




Date: 03 May 2019

**REQUEST FOR QUOTATION  
RFQ N° UNFPA/LAO/RFQ/19/01**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for production of advocacy videos to celebrate UNFA 50<sup>th</sup> years anniversary and ICPD 25<sup>th</sup> years

|                                |   |
|--------------------------------|---|
| Scope of work:                 | <ol style="list-style-type: none"><li><b>1. Short video up to 3-minute on UNFPA@50 years and ICPD@25 years</b><ul style="list-style-type: none"><li>- Prepare and draft script, edit and finalize script accordingly with UNFPA's inputs and suggestions</li><li>- Compile information, quotes, short clips, photographs provided by communication focal point</li><li>- Record and film new footages when needed</li><li>- Provide voice-over, soundtracks, background music and subtitles</li><li>- Edit draft video and finalize according to comments provided by government partners and UNFPA</li><li>- Included logos and end credit into right format</li></ul></li><br/><li><b>2. Produce an animation video up to 3-minute on Noi's puberty (Noi Part II)</b><ul style="list-style-type: none"><li>- Prepare and draft script, provide storyboard accordingly with UNFPA's inputs and suggestions</li><li>- Provide voice over, soundtracks and subtitles</li><li>- Edit draft video and finalize according to comments provided by government partners and UNFPA</li><li>- Included logos and end credit into right format</li></ul></li><br/><li><b>3. Produce an animation/motion graphic up to 3-5minutes on Laos in 2030 using the finding from LaoDPR2030 Study on demographic trends and social sector requirements</b><ul style="list-style-type: none"><li>- Prepare and draft script based on information provided by UNFPA</li><li>- Create graphics, design to for animation video</li><li>- Consolidated comments and inputs provided by, Govt partners, UNFPA communication and Population and Development Unit</li><li>- Provide voice over, soundtracks and subtitles in English</li><li>- Edit draft video and finalize according to comments provided</li><li>- Included logos and end credit into right format</li></ul></li></ol> <p>All videos first draft will be submitted to UNFPA and government partners for review and comments in order to incorporate comments in the final version.</p> |
| Duration and working schedule: | Starting from <b>24<sup>th</sup> May 2019 until 16<sup>th</sup> November 2019</b><br>Home/studio based work, with potential of travelling to provinces and regularly meeting with UNFPA communication officers to discuss   |

|   |   |
|---|---|
| Place where services are to be delivered:   | UNFPA Lao PDR Office.<br>Ban. Hatsady, Lane Xang Avenue, Vientiane Capital, Lao PDR.  |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):                    | <ol style="list-style-type: none"> <li>1. <b>“UNFPA@50 &amp; ICPD@25”</b> shared first draft with UNFPA by <b>30<sup>th</sup> of May 2019</b><br/>         Second draft after incorporated comments shared with UNFPA by <b>14<sup>th</sup> June 2019</b><br/>         Third draft after incorporated comments shared with UNFPA by <b>21<sup>st</sup> June 2019</b> and with potential of minor changes after.<br/>         Final version is finalized and submitted by <b>28<sup>th</sup> June 2019</b></li> <li>2. <b>“Laos 2030”</b> shared first draft with UNFPA by <b>5<sup>th</sup> July 2019</b><br/>         Second draft after incorporated comments shared with UNFPA by <b>19<sup>th</sup> July 2019</b><br/>         Third draft after incorporated comments shared with UNFPA by <b>26<sup>th</sup> July 2019</b> and with potential of minor changes after.<br/>         Final version is finalized and submitted by <b>31<sup>st</sup> July 2019</b></li> <li>3. <b>“Noi Part II animation”</b> shared first draft with UNFPA by <b>16<sup>th</sup> of August 2019</b><br/>         Second draft after incorporated comments shared with UNFPA by <b>30<sup>th</sup> August 2019</b><br/>         Third draft after incorporated comments shared to UNFPA by <b>13<sup>th</sup> September 2019</b> and with potential of minor changes after.<br/>         Final version is finalized and submitted in by <b>30<sup>th</sup> September 2019</b></li> </ol> <p>All final products will be submitted to UNFPA’s with original files via electronic, CD-ROM or other means (USB, external hard disk and etc.)</p> |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The contractor will be responsible for the quality and timeliness (subject to receiving required inputs from UNFPA and government partners) of the materials  |
| Supervisory arrangements:   | The contractor will report to UNFPA Deputy Representative and will work closely with UNFPA Communication Team.  |
| Expected travel:  | Potential shooting/filming locations in Vientiane, Savannakhet, Bolikhamxay and Bokeo.  |
| Required expertise, qualifications and competencies, including language requirements:               | <p>Filmmaking, Communication, Arts and Design Degree or relevant professional experience more than 5 years.</p> <p>Advanced knowledge and skills in filmmaking, creativity seen as an advantage. Experience working with UN agencies is an asset.</p> <p><b>Languages:</b><br/>Fluency in Lao and English is required.</p>   |



