs and portfolios (if applicable).

- b) 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.



## 5. Instructions for submission

Proposals should be prepared based on the guidelines set forth in the document, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact persons indicated below no later than : *13<sup>th</sup> of April, 2021 at 12:00 AM Belgrade Time.*

Name of contact person(s):	<i>UNFPA Serbia Official Account</i>
Email address of contact person(s):	<a href="mailto:serbia.office@unfpa.org">serbia.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/SRB/RFQ/21/002 – [Designing and editing UNFPA visual content]**. 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.
- 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.

## 6. 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 by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.



## 7. Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements/TORs listed in Section 2 and in accordance with the evaluation criteria below.

Category	Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Overall response	Completeness of response and overall concord between requirements and proposal	10		10%	
Experience of the company	Expertise of Organization/Company submitting Proposal in video production/postproduction/shooting services and other similar services.	10		60%	
Personnel	Personnel experience in requested services and experience in cooperation with UN or similar international organisations.	10		30%	
<i>Grand Total All Criteria</i>		30		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

### 8. Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (\$)}}{\text{Quote being scored (\$)}} \times 100 \text{ (Maximum score)}$$

#### Total score:

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

$$\text{Total score} = 60\% \text{ Technical score} + 40\% \text{ Financial score}$$

### 9. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Professional Service Contract on a fixed-cost basis or ceiling prices basis to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

### 10. 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.

### 11. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the task linked to payment as specified in the contract. The payment will be made by UNFPA Serbia, per taks and certification by the UNFPA Country Offices appointed staff of the satisfactory performance.

Payments will be made in local currency as per prevailing UN rate of exchange during the month of payments.



## **12. 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](#).

## **13. 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](#).

## **14. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract regarding UNFPA deliverables may submit a complaint to the UNFPA Head of the Business Unit Borka Jeremic, Head of Office at [jeremic@unfpa.org](mailto:jeremic@unfpa.org).

## **15. 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

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	
<b>Request for quotation N°:</b>	UNFPA/SRB/RFQ/21/002
<b>Currency of quotation:</b>	USD or RSD
<b>Validity of quotation:</b> <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 No	Description	Price per hour	Price per day	Price per job	Price per piece
<b>POSTPRODUCTION SERVICES</b>					
01	Video editing services				
02	Sound mix and design services				
03	Design services				
04	Animation services				
05	Stock music (buyouts of royalty free music)				
<b>PRODUCTION/SHOOTING SERVICES</b>					
06	Videographer fee				
07	HD DSLR shooting equipment rental fee*				
08	Digital cinema camera shooting equipment rental fee (i.e. Alexa, Red, Sony Venice)*				
09	Field audio recordist fee				
10	Audio recording equipment rental fee*				

\*If company uses their own equipment and with no additional rental charges please insert 0 fee for requested service.

Vendor's Comments:
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/SRB/RFQ/21/002 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.

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