Date: 14 January 2020

**Authorized by:**

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**Jaime Nadal**

**UNFPA Representative**

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/UKR/RFQ/20/03**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service: **Production of video clips and infographic images for International Forum on GBV response**

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

**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](http://www.unfpa.org/about-us).

**Terms of Reference (ToR)**

**Background**

Over the last 5 years, Ukraine has made considerable progress in developing its systems of response to GBV. Addressing the needs of conflict-affected population in the midst of humanitarian crisis, innovative models of service provision were set up. Through operation of mobile teams of psychosocial support, shelters and health care service delivery points, thousands of GBV survivors in conflict-affected regions received assess to crucial psychological assistance, safe space and medical services. Initially launched as short-term solutions, GBV response services gradually became a model for replication nationally.

Informing about available services and challenging stereotypes about GBV, national awareness- raising campaign “Break the Circle” brought GBV out of darkness of silent acceptance in Ukrainian society.

Adoption of Law on Prevention and Combatting of Domestic Violence and relevant amendments to the Criminal Code criminalized domestic violence and put Ukrainian legislation closer in line with international standards. The laws set the essential framework for developing the national system of GBV response and prevention.

One of the objectives is to present best practice in GBV response and prevention work, including services provision models, multi-sectoral response and coordination.

**Purpose**

UNFPA Ukraine is inviting proposals from reputable and qualified suppliers with a track record of success in producing digital communication products. We are looking for suppliers who can provide high-quality video with with infographic and smart design within “Break the Circle” branding. We are seeking to enter into short-term agreements with suppliers that are committed to delivering services to UNFPA. Selected service provider will work under the direction of the UNFPA Communication and Advocacy Associate.

**Objectives**

The selected service provider will be expected:

1. To develop 8 infographics for printing and social media use that explain the work of services provision models, summarizes key milestones and achievements in developing national and local systems of GBV response and prevention, describes the “Break the Circle campaign” - its milestones, results and key events.
2. To produce 8 videos based on the infographic style and visual elements with voiceover and subtitles in two language versions - ukrainian and english:

* To produce 6 infographic animated videos (1 min each maximum) to explain the work of services provision models.
* To produce 1 infographic animated video (3 min max) that summarizes key milestones and achievements in developing national and local systems of GBV response and prevention.

To produce 1 video, both animated and with video footage from UNFPA Ukraine Youtube, to describe the “Break the Circle campaign” - its milestones, results and key events.

1. To develop 5 short 1-3 sec animation breaks for using them between panels on GBV Forum on the screens, including the main image of the event.

The Ukrainian text for the videos is available at the [link](https://www.dropbox.com/s/j4tp9kdf8b6wpw9/%D0%94%D0%BE%D0%B4%D0%B0%D1%82%D0%BE%D0%BA%201.docx?dl=0). UNFPA Ukraine reserves the right to change the final text by no more than 30% of the above given.

**Deliverables and time frames**

Under the overall supervision of UNFPA Communication and Advocacy Associate the contractor will be expected to perform the following deliverables:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Expected deliverables** | **Product requirements** | **Estimated submission time** |
| 1 | Visual style for the videos and static infographics | Visual style of the design have to be aligned with the “Break the Circle” brand book. | 5 working days upon signing the contract |
| 2 | 8 elaborated infographics in two language versions (ukrainian and english) | All infographics have to be made in in two formats (for printing and digital), all files must be provided. | 10 working days upon  signing the contract |
| 4 | 8 animated videos in two language versions (ukrainian and english) | Videos have to contain subtitles and a voiceover.  References:  https://vimeo.com/260391079  <https://www.youtube.com/watch?v=5KLf_hapcm4>  <https://www.youtube.com/watch?v=UbEirgWVTDc> | Final videos should be provided after approval but not later than 14th February |
| 5 | 5 short 1-3 sec animation breaks for using them between panels on GBV Forum on the screens, including the main image of the event | No voiceover or subtitles. Minimalistic moves. | Final videos should be provided after approval but not later than 17th February |

**Intellectual Property**

All information pertaining to this project (documentary, audio, visual, digital, cyber, project documents, etc.) belonging to UNFPA, which the Contractor may come into contact with in the performance of the duties under this assignment shall remain the property of UNFPA with the exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNFPA in line with the national and International Copyright Laws applicable.