|  |  |
|--|--|
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | UNFPA will <ul style="list-style-type: none"><li>• Monitor and facilitate the progress of the assignment</li><li>• Review and provide comments to the deliverables in timely manner</li><li>• Make payments upon completion and acceptance of each deliverable</li></ul> |
|--|--|

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](#)

#### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above mentioned services. The selected vendor is expected to provide such services, based on specific Terms of References to the vendor.

### II. Questions

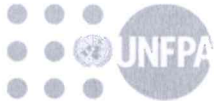
Questions or requests for further clarifications should be submitted in writing to the contact person below:

|                                  |  |
|----------------------------------|--|
| Name of contact person at UNFPA: | <i>Souksavanh Saiyabouth</i>                                   |
| Tel N°:                          | 00856-21-267635  |
| Email address of contact person: | <a href="mailto:Saiyabouth@unfpa.org">Saiyabouth@unfpa.org</a> |

The deadline for submission of questions is **08 May 2019 at 10:00 hrs** (<https://www.timeanddate.com/worldclock/laos/vientiane>). 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 specifications should comply with:
- The bidder shall be required to quote for all items.
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the 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 by e-mail to the contact person indicated below no later than **17 May 2019 at 10:00 hrs** (<https://www.timeanddate.com/worldclock/laos/vientiane>).

|                                  |   |
|----------------------------------|---|
| Name of contact person at UNFPA: | <i>Souksavanh Saiyabouth</i>  |
| Tel N°:                          | <i>00856-21-267635</i>  |
| Email address of contact person: | <i><a href="mailto:Saiyabouth@unfpa.org">Saiyabouth@unfpa.org</a></i> |

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/ LAO/RFQ/19/01 – [Quotation for production of advocacy videos to celebrate UNFA 50<sup>th</sup> years anniversary and ICPD 25<sup>th</sup> years ]**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

#### V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (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

UNFPA shall award a Purchase Order / Work Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

#### 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 goods 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 shipping documents, invoice and other documentation required by 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 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 the Business Unit, **Ms. Mariam A. Khan, Representative** at email address: [mkhan@unfpa.org](mailto:mkhan@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](mailto: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).

  
Vilaykham Lasasimma  
Operations Manager

Date: 3 May 2019



United Nations Population Fund  
Ban Hatsady, Lane Xang Avenue,  
P.O. Box 345, Vientiane, Lao PDR  
Tel: +856 (0) 21 267 777  
Fax: +856 (0) 21 267 799  
[www.lao.unfpa.org](http://www.lao.unfpa.org)

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**PRICE QUOTATION FORM**

**Name of Bidder:**

**Date of the quotation:**

[Click here to enter a date.](#)

**Request for quotation N°:**

**RFQ N° UNFPA/LAO/RFQ/19/01**

**Currency of quotation:**

LAK

**Validity of quotation:**

*(The quotation shall be valid for a period of at least 3 months after the submission deadline.)*

Example Price Schedule below:]

| Price Quotation Form |                            |     |            |                 |             |
|----------------------|----------------------------|-----|------------|-----------------|-------------|
| Item                 | Product Name & Description | UOM | Unit Price | Number of Units | Total (LAK) |
| 1                    |                            |     |            |                 |             |
| 2                    |                            |     |            |                 |             |
| 3                    |                            |     |            |                 |             |
| 4                    |                            |     |            |                 |             |
| 5                    |                            |     |            |                 |             |
| 6                    |                            |     |            |                 |             |
| <b>GRAND TOTAL</b>   |                            |     |            |                 |             |

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/LAO/RFQ/19/01 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.

|                |   |
|----------------|---|
|                | <a href="#">Click here to enter a date.</a> |
| Name and title | Date and place                              |



United Nations Population Fund  
Ban Hatsady, Lane Xang Avenue,  
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Tel: +856 (0) 21 267 777  
Fax: +856 (0) 21 267 799  
[www.lao.unfpa.org](http://www.lao.unfpa.org)

**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

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