

Date: 13 August 2022

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/22/015**  
**Secondary Bidding among LTA Holders**  
**Video Production**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**EU, CPD and Bayer videos**

UNFPA requires a professional company to produce three videos highlighting the achievements of the EU Support to Egypt's National Population Strategy project, the achievements of UNFPA over the period of 2018-2022 along with highlights of its Bayer partnership respectively.

**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 – Service Requirements/Terms of Reference (ToR) please review details ToRs attached as Annex II.**

**Objectives and scope of the Services**

● **Background information**

This year, UNFPA Egypt marks the conclusion of its current five-year country program, as well as the fourth year of implementation of the EU Support to Egypt's National Population Strategy project. UNFPA will also mark the anniversary of its partnership with Bayer Middle East.

● **Development objective(s)**

Three videos highlighting the achievements of the EU Support to Egypt's National Population Strategy project, the achievements of UNFPA over the period of 2018-2022 along with highlights of its Bayer partnership respectively.

● **Outputs / Deliverable(s) Please review detailed deliverables attached as Annex II.**

- The first video will comprise the main highlights of the EU project starting March 31, 2018 until March 31, 2022 in the outlined areas
- The second video will include the achievements of UNFPA's country program under the country's program's
- The third video will highlight the activities and achievements resulting from UNFPA's partnership with Bayer Middle East to support its family planning campaigns with the Ministry of Health and Population.

- **Activities**

Interviews with service providers, beneficiaries and partners, as well as footage from project sites.

- **Inputs**

All required data to be used in the videos

## II. Questions

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

Name of contact person at UNFPA:	<i>Ms. Noha El-Maraghy</i>
Email address of contact person:	<i>elmaraghy@unfpa.org</i>

The deadline for submission of questions is Wednesday 17 August 2022 at 22:00pm Cairo Local time. Questions will be answered in writing and shared with all 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 and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / 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 in a single email whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Price quotation, to be submitted strictly in accordance with the price quotation form.
- c) Links for previous similar products.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.

## V. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the address indicated below no later than : [**Saturday 20 August 2022, 22:00pm Cairo Local time**]<sup>1</sup>.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

Name of contact person at UNFPA:	<b>Ms. Noha El Maraghy</b>
Official Email address of SCMU:	egypt.tenders@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA’s Supply Chain Management Unit (SCMU) dedicated email address:

The following reference must be included in the email subject line: **RFQ N° UNFPA/EGY/RFQ/22/015 –EU, CPD and Bayer videos** Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- The total email size may not exceed **10 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.
- When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should your offer require you to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform [Ms. Noha El-Maraghy] at: [elmaraghy@unfpa.org] .
- 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

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

#### VII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

#### 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.

#### X. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**XI. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XII. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Ms. Frederika Meijer, Egypt CO Representative] at [meijer@unfpa.org]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XIII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



United Nations Population Fund  
In EGYPT

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Website: http://www.unfpa

## PRICE QUOTATION FORM

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N°:</b>	UNFPA/EGY/RFQ/22/015
<b>Currency of quotation:</b>	EGP
<b>Validity of quotation:</b>	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
<b>1. Professional Fees</b>					
	- 1 subtitled video (6-8 min)				
	- 1 subtitled video (5 min)				
	- 1 subtitled video (1-2 min)				
	- 1 social media/web subtitled promo (30-45 seconds) in Facebook/Twitter, Youtube and Instagram formats.				
<i>Total Professional Fees</i>					EGP
<b>2. Out-of-Pocket expenses</b>					
	Please specify any out pocket expenses in details				
<i>Total Out of Pocket Expenses</i>					EGP
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/22/015 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	<a href="#">Click here to enter a date.</a>
Name and title	Date and place

**ANNEX I:**  
**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](#),

<https://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20EN.pdf>

## **Annex II.**

### **Terms of Reference**

#### **EU, CPD and Bayer videos**

#### **Background:**

This year, UNFPA Egypt marks the conclusion of its current five-year country program, as well as the fourth year of implementation of the EU Support to Egypt's National Population Strategy project. UNFPA will also mark the anniversary of its partnership with Bayer Middle East.

To that end, UNFPA Egypt requires the services of a professional company to produce three videos highlighting the achievements of the EU Support to Egypt's National Population Strategy project, the achievements of UNFPA over the period of 2018-2022 along with highlights of its Bayer partnership respectively.

