



Date: January 08, 2024

**REQUEST FOR QUOTATION
RFQ N° UNFPA/IND/RFQ/2024/002**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“An agency to provide UNFPA with photography and video services in support of UNFPA’s advocacy and programme communication activities”

This Request for Quotation is open to all legally-constituted organizations that can provide the requested services and have the legal capacity to deliver/perform in the country, or through an authorized representative.

I. About UNFPA

UNFPA is the United Nations sexual and reproductive health agency and has been operating in India since 1974. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled ensuring rights and choices for all.

UNFPA focuses on empowering young people with critical life skills including the provision of sexual and reproductive health (SRH) information and services, ensuring universal access to high quality sexual and reproductive health and rights, and addressing gender discrimination and harmful practices such as gender biased sex selection and early, child and forced marriage. UNFPA leads in supporting the government in using demographic data to understand population dynamics, and to inform public policies and programmes, including those related to ageing. To know more about UNFPA, please click [here](#).

Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

The India Country Office is now in its 10th Country Programme (CP-10). CP-10 envisions an India where every woman and young person, including those from the most vulnerable groups, enjoys gender equality, fully realizes sexual and reproductive health and reproductive rights, and fully contributes to sustainable development. Guided by the new UNFPA Strategic Plan, 2022-2025, the Programme of Action of the International Conference on Population and Development (ICPD) and the 2030 Agenda for Sustainable Development, the new country programme will galvanize efforts to end preventable maternal deaths, unmet need for family planning, and gender-based violence and harmful practices, including in humanitarian situations. 17. The country programme was developed in consultation with national and State governments, civil society, United Nations organizations and other stakeholders, including women and youth-led organizations, based on the principles of inclusion, human rights and gender equality.

In this context, the contracted Photographer and Videographer will play an active role in documenting UNFPA India’s on- ground work and events in Delhi/NCR, and UNFPA’s 4 focus states namely Bihar, Madhya Pradesh, Odisha, Rajasthan (across their correlating priority districts and anywhere else as required by the contracting



office) . The contractor will capture creative and compelling photographs and videos which engages audiences in a dynamic, interactive and meaningful way and sparks conversations around issues related to UNFPA's three transformative results:

- **Ending preventable maternal death**
- **Ending unmet need for family planning**
- **Ending gender-based violence and harmful practices**

The selected photographs and videos will be used for UNFPA's advocacy and communication purposes and be published in various publications, reports, websites, presentations, merchandise, and communication for development campaign materials, and will be owned by UNFPA for perpetuity.

Details of the Assignment

- The contractor will provide digital photographs and videos for production of human interest stories, social media materials, campaigns, events, high-level visits, and website content on an as-needed basis.
- Photographic and video services will be required throughout the year, on an as-needed basis.
- The contractor must have rich experience in the specified field including having her/his own photographic and video equipment (cameras, lenses, lights, filters, tripods, mics), as well as photo and video-related editing and finishing software.
- Service provision will include field trips to UNFPA project sites within the State and communities in which UNFPA is present to capture impact in various settings and on occasions specialized conceptual photos and videos.
- In addition to supplying photos and videos (including raw photos, rushes and unmixes), the contractor will also be required to submit photo and video captions.
- The captions should include names of subjects included in the photo/video, their age, institution and location, and description of the photo/video.
- On assignment for UNFPA, the contractor is expected to show appropriate sensitivity towards the people they are photographing and filming
- The contractor is also required to follow UNFPA photography and video standards and to comply with UNFPA policies and procedures, including Policy on Conduct.
- The contractor will obtain the relevant written consent for photographs and videos usage from concerned people/authorities.

Deliverables:

When on assignment, the contractor will be expected to deliver the following services (minimum):

- Within five days of shooting for the purposes of providing photos/videos for publications, promotional materials, website or campaigns, a complete set of images/videos (min 100 images and 5 Videos are expected to be delivered per day of work), saved chronologically. In addition, an edited set of 25 treated photos/videos (Subject to change in Requirement)
- All digital photographs and videos must contain complete caption information in "file info" and separate word format captions list. Caption information should consist of: date, place, subject names and age, and brief description of the situation photographed
- All deliverables to be submitted electronically. All products developed by the candidate will become the property of UNFPA.
- All materials to be transferred electronically (all rushes, unmixes and raw files)



Place where services are to be delivered:

The candidate will be required to travel across UNFPA's focus states, and anywhere else as required on a need-basis. S/he will be eligible to visit the UNFPA Country Office in Delhi and UNFPA State Offices (namely Patna, Bhubaneswar, Jaipur and Bhopal and their correlating districts) when required.

