Request for Quotation No. UNFPA/SDN/RFQ/COM/11/22/010
COMMUNICATION SERVICES

Dear Sir/Madam,

We hereby solicit your quotation for the supply of Communication Services as specified in Technical Specifications section at the end of this document.

THE SERVICES ARE TO BE DELIVERED BY NOVEMBER 20TH

The quotation shall be valid at least for 90 days after the closing date.

UNFPA reserves the right to issue recurrent orders against this agreement. The quantities specified may not be reached or may be exceeded during the period of the agreement.

If you are interested in submitting a quotation for these services, kindly fill in the following documentation:

- Annex 2. Quotation Form.
- Samples of services:
  - Videos demonstrating previous relevant experience in event organization.
  - Videos demonstrating previous relevant experience in media production.
  - CVs and performance videos of the main artists who will participate in the activities.
- Additional documentation - ONLY for suppliers NOT yet registered as vendors at UNFPA.
  - Valid Commercial Registration Certificate
  - VAT Registration
  - Company profile

Kindly send the bid by email to the secure mailbox sudan.office@unfpa.org. Clearly specify the following text in the subject line:

RFQ No. UNFPA/SDN/RFQ/COM/11/22/010, [Company Name]

Do not put any other email address in copy when submitting your bid, or you may be disqualified.

The total email size may not exceed 20 MB. Where the technical details are in large electronic files, it is recommended to send them separately before the deadline.
All prices shall be quoted in Sudanese Pound (SDG) or US Dollars (USD). Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline, which can be checked at [http://treasury.un.org/operationalrates](http://treasury.un.org/operationalrates).

The currency of payment can be US Dollar (USD) or Sudanese Pound (SDG). If payment is executed in US Dollar (USD), it is the Bidder’s responsibility to own a bank account in US Dollar (USD) registered in the name of the company and be authorized to receive electronic transfer (EFT) in US Dollar (USD).

Kindly submit your bid not later than:

13/11/2022, 12.00 pm Sudan local time

Late bids will be automatically disqualified.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: [http://www.unfpa.org/suppliers](http://www.unfpa.org/suppliers).

Best regards,

Name of Contact Person in UNFPA: Esther Iceta Ondarra
Tel. No.: +249 912710385
Email: ondarra@unfpa.org

QUESTIONS & CLARIFICATIONS

For questions on technical aspects, kindly address to:

Contact Person: Sufian Abdul-Mouty
Tel. No.: +249 997730447
Email: abdul-mouty@unfpa.org

For questions on bid submission, kindly address to:

Contact Person: Lana Hifzallah
Tel. No.: +249 912336825
Email: hifzallah@unfpa.org

Do not submit your bid to any of these contacts, or your bid will be disqualified. These contacts are made available only for questions and clarifications.

Bidders shall not receive responses to questions sent to sudan.office@unfpa.org since it is a secure mailbox.
Technical Specifications

There are 11 activities requested in total. These are:

1. **Short animation video (8 minutes of 2d animation) x 2**
   Each video should be 8:00 minute with 16:9 ratio. The voice-over should narrate the story in Arabic and English.

2. **Lighting the lighthouse of Port Sudan in orange**
   Fully lighting of the lighthouse in orange for 3 hours with video documentation both with cameras and drones.

3. **Short movies (4 minutes of 2d animation) x 4**
   Each video should be 1:00 minute with 16:9 ratio. The voice-over should narrate the story in Arabic and English.

4. **Flash mob events of live music performances with distributing awareness messages to the audience x 2**
   Two separate events in two different locations. A musical performance should be delivered with at least 5 musicians. Banners and visibility materials should be displayed during the event. Documentation with photos and videos is required.

5. **Workshop on film directing for young girls including projecting event**
   A workshop for 10 young girls on film directing, each participant should work on a unique project. At the end of the workshop the supplier is should organize a closing ceremony in Khartoum.

6. **Radio campaign in 18 states**
   A radio campaign with 3 messages recoded in 5 local languages in addition to Arabic. The campaign should cover the 18 states of Sudan with a recurrence of three times per day for each message.

7. **Success stories x 6**
   Filming 6 inspiring stories for 6 ladies that benefited from the UNFPA programs.

8. **Interviews with officials and influencers x 10**
   Contracting 4 influencers to explain our services.
   Contracting 4 influencers to distribute the 16-days campaign messages for 14 days.