



Date: 17/10/2023

**Request for Quotation No. UNFPA/SDN/RFQ/Comm/10/23
For the production of Interviews, Videos, Animation Videos, Songs and Designing
and Printing Flyers.**

Dear Sir/Madam,

We hereby solicit your quotation for the production of Communication Materials to our office in Port Sudan.

Required activities are:

- **Video features with beneficiaries: 12 videos**
- **Interviews with influencers: 10 interviews (should be with Sudanese influencers but not necessarily in Sudan).**
- **Animations videos: 6 videos each is 1:30 minutes.**
- **Producing 2 songs.**
- **Printing 30,000 flyers (A4) colored.**

This process is based on Fast Tracking Process (FTP), accordingly you have only 48 hours to submit your quotation.

Specifications of the equipment's were described in [Annex A. Quotation Forms \(A\)](#).

Bidders are required to provide:

- Prices.
- Delivery for each item
- Guarantee and after sale service.
- Validity of the quotation.
- Partial Quotations are accepted.

UNFPA reserves the right to submit a Purchase Order for all items or partial for the items matching the requirements.

UNFPA reserves the right to issue returning pricing accordingly.

A) Documents to be submitted with the RFQ: Annex A. Quotation Forms (A)

Electronically to the secure mailbox sudan.office@unfpa.org, or by hand to UNFPA office in Port Sudan, Hay Almatar near the Russian Embassy.

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

Clearly specify the following text in the subject line:

RFQ No. UNFPA/SDN/RFQ/Comm/10/23 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> .

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).

Your earliest response to this query would be highly appreciated, but not later than:

12/11/2023, 03.00 pm Sudan local time

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Name of Contact Person in UNFPA: Mohamed Abdalla, mabdallah@unfpa.org

Tel. No.: 0912566474

Email : sudan.office@unfpa.org, or by hand to UNFPA office in Port Sudan, Hay Almatar near the Russian Embassy.

Do not submit your bid to 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.