Costs for any necessary, pre-approved travel will be borne by UNFPA as per the travel guidelines.

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:

UNFPA in-house professionals will provide the necessary technical support.

UNFPA will regularly communicate with the contractors and provide feedback and guidance and necessary support to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

UNFPA will provide the contractors with:

- Basic information on the projects (reports, earlier developed human stories, UNFPA-branded pictures)
- Branding and other UNFPA guidelines on videos
- Suggestions on the most suitable project sites, stories and relevant contacts.

Qualification Requirements

- Demonstrated minimum of 8 years' experience as professional photographer and videographer.
- Good knowledge of technical requirements and settings for taking photos in various settings (i.e., Outdoor, indoor, portraits, group activities, communities, field level etc.) is expected.
- Experience covering social, humanitarian and development subjects will be an asset.
- Experience with UNFPA and /or other UN agencies and INGOs will be an asset.
- Knowledge on ethical standards in reporting on issues related to women and girls will be an asset.
- A creative mindset and the ability to complete tasks efficiently and handle tight deadlines.

Technical Proposal to be submitted with the following:

Interested individuals will submit a Technical Proposal, with description of their experience, as well as a portfolio of previous works. All candidates who will accumulate the minimum points required for technical qualification will be included in the UNFPA India roster of photographers and videographers and contacted for services on an as needed basis.

Structure of the Technical Proposal

The Technical Proposal should include, but not be limited to, the following:

- Short profile, including CV, diplomas, certificates of photography-related studies
- Detailed individual portfolio showcasing range of work (i.e. outdoor, indoor conferences, portraits, group activities, short films) with links to specific sites/media outlets/publications where the works have been published;
- A description of production capabilities: photographic, video and editing equipment for taking quality images and videos in studio and outdoors, including related hardware and software to manage images;



Copyrights and Utilization Rights:

The copyright of all photo and video materials produced (raw and edited) taken during the assignment will belong to UNFPA India.

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>Lalit Madan</i>
Email address of contact person:	madan@unfpa.org

The deadline for submission of questions is 11th January 2024. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

III. Content of quotations

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

- Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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.

IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III 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: **Monday, 22nd January 2024.**

Name of contact person at UNFPA:	<i>Bids India</i>
Email address of contact person:	Bids.india@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/IND/RFQ/2024/002– “An agency to provide UNFPA with photography and video services in support of UNFPA’s advocacy and programme communication activities”**. 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.

V. Overview of Evaluation Process

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

Technical Evaluation

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below. Criteria	[A] Maximum Points	[B] Points attained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Experience in Photography and Videography Documentation especially at the field level	100		30%	
Experience working with the development sector and UN agencies and /or related fields	100		20%	
Ownership of latest equipment and software for photography and videography	100		20%	
Submission of showreel with high-impact photography and videography work	100		30%	
<i>Grand Total All Criteria</i>	500		100%	

The following scoring scale will be used to ensure objective evaluation:

Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted	Points out of 100
Significantly exceeds the requirements	90 – 100
Exceeds the requirements	80 – 89
Meets the requirements	70 – 79
Partially meets the requirements	1 – 69
Does not meet the requirements or no information provided to assess compliance with the requirements	0

Financial Evaluation

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided



in the RFQ. All other price quotes will receive points in inverse proportion according to the following formula:

Financial score =	Lowest quote (\$)	X 100 (Maximum score)
	Quote being scored (\$)	

Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

Total score = 70% Technical score + 30% Financial score

VI. Award Criteria

In case of a satisfactory result from the evaluation process, UNFPA intends to award Three years LTA to the Bidder(s) that obtain the highest total score.

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 services 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 invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in 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 treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint directly to the Chief, Procurement Services Branch at procurement@unfpa.org.

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. Andrea M. Wojnar, UNFPA Representative and Country Direct Bhutan office at adiagne@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.

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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N^o:	UNFPA/IND/RFQ/2024/002
Currency of quotation:	INR
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (INR)
1	Pre-Production	8 hours /4 hours			
2	Travel Days Racee	8 hours /4 hours			
3	Location Hire	8 hours /4 hours			
4	Equipment Hire	8 hours /4 hours			
5	Casting (if required)	8 hours /4 hours			
6	Shoot Days	8 hours /4 hours			
7	Postproduction (including Music & voiceover)	8 hours /4 hours			
8	Travel for shoot	8 hours /4 hours			
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IND/RFQ/2024/002 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



**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](#)