

United Nations Population Fund (UNFPA)

Email: [sudan@unfpa.org](mailto:sudan@unfpa.org), Website: www.unfpa.org

Date:09/04/2023

# Request for Quotation No. UNFPA/SDN/RFQ/Videos/02/23-

**Production of 12 Documentary Videos. Radio Production & Campign**

Dear Sir/Madam,

We hereby solicit your quotation for

1- 12 Documentary Videos Production and associated services (Interviewing 4 women in Blue Nile, North Kordofan, North Darfur states, creation of video for 02:20 minutes, Videography, Video Editing).

2- Radio Campaign in 4 states (Kassala, South Kordofan, North Darfur and Khartoum), recording 5 messages (30 seconds each) & Contracting 8 local radios to podcast the messages 4 times in 10 days.

Services will cover videos production and will not include Translation.

This process is based on Fast Tracking Process (FTP).

Details are described in Annex A. Quotation Forms.

Bidders are required to provide tentative delivery time.

Bid validity requested is 90 days.

Partial bids are not allowed under this tender.

UNFPA reserves the right to submit a Purchase Order for all or part of the work.

UNFPA reserves the right to issue return pricing accordingly.

1. **Documents to be submitted with the RFQ:**
2. Registration of the Vendor in the Republic of the Sudan

* Valid Commercial Registration Certificate

1. Technical Capacity

* Proven of specialization on Media work
* Proven Track record of Contract/PO’s demonstrating previous relevant experience with UN/INGOs in the past 2 years.

1. Financial Capacity

* Submit the following financial instruments:
  + Company bank statements for last 1 year.
  + Certified financial statements/Balance sheets.

1. **Criteria for selection:**

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation phase | Methodology for evaluation | Weight | Max scoring |
| **TECHNICAL EVALUATION** | Progressive scoring based on no. of documents provided.  - Registration as Media Services Provider.  - Relevant Certificates of completion, contracts with UN, NGOs, and notable companies. | 40% | 40 |
| **FINANCIAL EVALUATION** | Progressive scoring based on no. of documents provided:   * Company Bank statement to date. * Certified Financial Statement Balance Sheet. | 40% | 40 |
| **FINANCIAL EVALUATION** Competitiveness on Prices | Progressive scoring based on Lowest prices | 20% | 20 |
| **FINAL EVALUATION** | Ranking considering vendor having the highest number of points across the different evaluation phases | 100% | 100 |

If you are interested in submitting a quotation for these services, kindly provide required documentation and fill in the Annex A. Quotation Form and submit your offer as follows:

**Electronically to the secure mailbox** [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org)

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

Clearly specify the following text in the subject line:

**RFQ No. UNFPA/SDN/RFQ/Videos/02/23, New, Production of Documentary Videos**

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](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftreasury.un.org%2Foperationalrates&data=02%7C01%7Csumaya.abuzeid%40undp.org%7Cc00b00cf55fd47fc629b08d805e642a9%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637265834251976078&sdata=GfOInUTLKMpeo9%2FrC1WBDomnQ%2B%2FBCqLzwzbDuT%2FTVjE%3D&reserved=0) .

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).

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

**17/04/2023, 3.00 pm Sudan local time**

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: Mohamed Abdalla

Email : [**sudan.office@unfpa.org**](mailto:sudan.office@unfpa.org)

**Telephone : 0912566474**

**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.orgsince it is a secure mailbox.**