



United Nations Population Fund
Maldives Country Office
3rd Floor, Shinetree Building, Boduthakurufaanu Magu
Maafannu, Male' 20184, Republic of Maldives
Email: maldives.office@unfpa.org
Website: www.unfpa.org

Date: 25 May 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/MDV/RFQ/22/004

UNFPA hereby solicits a quotation for the following service:

“Videography contractor - UNFPA work on the ground”.

UNFPA requires a local contractor to provide videography services as specified in the Terms of Reference (ToR): MDV-ToR/2022/14 (attached in annexes).

This Request for Quotation is open to all legally-constituted companies that can provide the requested 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 towards population development, delivering 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)

- Background information

Over this year, UNFPA has commenced its 7th Country Programme in the Maldives (for interventions between 2022-2026). Aligned with the United Nations Sustainable Development framework (UNSDCF) and the national Strategic Action Plan (SAP), the country programme will add value to current efforts towards placing the International Conference on Population and Development (ICPD)'s Programme of Action at the forefront of planning frameworks. This will include: reducing the unmet need for family planning; empowering young people through access to Sexual and Reproductive Health (SRH) information and services; reducing Gender Based Violence (GBV) and other harmful practices through social norm change; and supporting the generation of important population data for evidence based policies and programmes. The country programme will take the principles of leaving no one behind (LNOB) and a life-cycle approach towards ensuring that young people, women and girls' full-potentials are realized.

UNFPA is therefore seeking videography services over a non-exclusive long term agreement (LTA) of 2 (two) years to showcase UNFPA Maldives Country Office's work on the ground with a particular focus on the lived realities of the beneficiaries of UNFPA's interventions.



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- Service Requirements / Terms of Reference (ToR):

The purpose of the videography is to create professionally-made videos targeting UNFPA donors and/or a general audience that creates greater visibility of the work supported by UNFPA, through a human-interest story angle.

The purpose of this RFQ is to identify contractors who can provide videography services to UNFPA Maldives as per the ToR (MDV-ToR/2022/14). The selected vendor(s) is/are expected to sign a two-year Long Term Agreement (LTA) with UNFPA Maldives to provide videography services through a standard price list which the selected vendor and UNFPA can use upon needs and requirement.

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>Yusuf Shah Ahmed</i>
Email address of contact person:	yuahmed@unfpa.org

The deadline for submission of questions is **Tuesday, 31 May 2022 at 16.00hrs Maldives time**. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. 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, including but not limited to:
 - o Brief description of the contractor/firm and its qualifications if any
 - o Proposed composition of the team that will undertake the assignment with Curriculum vitae of all relevant applicants of the contractor
 - o Proposed Approach, Methodology and timing to satisfy the ToR deliverables under any given assignment
 - o Submission of portfolio/evidence of any previous work in similar capacity,
 - o (Where applicable) copy of current certificate of registration of the organization/institution
- 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.

IV. 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: **Tuesday, 04 June 2022 at 16.00hrs Maldives Time**.

Name of contact person at UNFPA:	<i>Mohamed Haneef</i>
Email address of contact person:	maldives.office@unfpa.org

Please note the following guidelines for electronic submissions:



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- The following reference must be included in the email subject line: **RFQ N° UNFPA/MDV/RFQ/22/004 – Videography contractor - UNFPA work on the ground.** 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 **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.

V. 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 /TORs listed in Section II and in accordance with the evaluation criteria below.

Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Level of understanding of the objectives of the project including Technical approach, methodology as well as Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		40%	
Professional experience of the staff that will be employed to the project with demonstrated expertise in videography and communications especially in flexibility in availability	100		30%	
Knowledge and experience in the Population and Development, Sexual and Reproductive Health and/or Gender Equality and Women's Empowerment fields	100		15%	
Profile and portfolio of the company, and relevance to the Project.	100		15%	
<i>Grand Total All Criteria</i>	400		100%	

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

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



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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:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

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.

Total score = 60% Technical score + 40% Financial score

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Long Term Agreement (LTA) of two years to the Bidder(s) that obtain the highest total score.

VII. 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.

VIII. 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.

IX. 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



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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](#).

X. 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](#).

XI. 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 Office Shadiya Ibrahim at ibrahim@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, Procurement Services Branch at procurement@unfpa.org.

XII. 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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N°:	UNFPA/MDV/RFQ/22/004
Currency of quotation :	MVR
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

Item	Description	Rate	Qty.	Total
	Cost of video production per 5-10 minute video			
	Pre-production(scripting, storyboarding etc.)			
	Production(filming, interviews and lighting etc.)			
	Post-production(editing, subtitles, sign language, animation etc.)			
	B-roll recording			
Total Contract Price				

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/MDV/RFQ/22/004 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.

Name and title	Date and place	



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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](#)