



Date: 28/02/2023

**Request for Quotation No. UNFPA/SDN/RFQ/Videos/02/23  
Production of Documentary Videos.**

Dear Sir/Madam,

We hereby solicit your quotation for Animation Videos Production and associated services (Writing Scenarios, Video graphing, Voice Build in process).

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. Bidders should quote for all destinations.

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

UNFPA reserves the right to issue returning pricing accordingly.

**A) Documents to be submitted with the RFQ:**

**i** Registration of the Vendor in the Republic of the Sudan

- Valid Commercial Registration Certificate

**ii** Technical Capacity

- Proven Track record of Contract/PO's demonstrating previous relevant experience with UN/INGOs in the past 2 years.
- Ability to work on the different topics at the same time.
- Ability to meet required delivery date 15<sup>th</sup> March 2023.

**iii** Financial Capacity

- Submit the following financial instruments:

- Company bank statements for last 2 years
- Certified financial statements/Balance sheets.
- Audit reports

**B) Criteria for selection:**

Evaluation phase	Methodology for evaluation	Weight	Max scoring
<b>TECHNICAL EVALUATION</b>	Progressive scoring based on no. of documents provided on - Registration as Media Services Provider. - Relevant Certificates of completion, contracts with UN, NGO's and notable companies.	30%	30
<b>TECHNICAL EVALUATION</b> Operational Capacity	Progressive scoring based on no. of documents provided: - Team Leader or Project Manager. - C.V's of the technical staff.	30%	30
<b>TECHNICAL EVALUATION</b> Competitiveness on Delivery	Progressive scoring based on LESS delivery period.	20%	20
<b>FINANCIAL EVALUATION</b> Competitiveness on Prices	Progressive scoring based on Lowest prices	20%	20
<b>FINAL EVALUATION</b>	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 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, 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/operationrates> .

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:

**08/03/2023, 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>.

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.org](mailto:sudan.office@unfpa.org) since it is a secure mailbox.**