



Date: June 21, 2023

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/EGY/RFQ/23/016**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Animated infographic video”**

**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](#)

**Service Requirements/Terms of Reference (ToR), please review detailed ToRs attached herein below as Annex II.**

**Background:**

In 2018, UNFPA launched efforts to achieve three transformative results, ambitions that promise to change the world for every man, woman and young person: (a) end the unmet need for family planning, (b) end preventable maternal deaths and (c) end gender-based violence and all harmful practices. The UNFPA Egypt current country programme is relevant to the 2030 Agenda, it contributes primarily to the progressive achievement of SDG Goals 3 (Good Health and Well-Being) and 5 (Gender Equality). The programme is aligned with national development priorities outlined in Egypt’s Vision 2030 and National Population Strategy and the United Nations Partnership Development Framework (2018-2022).

The programme aims to assist the country in achieving the goals of Egypt’s Vision 2030 and The programme target groups are women, adolescents and youth, particularly those most in need, including persons with disabilities, rural communities, migrants and people affected by emergencies.

Safe Women Clinics fall under UNFPA’s national program to combat all forms of GBV through a direct partnership with the National Council for Women and the Ministry of Health and Population in 2019. The vision is to implement the national Women’s Empowerment Strategy 2030 in partnership with line ministries, state partners and CSOs. The program adopted the international Essential Services Package (ESP) global standards. Through the ESP framework, the legal, medical and social services in Egypt for women subjected to violence are enhanced to better respond to their needs. Under the same programmatic vision adopted by UNFPA, the adoption of the national referral pathway in 2019 for women subjected to violence is one of the important results of the ESP national implementation in Egypt. The referral pathway currently serves as the baseline of national interventions in the legal, medical, and social services coordinated by the National Council for Women to ensure that women subjected to violence have access to comprehensive response and that national service providers are able to ensure referral among the three sectors.

Hence, the establishment of the “Safe Women Clinics” comes to fill the gap in existing socio-medical services and to improve referral mechanisms among the three sectors. Since 2020, UNFPA has supported the establishment of 10 Safe Women clinics in university hospitals (Cairo, Al-Azhar, IT, Ain Shams, Mansoura, Assiut, Bani Sweif, Banha, Menya, and 6th of October University Hospitals). In addition to a pilot partnership with the Ministry of Health to offer Safe Women clinics services for women subjected to violence under the Primary Health Care in 8 clinics across the country. In each clinic, doctors and nurses are regularly trained to offer a comprehensive socio-medical response, psychological support, reporting and case management of incidents of violence. The role of the clinics goes beyond primary medical services,



first-line psychological support and reporting where it offers referral to National Council for Women for legal and social services, internal hospital referral if needed and also case management for every patient.

The clinics model is now considered a promising good practice for specialized medical response and an important entry point for victims of violence. UNFPA continues in partnership with NCW and the Ministry of Health to expand the model to reach additional governorates.

### Objectives and Scope of the Services:

The company is requested to use available resources and data to develop an animation infographic film, with a duration of 4 minutes maximum, to explain the Safe Women clinics operations, services, referrals and scope.

The company will develop the film following the branding guidelines

### Expected deliverables:

Production of 1 infographic videos including animation and graphic artwork.

#### Video:

- Motion graphics illustrated video including animation and stock- shots
- Infographics to be developed in two versions one English and one Arabic.
- Editing of existing video footage or photos provided by UNFPA if needed
- Developing script
- Subtitling so the entire videos are available in the two languages
- Coloring and sound editing/mixing
- Voice over of video
- Design of intro and outro for the videos based on the visual identities of UNFPA
- Background Music
- Video to be produced of 4K quality ready for TV broadcast.
- Videos to be delivered in: 4K for TV H264 Full HD for online platforms

## 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>Ashgan Faried</i>
Email address of contact person:	<i>faried@unfpa.org</i>

The deadline for submission of questions is **Wednesday 28 June 2023 at 14:00 Cairo 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 services and have legal capacity to enter into a contract with UNFPA to perform in Egypt, 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:

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- Signed Declaration Form, to be submitted strictly in accordance with the document.
- 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.

#### 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 contact person indicated below no later than : **Saturday 8<sup>th</sup> July 2023, 14:00 pm Cairo time.**

Name of contact person at UNFPA:	<i>Operations Unit</i>
Email address of contact person:	<i>egypt.tenders@unfpa.org</i>

Please note the following guidelines for electronic submissions:

The following reference must be included in the email subject line: **“RFQ № UNFPA/EGY/RFQ/23/016 – Animated infographic video”**.

- 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.
- 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.
- 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 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 treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Supply Chain Management Unit at [procurement@unfpa.org](mailto:procurement@unfpa.org).

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](mailto: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 them to share a PDF version of such document(s).



## 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/23/016
<b>Currency of quotation:</b>	EGY/USD You may quote in USD noting that payment will be issued in EGP based on the UN exchange rate
<b>Delivery charges based on the following 2020 Incoterm:</b>	Choose an item.
<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.

