

Date: [29.03.2022]

**REQUEST FOR QUOTATION**  
**RFQ № UNFPA/TKM/RFQ/22/03**

Dear Sir/Madam,  
 UNFPA hereby solicits a quotation for the following items:

Lot #	Description	<u>Specification</u>
<b>Production of video services for the UNFPA programmes and campaigns</b>		
1.	Provide video and photo services for the Joint Programme “Empowering and Engaging the youth to mitigate the multi-dimensional threats of the health pandemic” in Russian and Turkmen languages, and with English subtitles	<p><b>1. Pre-production, production and post-production of videos on the programme and the human security approach with the interviews and youth voices:</b></p> <p><b><u>3 (three) videos each 3 (three) minutes long.</u></b></p> <p><u>PreProduction of the products</u></p> <p>a. Consultation with UN Team on key deliverables and issues priorities;</p> <p>b. Based on the consultation and in close collaboration with the communication consultant, company creative team develops a concept and script for three 3-minute videos.</p> <p>c. Develop a Storyboard;</p> <p><u>Production</u></p> <p>a. Filming the videos, interviews and recording the audio</p> <p>b. Preparation of the graphics for the animation</p> <p>c. If/ where needed, and recording the audio</p> <p>d. Editing and mixing based on the storyboards</p> <p>e. Dubbing</p> <p>f. Color correction</p> <p>g. Finalizing the products for social media and high-resolution demonstration.</p> <p><u>PostProduction</u></p> <p>a. Quality assurance</p> <p>b. Review and addressing the clients comments</p> <p>c. Submitting the products for the approval</p> <p>d. Converting to different formats</p> <p>e. Delivering a copy of all products to UNFPA;</p> <p>f. Evaluation of the results of the series with detailed analytics, follow-up actions and recommendations</p> <p><b>2. Produce a stock of photos from:</b></p> <p>a. 30 photos: the meetings of the Steering committee, technical committee, local authorities with young people</p> <p>b. 50 photos: <b>each</b> community-based initiative (x4)</p> <p>Total of at least hi-res 230 photos.</p>

		<p><b>[Note: All video and photo materials remain a property of UNFPA]</b></p> <p><b><u>Timeline:</u></b>          1<sup>st</sup> Video – <b>30 April</b>;          2<sup>nd</sup> Video and a set of meetings photos – <b>30 May</b>;          3<sup>rd</sup> Video and a set of community-based initiative photos – <b>20 August</b></p>
<p>2.</p>	<p>Provide video, audio and photo services within the framework of the government’s Census Communications Plan in Turkmen and English languages</p>	<p><b>1. Pre-production, production and post-production of videos and audios on Census for TV, radio and social media channels:</b></p> <ol style="list-style-type: none"> <li>1) Census explainer video – 30 seconds; Audio PSA – 30 seconds;</li> <li>2) Educating on what, when, why and how – focus on impact for the local communities – 60 seconds; Audio PSA – 30 seconds;</li> <li>3) encouraging to promote the upcoming census and its importance in the communities – 60 seconds; Audio PSA – 30 seconds;</li> <li>4) more concrete messages alerting that Census is happening and HOW it should happen – 60 seconds; Audio PSA – 30 seconds;</li> <li>5) UNFPA advocacy video on census and its alignment with the UN principles and standards – 60 seconds.</li> </ol> <p><b><u>PreProduction of the products</u></b></p> <ol style="list-style-type: none"> <li>a. Work closely with UNFPA communications team and State Statistics Committee on key deliverables and issues, priorities throughout all stages of the videos and audio production;</li> <li>b. Based on the consultation and in close collaboration with the communication consultant, develop a calendar of Census key dates and events jointly with the State Statistics Committee to ensure access to filming and to secure the coverage when needed;</li> <li>c. Work with the State Statistics Committee and the communications team and develop a concept and script for agreed number of videos (at least five) in line with the government production standards;</li> <li>d. Develop Storyboards;</li> <li>e. Pre-testing of the package with the general users and government partners.</li> </ol> <p><b><u>Production</u></b></p> <ol style="list-style-type: none"> <li>h. Filming the videos, interviews and recording the audio</li> <li>i. Preparation of the graphics for the animation</li> <li>j. If/ where needed, and recording the audio</li> <li>k. Editing and mixing based on the storyboards</li> <li>l. Dubbing</li> </ol>