The first video will comprise the main highlights of the EU project starting March 31, 2018 until March 31, 2022 in the areas outlined by the project outcomes:

- Family Planning services including contraceptive commodities scaled-up and more accessible (supply side)
- Youth and population in reproductive age educated on family planning, public awareness on the value of smaller family size raised (demand side)
- Institutional capacities for monitoring and coordination of the implementation of the NPS strengthened (population governance)

The second video will include the achievements of UNFPA's country program under the country's program's main outcomes:

- Sexual and reproductive health
- Adolescents and youth
- Gender equality and empowerment

The third video will highlight the activities and achievements resulting from UNFPA's partnership with Bayer Middle East to support its family planning campaigns with the Ministry of Health and Population.

The videos will include interviews with service providers, beneficiaries and partners, as well as footage from project sites.

#### **Objective:**

UNFPA requires the production of:

- One 6-8 minute subtitled video product:

A generic overview video about UNFPA's work in Egypt during the last program cycle from 2018 – 2022 reflecting the results of interventions in different governorates (to be agreed on).

- A social media promo (30-45 seconds) version of the video to be built on the original video with an attractive tagline, that can also be used to introduce UNFPA to existing/potential partners and stakeholders during events/meetings. It should give a broad overview of UNFPA's mandate, its three transformative results and related work in Egypt.

- One 3-minute subtitled video product:

The video will be highlighting the achievements of the EU Support to Egypt's National Population Strategy project's achievements since its launch in 2018 in different governorates (to be agreed on). The video will include interviews and documentation of the refurbished clinics, warehouses and women's clubs at the primary health care units in the selected governorates.

The videos will be in Arabic with English subtitles, and voice over narration if need be.

- One 3-minute subtitled video product:

The video will highlight the activities and achievements conducted under UNFPA's partnership with Bayer Middle East, which includes supporting the Ministry of Health and Population's campaign entitled 'Your Right to Plan,' offering free family planning services, raising community awareness and increasing demand for family planning services to Egypt's underserved communities.

**Scope of work:**

Under the guidance and direct supervision of the UNFPA's communications team, the vendor will undertake the following duties and responsibilities:

- Technical proposal, including creative concept/direction of the videos (in word format)
- Shooting interviews, services and activities in 5 or more governorates at Ministry of Health-affiliated facilities
- Editing of existing video footage provided by UNFPA if needed
- Script writing
- Subtitling (Arabic to English)
- Coloring and sound editing/mixing
- Voice over of the three videos
- Visual elements of the videos to be based on the visual identity and guidelines of UNFPA
- Music: the selection of music should not be disrupting for people with disabilities.

Applicant should provide two offers: A) Detailed technical offer, including sample of previous work, and B) Detailed financial offer.

**Deliverables:**

- 1 subtitled video (6-8 min)
- 1 subtitled video (5 min)
- 1 subtitled video (1-2 min)
- 1 social media/web subtitled promo (30-45 seconds) in Facebook/Twitter, Youtube and Instagram formats.

All videos will be delivered in high resolution with English subtitles and must be cleared by UNFPA and the Ministry of Health and Population.

**Competency and expertise:**

1. Proven expertise for a minimum of 5 years in the area of video production, short documentary videos,
2. Understanding of population and reproductive health issues





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3. Well-resourced team that has capacity to conduct interviews, produce captivating content with strong messages
4. Prior experience working with international organizations on women's empowerment, reproductive health and family planning is considered an asset.
5. Communication skills in Arabic and English.

**Professionalism:**

The selected company has to demonstrate solid experience in Media and video production, the ability to work under strict deadlines and flexibility to accommodate various requests and needs of the client/s.

**Coordination:**

UNFPA will closely collaborate with the selected company to ensure the smooth and timely implementation of the assignment.

**Teamwork:**

Proven teamwork experience will be highly considered.

**Technical Experts:**

The selected company shall make sure that the needed number of high caliber professionals in each necessary aspect of work are available to ensure the optimal quality of the project.

**Supervision:**

UNFPA will provide job-related guidance in a timely manner through the UNFPA team. The selected implementing agency will report and coordinate with the UNFPA Communications team.

**Qualifications and Experience:**

Company's portfolio and CV is required in order to prove the standard of quality of the company's previous work.

**Submission:**

shall contain technical and financial offers as follows:

1. Technical offer
2. Financial offer including; Detailed Budget
3. Completed Quotation Form (attached with the Request for Quotations Announcement)

Deadline for submitting technical and financial quotation: 20 August 2022 at 22:00pm Cairo Local Time.