



Date: 19 February 2024

REQUEST FOR QUOTATION
RFQ N° UNFPA/LAO/RFQ/24/01

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“[5th Population and Housing Census 2025 Preparation Video Production]”

The Lao People's Democratic Republic is preparing its 5th Population and Housing Census (Lao PHC) in March 2025. The census is a crucial initiative providing essential data on demographics, housing conditions, and socio-economic characteristics of people particularly those in marginalized and deprived areas. The census information will be pivotal in shaping future development plans and policies.

The Lao Statistics Bureau (LSB), in collaboration with UNFPA, and relevant stakeholders is planning to produce a short informative video with an estimated duration of 3-5 minutes on the census preparation, methodology, census management structure, and human resources, census tools and infrastructure, innovation, as well as census budget. This video will be disseminated during the census preparation stages in 2024 and 2025 in different events and forums. The objective of this video is to raise awareness on the status of different phases of census preparation, build trust and share information about the importance and usefulness of the census data for planning and policy-making, encourage collaboration with LSB to ensure quality census and inform the audience about the strengths and challenges of the 5th census in Lao PDR. An informative video also aims to ensure the success of the Lao PHC 2025 and to engage the stakeholders and the public in participating and providing accurate data.

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)

TERMS OF REFERENCE	
Hiring Office:	UNFPA CO in Lao PDR
Purpose:	<p>The Lao People's Democratic Republic is preparing its 5th Population and Housing Census (Lao PHC) in March 2025. The census is a crucial initiative providing essential data on demographics, housing conditions, and socio-economic characteristics of people particularly those in marginalized and deprived areas. The census information will be pivotal in shaping future development plans and policies.</p> <p>The Lao Statistics Bureau (LSB), in collaboration with UNFPA, and relevant stakeholders is planning to produce a short informative video with an estimated</p>



	<p>duration of 3-5 minutes on the census preparation, methodology, census management structure, and human resources, census tools and infrastructure, innovation, as well as census budget. This video will be disseminated during the census preparation stages in 2024 and 2025 in different events and forums. The objective of this video is to raise awareness on the status of different phases of census preparation, build trust and share information about the importance and usefulness of the census data for planning and policy-making, encourage collaboration with LSB to ensure quality census and inform the audience about the strengths and challenges of the 5th census in Lao PDR. An informative video also aims to ensure the success of the Lao PHC 2025 and to engage the stakeholders and the public in participating and providing accurate data.</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>The firm will work under the guidance of the UNFPA Communications & Partnership Unit to produce the “Lao Population and Housing Census 2025 Video” at the pre-production, production to post-production process, in line with UNFPA standards and branding requirements.</p> <p>The firm will be guided by the Lao Statistics Bureau, UNFPA Policy and Census Coordinators and the Census Communication Adviser, particularly on the technical content of the video.</p> <p>The firm will be responsible for planning, filming, and editing videos that could be used for a variety of purposes. The service will include, but not be limited to:</p> <ul style="list-style-type: none"> ● Involve in the pre-production process by developing the story-board, and scripts and planning the video shooting; ● Film videos on set or on location; ● Edit footage in post-production by trimming footage segments and putting together the sequence of the video; ● Input music, dialogues, subtitles, graphics, and effects; ● Ensure logical sequencing and smooth running of the video; ● Implement new editing technologies and industry’s best practices to maximize efficiency; ● Ensure the ethicality of video shooting and collect consent forms; ● Consult with the UNFPA communication team throughout the pre-production, production, and post-production process. <p>All above responsibilities and tasks should be consulted with LSB and UNFPA well in advance at different stages of the video production.</p> <p>Objectives:</p> <ul style="list-style-type: none"> ● Showcase Progress: The video will highlight the advanced preparations underway for Lao PHC 2025, emphasizing the meticulous planning, census management structure, census tools and infrastructure, census human resources and gender dimensions, training and capacity-building efforts for census field staff, census monitoring and quality control, census budget and resource mobilization, census enumeration and data collection methods and period, census testing and pilot, census analysis and reporting etc.

- **Embrace Technology:** Showcase the innovative digital solutions being implemented for Lao PHC 2025, including the use of tablets applications (Computer-Assisted Personal Interviewing - CAPI), online data collection platforms, GIS mapping systems, and advanced data analysis tools.
- **Inform and Engage:** Provide clear and concise information about Lao PHC 2025 as a massive data collection operation in Laos which is integral to any development planning and policy-making, identifying the most vulnerable populations for services and response, covering nationwide population, addressing potential concerns and encouraging participation.

Target Audience:

- Development partners, diplomatic corps, donor community.
- Government officials, policymakers, mass organizations, CSOs and NGOs, etc.
- Educational institutions, academia, research centers and media outlets.

The Video must cover the content below:

- **Opening:** A captivating introduction capturing the significance of the census and its impact on the future of Laos, focusing on the preparation of the 10th National Socio-Economic Development Plan.
- **Preparations:** Showcase the various stages of preparation, including questionnaire development, testing and pilot, logistics, and personnel training.
- **Technology Focus:** Demonstrate the application of digital technologies for data collection, processing, and dissemination, emphasizing benefits like efficiency and accuracy as well as the focus on GIS mapping for census cartography.
- **Benefits and Impact:** Explain how the census data will be used to inform crucial decisions on education, healthcare, infrastructure, and economic development, showcasing concrete examples.
- **Call to Action:** Encourage all sectors and development partners to contribute to the success of the census in Laos and encourage all citizens to participate actively in the census, emphasizing its importance for shaping the future of Laos.

