REQUEST FOR QUOTATION
RFQ Nº UNFPA/SDN/RFQ/CS/07/22/07

Date: 13/07/2022

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Communication activities**

UNFPA requires the provision of:

- First Activity: Musical sketch performance and videos
- Second Activity: Voices from Sudan 2D Cartoon videos, 4 videos
- Third Activity: Production of 8 drama videos in 4 states
- Fourth Activity: Young Girls Photography competition in Blue Nile State

Kindly refer to Annex 1 for technical specifications. The activities are scheduled between July and mid of August 2022, the exact dates will be discussed with the winning bidder.

I. **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 child birth 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](#)

II. **Questions**

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

<table>
<thead>
<tr>
<th>Name of contact person at UNFPA:</th>
<th>Abeer Mohamed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel Nº:</td>
<td>0912915951</td>
</tr>
<tr>
<td>Email address of contact person:</td>
<td><a href="mailto:abemohamed@unfpa.org">abemohamed@unfpa.org</a></td>
</tr>
</tbody>
</table>

The deadline for submission of questions is 19/07/2022, 09:00 pm, Sudan local time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. **Eligible Bidders**

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country.
- A bidder must not have a conflict of interest regarding the solicitation process or with the Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council](#)
Sanctions Lists and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group.

- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

IV. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the technical specifications form.
- b) Videos demonstrating previous relevant experience in event organization.
- c) Videos demonstrating previous relevant experience in media production.
- d) CVs and performance videos of artists who will participate in the required activities.
- e) 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.

In addition, kindly provide:

- f) Company registration
- g) Company profile
- h) Tax registration

V. Instructions for submission

Proposals along with a properly filled out and signed price quotation form are to be sent by email to the secure email below no later than: 24/07/2022, 09:00 am Sudan Time.

| Secured Email address of UNFPA Sudan: | sudan.office@unfpa.org |

Please note the following guidelines for electronic submissions:

- The following reference must be included by the Bidder in the email subject line:
  - UNFPA/SDN/RFQ/CS/07/22/07– [Company name], Technical Bid
  - UNFPA/SDN/RFQ/CS/07/22/07 - [Company name], Financial Bid
  - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.

- It is the Bidder’s responsibility to assure compliance with the submission process. If the emails are not marked per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

- 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.
VI. 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

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

<table>
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<tr>
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<tbody>
<tr>
<td>Technical approach, methodology and level of understanding of the objectives of the project</td>
<td>100</td>
<td>20%</td>
<td>20%</td>
<td>40%</td>
<td>800</td>
</tr>
<tr>
<td>Work plan/time scales given in the proposal and its adequacy to meet the project objectives</td>
<td>100</td>
<td>5%</td>
<td>5%</td>
<td>50</td>
<td>500</td>
</tr>
<tr>
<td>Professional experience of the staff that will be employed to the project (CVs, performance videos, etc.)</td>
<td>100</td>
<td>20%</td>
<td>20%</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Specific experience and expertise relevant to the assignment (Events organization and video production)</td>
<td>100</td>
<td>40%</td>
<td>40%</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Profile of the company and relevance to the Project.</td>
<td>100</td>
<td>15%</td>
<td>15%</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td><strong>Grand Total All Criteria</strong></td>
<td><strong>500</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

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

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

\[
\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}
\]

**VII. Award Criteria**
In case of a satisfactory result from the evaluation process, UNFPA intends to award a [Purchase Order / Professional Service Contract on a fixed-cost basis with duration of Six months to the Bidder that obtains the highest total score.

**VIII. 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.

**IX. Payment Terms**
UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.
ANNEX 3:
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 and French