



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 12/01/2024

REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/001/2024

**FOR THE SUPPLY OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES DURING A
CONTENT GATHERING MISSION IN MAIDUGURI, BORNO and BENUE STATES**

QUOTATION TO BE RECEIVED BY: **18th JANUARY 2024** 12 Noon, West Africa Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for **Videography and Photography Services during a content gathering mission in Maiduguri, Borno and Benue State** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: **Videography and Photography Services during a content gathering mission in Maiduguri, Borno and Benue State**

For Services:

- Lot A: **Videography Services** required with three (3) rounds of editing, First (1st) rough cuts of videos with output deliverable within seven (7) days and full cut of videos delivered within two and half (2.5) weeks :
 - Location: Maiduguri in Borno and Benue State.
 - Duration and/or Frequency of Services: Three (3) Days full filming - Two (2) days in Maiduguri and One (1) day in Benue
- Lot B: **Photography Services** required with up to seventy five (75) images per day with output deliverable within three (3) days :
 - Location: Maiduguri in Borno and Benue State.
 - Duration and/or Frequency of Services: Three (3) Days full photoshoot – Two (2) in Maiduguri and One (1) day in Benue

Find attached in ANNEX A (TOR), additional information about the services required.

Please include the following price information in your quote (without VAT):

- Currency: in NGN
- **Daily rate required** per LOT
- Additional fees, if any (please specify):
- Total Cost for services (all inclusive):

Please note that UNHCR has tax and duty exemption status.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

2. RFQ Submission

We would appreciate receiving your quotation on or before 12pm, on **18/01/2024 (West Africa Time)** by e-mail in PDF format to nigabsupply@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **15 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **RFQ/NIG/ABJ/SUP/001/2024**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached Annexes to this RFQ:

Annex A: Terms of Reference, **Annex B:** Technical Offer Form, **Annex C:** Financial Offer Form

Annex D: Vendor Registration form, kindly fill and complete – for new vendors,

Annex E: the UNHCR's General Conditions of Contracts for the Provision of Services.

You must clearly indicate in your quotation if you accept them.

Annex F: UN Supplier Code of Conduct - indicate your acceptance.

Thank you for your kind attention.



Digitally signed
by Margareth
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Date: 2024.01.12
09:32:54 +01'00'

Snr. Supply Officer, UNHCR Representation Office Abuja
Margareth Adhero Mrema