Style and tone:

- **Informative:** Provide accurate and clear information about Lao PHC 2025.
- **Engaging:** Utilize visuals, music, and storytelling techniques to capture the audience's attention.
- **Accessible:** Translate the video into Lao and English are available for accessibility.
- **Positive and Trustworthy:** Build trust and confidence in the census by highlighting its transparency and importance.



Duration and working schedule:	4 months from the start of the contract date which is expected in March 2024 The firm should submit an inception report to UNFPA and LSB for approval.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The final cuts of the videos and any raw footage shall be submitted in electronic copies with consent forms and relevant documents. UNFPA will have a copyright to all videos and footage produced by the firm.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Based on the approved timeline, the firm will regularly report to UNFPA and LSB on work progress during biweekly meetings.
Expected travel:	Travel to provinces may be required.
Required expertise, qualifications and competencies, including language requirements:	<p>Experience: Experience in communication, advocacy, and publicity products, campaigns, and relevant projects. Previous experience with the UN or other international organizations.</p> <p>Languages: Proficient in Lao and English.</p> <p>Competencies: The firm is required to:</p> <ul style="list-style-type: none"> ● Have a great eye for quality and attention to detail; ● Creative mind and storytelling skills; ● Ability to work flexible hours to accommodate event/mission schedules; ● Proven work experience as a videographer with a strong portfolio; ● Solid experience with digital technology and editing software packages; ● Thorough knowledge of timing, motivation and continuity; ● Familiarity with special effects, 3D and compositing; ● Familiarity with tools and approaches of communications for development; ● Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; ● Solid overall computer literacy, including proficiency in various Video editing software (Adobe Premiere pro, final cuts pro, etc.) and email/internet; ● Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; ● Have affinity with or interest in sexual and reproductive health, youth and adolescent, gender equality, population dynamics, volunteerism as a mechanism for durable development, and the UN System. <p>Software and Equipment: The firm must have relevant software and equipment to perform the tasks in the pre-production, production, and post-video production process.</p>



Inputs/ services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The firm will be involved in the initial planning process to discuss the concept, and prepare the scripts, location, angles, and requirements of the video. UNFPA will provide consent forms, branding guidelines, guidance, and technical/quality checks on the video.
Other relevant information or special conditions, if any:	<p>With satisfactory performance, the payment will be made in local currency to the firm’s bank account after the completion.</p> <p>The payment will be based on the price stated in the service quotation submitted by the firm.</p> <p>The payment will be made upon completion of the assignment as below:</p> <ul style="list-style-type: none"> - First installment: 20% upon submission of final storyboard - Second installment: 80% upon submission of the final video clip

III. 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:	Saiyabouth@unfpa.org

The deadline for submission of questions is **23 February 2024 at 16:00 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.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally-constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to perform in the country, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).
- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:



- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- b) Signed Declaration Form, to be submitted strictly in accordance with the document.
- c) 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.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in **Section V above**, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than **Friday, 8 March 2024 at 16:00 hrs.**

(<https://www.timeanddate.com/worldclock/laos/vientiane>)¹.

Name of contact person at UNFPA:	<i>Vongdara Souphanouvong</i>
Email address of contact person:	laos.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LAO/RFQ/24/01 – [5th Population and Housing Census 2025 Preparation Video Production]**. Proposals, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

VII. 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.

VIII. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award a **Purchase Order/ Professional Service Contract** on a fixed-cost basis or ceiling prices basis with duration of months to the Bidder that obtain the lowest-priced technically acceptable offer.

IX. 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.

X. Payment Terms

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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.

XI. 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](#).

XII. 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](#).

XIII. 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 **Dr. Bakhtiyor Kadyrov, UNFPA Representative** at email address: bakhtior@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, Supply Chain Management Unit at supplychain@unfpa.org.

XIV. 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: _____



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/LAO/RFQ/24/01
Currency of quotation:	LAK
Delivery charges based on the following 2020 Incoterm:	Choose an item.
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	Number & Description of Staff by Level	Hourly Rate	Hours to be Committed	Total
1. Professional Fees					
<i>Total Professional Fees</i>					LAK
2. Out-of-Pocket expenses					
<i>Total Out of Pocket Expenses</i>					LAK
<i>Total Contract Price</i> <i>(Professional Fees + Out of Pocket Expenses)</i>					LAK

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LAO/RFQ/24/01 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.

	Click here to enter a date.
Name and title	Date and place

DECLARATION FROM

The undersigned, being a duly authorized representative of the Company represents and declares that:

1.	The Company and its Management ² have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following:	YES	NO
	a. Fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. Corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.	<input type="checkbox"/>	<input type="checkbox"/>

² “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders.



3.	The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6.	The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

Signature:

Date:

Name and Title:



United Nations Population Fund
Ban Hatsady, Lane Xang Avenue,
P.O. Box 345, Vientiane, Lao PDR
Tel: [+856 \(0\) 21 267 777](tel:+85621267777)
Fax: [+856 \(0\) 21 267 799](tel:+85621267799)
www.lao.unfpa.org

Name of the Company:

UNGM N°:

Postal Address:

Email:



United Nations Population Fund
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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](#)