



Date: *May, 25, 2016*

REQUEST FOR QUOTATION RFQ N° UNFPA/KBL/RFQ/2016/026

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

Production of TV PSA

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 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)

TV PSA, 60 seconds with a summarized version of 30 seconds long in two languages; Pashto and Dari

TV PSA Production Duration of Each SPOT = 60 Seconds and a 30 seconds summarized version of the same PSA (Pre-Production & Production)

PRE-PRODUCTION of TV Spot

Script Writer: Writing Concept Script based on the Subject.

The script writer will be briefed about the subject before the writing the script.

Translation: Dari & Pashto

Preparing final Dialogues Script

Selecting TV Professional Artists

PRODUCTION of TV Spot (Recording/editing/finalizing)

Recording Spot in the selected venue (the production venue needs to be confirmed by UNFPA)

The actors/actresses should be language fluent and well known TV faces in Afghanistan

Direction the artists to narrate in professional style with the given situation

Editing: Mixing music, effects & dialogues.

Final Mastering the PSA to check the content & Quality

Professional Photography

The selected company should provide UNFPA 20 Professional high quality photos of the same PSA shooting scenes, These photos will be used for other printed materials, it should reflect the same people acting in the PSA.

The Final TV PSA product should be provided in high quality TV broadcasting ready files.



9.0 4. Following is the evaluation criteria for the quotations received:

- 1- The bidder should be registered as a company or institution with the Government of Afghanistan;
 - 2- The bidder must be operational in Afghanistan for at least 3- 5 years;
 - 3- The bidder needs to have previous similar experience working with international institutions or multi-national companies;
 - 4- The bidder must have internal editorial and production capacities in all national languages and English;
 - 5- The bidder must have well recognized brand in Afghanistan and must be compliant with the United Nations values.
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II. Questions

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

To Hamed Rabbani (rabbani@unfpa.org) ccd. Ali Mohaqqueq (amohaqqueq@unfpa.org) .

The deadline for submission of questions is **June, 05, 2016, 03:30 pm**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail 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.

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 IV above, along with a properly filled out and signed price quotation form, are to be sent in hard copy I to the contact person indicated below no later than **Wednesday , June ,08 at 10:00 am Kabul local time**.

Name of contact person at UNFPA:	<i>Hamed Rabbani</i>
Address of contact person:	<i>UNFPA Country Office, UNOCA Compound, Kabul Jalal Abad Road, Pakitia Kott, Kabul, Afghanistan</i>

- The following reference must be included on the envelope subject line: **RFQ N^o UNFPA/KBL/RFQ/2016/026 – [Production of TV PSA]**. Proposals that do not contain the correct subject line may be overlooked by the procurement officer and therefore not considered.



V. 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.

VI. Award Criteria

UNFPA shall award a [Purchase Order / Professional Service Contract on a fixed-cost basis to the lowest-priced most technically acceptable offer.

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 Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA 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 contract, 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 the Business Unit Yerkezhan Tabyldiyeva, International Operations Manager at yerkezhan@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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	25/05/2016
Request for quotation N°:	UNFPA/KBL/RFQ/16/026
Currency of quotation:	USD
Delivery charges based on the following 2010 Incoterm:	DDP
Validity of quotation: <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	QTY	Unit Price	Total
1. Professional Fees				
	TV PSA, 60 seconds long in Pashto language	1		
	TV PSA, 60 seconds long in Dari language.	1		
	summarized version of the above PSA of 30 seconds long in Pashto language.	1		
	summarized version of the above PSA of 30 seconds long in Dari language	1		
	Professional Photography	20		
<i>Total Professional Fees</i>				\$\$
2. Out-of-Pocket expenses (not Applicable)				
<i>Total Out of Pocket Expenses</i>				\$\$
Total Contract Price <i>(Professional Fees + Out of Pocket Expenses)</i>				\$\$

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/KBL/RFQ/16/26 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.



	Click here to enter a date.	
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](#), [Spanish](#) and [French](#)