**Requirements and Qualifications**

UNFPA seeks a service provider with proven experience in video production and design.

The offeror should:

·          be a resident entity of or have legal representation in Ukraine with respective official registration

·          work in the area of design, video production for at least 3 years

·          demonstrate ability to meet deadlines and work under pressure

·          be fluent in Ukrainian or Russian, and English.

**Proposal evaluation**

The detailed evaluation of the quotations will consist of technical evaluation and financial evaluation.

* **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Alona Zubchenko* |
| Tel Nº: | *+380 96 506 55 88* |
| Email address of contact person: | *zubchenko@unfpa.org* |

The deadline for submission of questions is Friday, 24 January, 2020 at 17:00 Kyiv time**.**

* **Content of quotations**

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

Quotations must contain:

a) Technical proposal have to contain the information that would provide evidence for proposal evaluation due to the criteria as well as information about the legal entity.

The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV.

b) Price quotation with proposed budgets should be submitted strictly in accordance with the price quotation form.

c) Language of the proposal – English or Ukrainian.

d) **Separate Technical Proposal and Financial Proposal should be signed by the bidding company’s relevant authority and to be submitted in pdf format;**

* **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV and III, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the secured e-mail and contact person indicated below no later than: **Tuesday, 28 January, 2020 at 10:00 Kyiv time**. Proposals sent to any other address will not be considered.

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| --- | --- |
| Name of contact person at UNFPA: | *Iryna Bohun* |
| Email address of contact person: | **ua-procurement@unfpa.org** |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ Nº UNFPA/UKR/RFQ/20/03.** 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.
* **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations.

**Technical Evaluation (100 points max)**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points |
| Corresponding of the proposed style of future products to the ToR | 100 |  | 40% |  |
| Experience in design and video solutions for achieving the results   * Samples of three previous animated videos and static infographics | 100 |  | 35% |  |
| Specific experience and expertise relevant to the assignment:   * History of organization, its general reputation, competence and reliability; * List of previous clients; | 100 |  | 10% |  |
| Qualification and availability of specialists for the execution of a given volume of work:   * Experience of managers and other personnel; * Availability of focal contact person; | 100 |  | 10% |  |
| Proving track record in serving international / multinational organizations. | 100 |  | 5% |  |
| ***Grand Total All Criteria*** | **500** |  | **100%** |  |

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

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| --- | --- |
| **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 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0-70 |

**Only those technical proposals achieving the score of 60 points and above will be considered as qualifying for evaluation of the financial proposal.**

**Financial Evaluation (100 points max)**

Financial proposals should follow the results-based budgeting approach. They will be assessed based on their clarity, completeness, level of detail and appropriateness. The maximum number of points shall be scored to the lowest price proposal among all technically qualifying applications. Other financial proposals will receive scores according to the following formula:

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| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

**Total score**

The total score of each application will represent the weighted sum of its technical and financial scores as follows:

|  |
| --- |
| Total score =70% Technical score + 30% Financial score |

* **Award Criteria**

UNFPA shall award a Purchase Order/Contract with duration until 31 March 2020 to the offer with the highest overall score.

* **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.

* **Payment Terms**

The payment will be done in accordance with the above deliverables acceptance of the Contractor's invoice and complete set of supporting documentation.

The payment will be done in currency: Ukrainian Hryvnias. In case of two currencies involved, the United Nations Operational Rate of Exchange should be used on the day UNFPA instructs that payment(s) (web: [www.treasury.un.org](http://www.treasury.un.org/)).

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

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). 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).

* **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).

* **RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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 Programme Manager Olesia Kompaniiets at e-mail: [kompaniiets@unfpa.org](mailto:kompaniiets@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).

* **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). English version of request for quotations prevails.

**PRICE Quotation Form**

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** |
| **Request for quotation Nº:** | UNFPA/UKR/RFQ/20/03 |
| **Currency of quotation:** | UAH |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 2 months after the submission deadline)* |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number of Staff by Level/number of clicks, views etc | Hourly Rate/price per click/view etc |  | Total |
| * Professional Fees | | | | | |
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| *Total Professional Fees* | | | | | UAH |
| * Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | UAH |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | UAH |

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/UKR/RFQ/20/03 **(Production of video clips and infographic images for International Forum on GBV response)** 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,](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)