		<p>m. Color correction</p> <p>n. Finalizing the products for TV, radio and social media and high-resolution demonstration.</p> <p><u>PostProduction</u></p> <p>g. Quality assurance</p> <p>h. Review and addressing the clients comments</p> <p>i. Submitting the products for the approval</p> <p>j. Converting to different formats</p> <p>k. Delivering a copy of all products to UNFPA;</p> <p>l. Evaluation of the results of the series with detailed analytics, follow-up actions and recommendations</p> <p><b>2. Produce a stock of photos for information materials:</b></p> <p>Total of at least 250 hi-res photos with families, enumerators and census related thematic photos.</p> <p><b>[Note: All video and photo materials remain a property of UNFPA]</b></p> <p><u>Timeline:</u></p> <p>a. Pre-production stage: develop the calendar jointly with the State Statistics Committee on key Census events, the scripts and storyboards for all video and audio materials: <b>by May 15</b></p> <p>b. Production and post-production stages:</p> <p>1) Census explainer video – 30 seconds; Audio PSA – 30 seconds – <b>30 May</b></p> <p>2) Census advocacy video – 60 seconds – <b>30 May</b></p> <p>3) Educating on what, when, why and how – focus on impact for the local communities – 60 seconds; Audio PSA – 30 seconds – <b>15 June</b></p> <p>4) encouraging to promote the upcoming census and its importance in the communities – 60 seconds; Audio PSA – 30 seconds – <b>30 August</b></p> <p>5) more concrete messages alerting that Census is happening and HOW it should happen – 60 seconds; Audio PSA – 30 seconds – <b>30 October</b></p>
3.	Provide video and photo services for the UNFPA digital campaign “We are diverse. We are equal.”	<p><b>Pre-production, production and post-production of videos for the UNFPA digital campaign:</b></p> <p>a. In collaboration with the UNFPA communications team, conceptualize and develop a script and storyboards for respectful engagement on social media starring the Instagram influencers;</p> <p>b. Film the Public Service Announcement and provide two versions: <b>30 seconds and 2 minutes;</b></p>



		<p>c. Pre-testing of the production materials.</p> <p><b>Produce a stock of photos for information materials:</b></p> <p>Total of at least 50 hi-res photos with the campaign key messages featuring the Instagram influencers and campaign participants.</p> <p><b>[Note: All video and photo materials remain a property of UNFPA]</b></p> <p><b>Timeline:</b></p> <p>Pre-production: <b>15 April</b></p> <p>Production and post-production: <b>18 April</b></p> <p>Photo stock filled and available: <b>18 April</b></p>
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This Request for Quotation is open to all legally-constituted companies that can provide the requested printing services and have legal capacity to perform in the country, or through an authorized representative.

**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.

The 2030 Agenda states in its preamble that the Sustainable Development Goals and its targets seek to realize the human rights of all and to achieve gender equality and the empowerment of all women and girls. They are integrated and indivisible and balance the three dimensions of sustainable development: the economic, social and environmental.

Realizing human rights, gender equality and the empowerment of women and girls, with focus on the vulnerable girls, will make a crucial contribution to progress across all the Goals and targets.

**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>Ene Tuyliyeva</i>
Cell #	
Email address of contact person:	<a href="mailto:tuyliyeva@unfpa.org">tuyliyeva@unfpa.org</a>

The deadline for submission of questions is 15 April 2022. 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/works and have legal capacity to enter into a contract with UNFPA to deliver/ 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 or in an envelope whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - The bidder shall be required to quote for all items.
- b) Price quotation, to be submitted in USD in the company's template strictly following the requirements. Both parts of the quotation must be signed by the 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: **17 April 2022**.

Name of contact person at UNFPA:	<i>UNFPA Turkmenistan</i>
Email address of contact person:	<i>turkmenistan@unfpa.org</i>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/TKM/RFQ/22/03**. 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 **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

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (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

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### 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 goods 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 shipping documents, invoice and other documentation required by 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. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch 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).