

## REQUEST FOR QUOTATION (RFQ) for the provision of media production agency services to produce Podcast series

RFQ Reference: EG24-037

Date: 05 September 2024

### SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of media production agency services to produce Podcast series

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of reference

Annex 2: Quotation Submission Form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: \_\_\_\_\_

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	18/09/2024 14:00 Cairo local time If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email to <a href="mailto:iomegbids@iom.int">iomegbids@iom.int</a>  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address:</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 50 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10 MG</li> <li>▪ Mandatory subject of email: <b>EG24-037 provision of media production agency services to produce Podcast series</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by IOM Egypt to provide consulting services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation and other documents to be used for the procurement of the</p>

	<p>services required in the present procurement process. Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> <li>• is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System;</li> <li>• is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;</li> <li>• is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.</li> <li>• Other sanctions lists, if applicable, as per the discretion of the IOM.</li> </ul>
<b>Currency of Quotation</b>	Quotations shall be quoted in EGP/USD, Payment will be done in EGP equivalent to the USD by UN rate for local vendors
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Other( presentation on Previous works and experience)</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 30 Business days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted (<i>please specify, i.e. by LOTS only or by line item, etc</i>)</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 15 days after receipt of goods, works and/or services and submission of payment documentation, Payment will be done in EGP equivalent to the USD by UN rate for local vendors</p> <p><input type="checkbox"/> Other</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: <a href="#">Mohamed Elgendy</a></p> <p>E-mail address: <a href="mailto:Mohakamal@iom.int">Mohakamal@iom.int</a> add in CC <a href="mailto:mmohammed@iom.int">mmohammed@iom.int</a></p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated to <a href="mailto:Mohakamal@iom.int">Mohakamal@iom.int</a> add in CC <a href="mailto:mmohammed@iom.int">mmohammed@iom.int</a> by Email
<b>Evaluation method</b>	<p><input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input checked="" type="checkbox"/> Other (The contract will be awarded to the highest scoring vendor based on the combined scoring evaluation 70% weight of technical evaluation and 30% weight of financial evaluation, the vendor will be considered passed upon achieving an overall scoring of 70%)</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p>

	<input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase order
<b>Expected date for contract award.</b>	30 September 2024
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

### **ANNEX 1: Terms of reference**

#### **Podcast Series**

#### ***"Voices Unheard: Together against Trafficking in Persons in Egypt"***

#### **1. BACKGROUND**

Trafficking in persons (TiP) is a reprehensible global crime, manifesting in various forms in Egypt, namely organ trafficking, sexual exploitation, contractual marriage, forced labor, and child exploitation. The efforts to combat this crime globally are guided by four fundamental principles: prevention, protection, prosecution, and partnerships.

The Regional Development and Protection Programme for North Africa (RDPP NA) focuses on capacity building, awareness raising and supporting systems for migration, asylum, and durable solutions in North African countries along the Central Mediterranean route. It adopts a regional approach to strengthen protection frameworks and uphold human rights in mixed migration contexts.

In the context of RDPP in IOM Egypt, the primary objective is to work alongside national stakeholders and partners in Egypt to combat trafficking in persons and protect victims through awareness-raising initiatives, technical support, and prevention campaigns. In collaboration with the National Coordinating Committee for Combating and Preventing Illegal Migration and Trafficking in Persons (NCCPIM&TiP) and the International Labour Organization (ILO), IOM seeks to develop a new national awareness raising campaign on the topic.

#### **2. OBJECTIVE**

It is within this framework that IOM Egypt, ILO Egypt and NCCPIM&TiP are collaborating to sustain initiatives aimed at preventing trafficking in persons by initiating a public information campaign through a podcast series to raise awareness on the subject which will be disseminated across various communication channels. The main objective of this campaign is recognizing the urgency of the issue and shedding light on the realities of the trafficking crime in Egypt, while raising awareness and educating the public on Trafficking, its forms, existing legal framework and the impact on the survivors. This campaign, titled "*Voices Unheard: Together against Trafficking in Persons in Egypt*" seeks to amplify the voices of survivors, experts, and advocates to foster understanding, empathy, and inspire collective action by reaching a wider audience. With a main target to raise awareness on

#### **3. MAIN TASKS/FUNCTIONS**

The media company will work under the direct coordination with the RDPP management team and its partners.