Example Price Schedule below:

Item	Description	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
<b>1. Professional Fees</b>					
1	Production of one-infographic video including animation and graphic artwork.				
<i>Total Professional Fees</i>					EGP/USD
<b>2. Out-of-Pocket expenses</b>					
	Please specify in details any out of pocket expenses such as; travel, accommodations, printing...etc.				
<i>Total Out of Pocket Expenses</i>					EGP/USD
<b>Total Contract Price</b> <i>(Professional Fees + Out of Pocket Expenses)</i>					EGP/USD

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/EGY/RFQ/23/014 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,



United Nations Population Fund  
Egypt Country Office  
70A Nahda St., Sarayat Maadi, Cairo, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.	
Name and title	Date and place	

## DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management <sup>1</sup> have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business ( <i>creating a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) ( <i>being a shell company</i> ).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

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Date:

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Name and Title:

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United Nations Population Fund  
Egypt Country Office  
70A Nahda St., Sarayat Maadi, Cairo, Egypt  
Email: [egypt.tenders@unfpa.org](mailto:egypt.tenders@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

Name of the Company:

UNGM N°:

Postal Address:

Email:

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**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](#), [Spanish](#) and [French](#)

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



## Terms of Reference Animated infographic video

### Background

In 2018, UNFPA launched efforts to achieve three transformative results, ambitions that promise to change the world for every man, woman and young person: (a) end the unmet need for family planning, (b) end preventable maternal deaths and (c) end gender-based violence and all harmful practices. The UNFPA Egypt current country programme is relevant to the 2030 Agenda, it contributes primarily to the progressive achievement of SDG Goals 3 (Good Health and Well-Being) and 5 (Gender Equality). The programme is aligned with national development priorities outlined in Egypt's Vision 2030 and National Population Strategy and the United Nations Partnership Development Framework (2018-2022). The programme aims to assist the country in achieving the goals of Egypt's Vision 2030 and The programme target groups are women, adolescents and youth, particularly those most in need, including persons with disabilities, rural communities, migrants and people affected by emergencies.

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Hence, the establishment of the "Safe Women Clinics" comes to fill the gap in existing socio-medical services and to improve referral mechanisms among the three sectors. Since 2020, UNFPA has supported the establishment of 10 Safe Women clinics in university hospitals (Cairo, Al-Azhar, IT, Ain Shams, Mansoura, Assiut, Bani Sweif, Banha, Menya, and 6th of October University Hospitals). In addition to a pilot partnership with the Ministry of Health to offer Safe Women clinics services for women subjected to violence under the Primary Health Care in 8 clinics across the country. In each clinic, doctors and nurses are regularly trained to offer a comprehensive socio-medical response, psychological support, reporting and case management of incidents of violence. The role of the clinics goes beyond primary medical services, first-line psychological support and reporting where it offers referral to National Council for Women for legal and social services, internal hospital referral if needed and also case management for every patient. The clinics model is now considered a promising good practice for specialized medical response and an important entry point for victims of violence. UNFPA continues in partnership with NCW and the Ministry of Health to expand the model to reach additional governorates.

### Objective:

The company is requested to use available resources and data to develop an animation infographic film, with a duration of 4 minutes maximum, to explain the Safe Women clinics operations, services, referrals and scope.

The company will develop the film following the branding guidelines.

### Deliverable(s):

Production of one-infographic videos including animation and graphic artwork.



**Video:**

- Motion graphics illustrated video including animation and stock- shots
- Infographics to be developed in two versions one English and one Arabic.
- Editing of existing video footage or photos provided by UNFPA if needed
- Developing script
- Subtitling so the entire videos are available in the two languages
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- Voice over of video
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- Background Music
- Video to be produced of 4K quality ready for TV broadcast.
- Videos to be delivered in: 4K for TV H264 Full HD for online platforms

**Monitoring, Progress Control and Reporting;**

- Full coordination and email approval from UNFPA Communications for all deliverables.
- The vendor will report to UNFPA Technical Team
- UNFPA will provide input and editing comments as needed, final clearances in a timely

**Competency and expertise:**

- Graphic Design Skills is necessary
- Previous collaboration with UN agencies is an asset
- 3D Design Skills
- Professional experience in Typography.
- An Understanding of Color Theory
- Creativity is a must
- Attention to details
- Commitment to deadlines

**Qualifications and Experience:**

- At least 10 years of experience in motions graphics production
- Experience in producing SM content.
- Previous Experience in shooting, editing and producing videos preferable

**Time Frame:**

- Upon signing contract, Submit the infographic video



**Submission and Selection Criteria:**

Demonstrated experience in graphic design, motion graphics 3D design skills, production and animation	Previous experience with Government, UN agencies or development actors	Proven record of successful production 8 years of experience nationally/ regionally	Professional experience in Typography.	Experience in producing SM content  Previous experience in shooting, editing and producing videos preferable	Total
30 Points	20 Points	30 Points	10 points	10 points	100 Points

The submission of each company 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).