

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 23 May 2024****REQUEST FOR QUOTATION No: RFQ 24-009****FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE PROVISION OF
PHOTOGRAPHY, STORY WRITING-EDITING AND VIDEOGRAPHY SERVICES FOR
UNHCR ROMANIA****QUOTATION TO BE RECEIVED ON OR BEFORE: 4th Jun 2024 AT 23:59 Local Bucharest
Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Bucharest requests your price offer for the provision of videography, story writing and photography services.

The following annexes are an integral part of this RFQ:

- Annex A: Terms of Reference
- Annex B: Technical Offer form (***to be completed and submitted***)
- Annex C: Financial offer form (***to be completed and submitted***)
- Annex D: Vendor Registration Form
- Annex E: UNHCR's General Conditions of Contracts for the Provision of Services -2018.
- Annex F: UN Suppliers Code of Conduct
- Annex G: Special Data Protection Conditions

1. Requirements:

Details of the requirements are stated in Annex A – Terms of Reference.

2. Duration of the services:

Two (02) year, potentially extendable for additional one (01) year.

3. Contract Award:

UNHCR may award Frame Agreement(s) with initial duration of 2 years, potentially extendable for **a further period of 1 (one) year**. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement of UNHCR is stated in Annex A. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

4. Award Criteria:

The lowest-priced, technically compliant offer for each LOT will be recommended for a contract award using the following criteria evaluation system:

Technical evaluation will be conducted in two phases:

A) Mandatory Pre-qualification criteria (pass or fail)

Mandatory Pre-qualification criteria (pass or fail)	Documents, information to be provided to establish compliance with the set criteria
Valid company registration and Tax documents	Company registration and Tax documents are to be submitted with the technical offer.
Duly filled Annex B describing compliance with Terms of reference included in Annex A and highlighting any possible differences	Technical offer form (Annex B) is to be completed and signed.
Dully filled, signed and stamped the Supplier Registration Form or existing UNHCR supplier ID (Annex D)	Supplier Registration Form (Annex D) is to be filled, signed and stamped or existing UNHCR supplier ID to be indicated.
Signed and stamped UNHCR General Conditions of Contract (Annex E)	UNHCR General Conditions of Contract is to be signed and returned with the technical proposal.
Signed and stamped UN Supplier Code of Conduct (Annex F)	UN Supplier Code of Conduct is to be signed and returned with the technical proposal.
Signed and stamped Special Data Protection Conditions (Annex G)	UNHCR Special Data Protection Conditions is to be signed and returned with the technical proposal.
<u>IMPORTANT</u> : Only offers that PASS all above listed mandatory Pre-qualification criteria will be considered for the technical evaluation (weighted evaluation criteria).	

B) Weighted evaluation criteria

LOT 1: Photography services

1. Weighted evaluation criteria - Photography services	Documents, information to be provided to establish compliance with the set criteria
Years in Business (20 points)	Number of years in providing relevant services.
Relevant experience in in providing <u>Photojournalist services</u> (20 points)	Previous experience in providing <u>Photojournalist services</u> . Please list a minimum of two (02) relevant projects and include a description for each one of them.
Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly) (10 points)	Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly).
Sample of similar work (provide links) (30 points) Due to the complexity of the service, supplier(s) scored less than 20 points out of (30 points) for this sub-criteria will be technically disqualified regardless of their technical score.	Please provide <u>at least two (2) relevant samples of each (Photojournalist)</u> and demonstrate design quality and creativity of the content/graphic design sample. Please add the links to your offer to download the Photos.
Experience of key personnel to carry out the work (20 points)	Please include the profiles/CVs of staff to be assigned to the contract

LOT 2: Story Writing Services.

2. Weighted evaluation criteria - Story writing services	Documents, information to be provided to establish compliance with the set criteria
Years in Business (20 points)	Number of years in providing relevant services.
Relevant experience in in providing <u>Story writing services</u> (20 points)	Previous experience in providing <u>Story writing services</u> . Please list a minimum of two (02) relevant projects and include a description for each one of them.
Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly) (10 points)	Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly).

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Sample of similar work (provide links) (30 points) Due to the complexity of the service, supplier(s) scored less than 20 points out of (30 points) for this sub-criteria will be technically disqualified regardless of their technical score.	Please provide <u>at least two (2) relevant samples of (Story writing)</u> and demonstrate interviewing skills, writing skills, and prove editing skills. creativity of the content. Please add the links to your offer to download the stories.
Experience of key personnel to carry out the work (20 points)	Please include the profiles/CVs of staff to be assigned to the contract

LOT 3: Videography services

3. Weighted evaluation criteria - Videography services	Documents, information to be provided to establish compliance with the set criteria
Years in Business (20 points)	Number of years in providing relevant services.
Relevant experience in in providing <u>video editing services</u> (20 points)	Previous experience in providing <u>Videography services</u> . Please list a minimum of two (02) relevant projects and include a description for each one of them.
Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly) (10 points)	Relevant experience working a multi-cultural environment and within the vulnerable communities (children, women, and elderly).
Sample of similar work (provide links) (30 points) Due to the complexity of the service, supplier(s) scored less than 20 points out of (30 points) for this sub-criteria will be technically disqualified regardless of their technical score.	Please provide <u>at least two (2) relevant samples of (video shotting and editing)</u> and demonstrate design quality and creativity of the content/graphic design sample. Please add the links to your offer to download the videos.
Experience of key personnel to carry out the work (20 points)	Please include the profiles/CVs of staff to be assigned to the contract

Notes on technical evaluation of each lot:

Due to the complexity of the services, supplier(s) scored less than 20 points out of (30 points) for sub-criteria “samples of similar work” will be technically disqualified regardless of their technical score.

The minimum score to be considered technically compliant is 60 points out of max. 100 technical points. Offers that score below the threshold will not be considered in the financial evaluation nor for the award of the contract.

The financial evaluation will be based on all-inclusive project costs.

5. RFQ Submission:

We would appreciate [receiving your quotation on or before **4th Jun 2024**](#) at 23:59 Local Bucharest time to romburfq@unhcr.org

Your offer should be in English and shall comprise the following two sets of documents:

- Technical offer (Annex B)
- Financial offer (Annex C)

Technical Offer: The technical offer form (Annex B) should be completed, signed and included in the technical proposal. No pricing information should be included in the technical offer.

Financial Offer: Please submit your price offer, using the financial form (**Annex C**). Your offer can be in **LEU**. For financial evaluation purposes only, offers in **other currencies** shall be converted to **USD** using the official UN exchange rate.

UNHCR is Tax exempted, in this regard, the price must be given **without VAT**.

Please, ensure to use the format provided (**Annex C**) and that your calculations of the unit and total prices are accurate.

6. PREBID CONFERENCE & REQUESTS FOR CLARIFICATION

A) Pre-bid conference:

UNHCR will conduct an online pre-bid conference on 28th of May, 2024 @ 11:00 Hrs you will be able to join through the following link:

[Join the meeting now](#)

Meeting ID: 339 297 937 982

Passcode: cnm8Dz

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Participation on the pre-bid conference is not mandatory, points discussed on the pre-bid conference will be published with the clarification received from potential bidders in UNHCR RO website and/or directly through mail to all invited suppliers.

B) Clarifications:

Bidders are required to submit any requests for clarification in respect of this RFQ by e-mail to romburfq@unhcr.org. The deadline for receipt of queries is **16:00 hrs. Local Bucharest time on 28th May 2024.**

Your quotation must be valid for at least **30 calendar days**. The standard payment terms of UNHCR is net **30 days** upon satisfactory delivery of service/goods and acceptance thereof by UNHCR.

Please indicate in the e-mail subject field: RFQ 24-009.

Thank you for your kind attention.

Mohamed Abukhris

Supply Officer

Supply Chain, UNHCR Bucharest, Romania