- The company will work on the production of a podcast series of six episodes to address combating trafficking in Egypt as well as introduce existing ways to prevent the crime from happening. All videos produced must be of the highest quality to adequately represent the organization.
  - The company should make sure that each episode should be approximately max. 30 minutes long and should include a mix of interviews, conversations, and solo reflections to provide diverse perspectives and engage the audience effectively.
  - The company should make sure that the Podcast should be educational and could take different forms i.e. interview, conversational, or solo.
  - The company should ensure that each episode would have a teaser video of 5 to 10 seconds as part of its promotional plan.
- The company should develop a comprehensive video production plan, including script writing, videography, editing, audio mastering, subtitling, format exporting, and archiving raw and edited work, in accordance with IOM standards.
- The company should ensure that all videos are produced to the highest quality standards to effectively represent the organization. The recommended standards are 2160p resolution, with 9:16 aspect ratio and 3840 x 2160-pixel size. Aim for a standard frame rate of 24 or 30 frames per second (fps) for most videos, however, in specific cases frame rate of 60 fps may be required.
- The company should produce video storytelling, including performing all aspects of film, video, digital production including creative direction, production, post-production/editing, casting, location negotiations and adaptation to different languages.
- The company should ensure adequate lighting conditions, whether it's natural or artificial light, to minimize shadows and provide even illumination.
- The company should utilize professional-grade video cameras and advanced editing software to achieve optimal results.
- The company should edit the footage in alignment with the script that has been agreed upon and approved by the IOM focal person, ensuring the production of a professional-quality package, report, or public service announcement (PSA) that meets broadcast standards.
- The company should, when preparing video for distribution on online platforms, use appropriate encoding formats and compression settings to balance file size and video quality. Different platforms have specific requirements.
- The company should record and edit narration or voice-overs as necessary, following the guidance provided by the relevant IOM communication team..
- The company should incorporate subtitles into the video as required, making them easily readable and synchronized with the content in accordance with IOM guidelines.
- The company should conduct thorough audio balancing and ensure compatibility with various formats for broadcasting on the radio, web and social media platforms.
- The company should incorporate appropriate IOM and donor branding and credit IOM, ILO and NCCPIM&TIP as the owners of the produced videos, adhering to the organization's branding guidelines and requirements.
- The company should support IOM with outreach for collaboration with platforms such as Anghami, Spotify as well as YouTube and on the Radio to ensure a wide dissemination of the podcast series.
- The company should support with paid promotion and dissemination through the IOM social media platforms.
- The company should develop a social media plan and content to ensure the proper promotion of the campaign.

- The company should provide regular reports and insights about the impact of the campaign.
- The company should deliver the final products to the full satisfaction of IOM.

#### 4. EXPERIENCE LEVEL REQUIREMENTS

Evaluation Requirements and criteria	Weight
Portfolio in developing audio-visual content that includes promotional videos, video podcasts, and social media campaigns for well recognized organizations	25%
Demonstrated experience of projects undertaken for comparable works (pertaining to development of audio-visual content) undertaken for United Nations Organizations. The company should provide link to the samples of listed works	35%
Demonstrated experience of undertaking content on sensitive topics	10%
Financial proposal	30%

#### 5. Deliverables

The deliverables and a comprehensive timeline will be discussed and agreed on after selection.

#### 6. LANGUAGES

- Arabic and English

### ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:	EG24-037	Date:

#### BIDDER'S DECLARATION OF CONFORMITY<sup>1</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and

<sup>1</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
		satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name:

Title:

Date: