Date: *December 17, 2020*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/FIJI/RFQ/2020/008

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Production of Radio Stories and Talk Back Campaign on SRHR”.**

UNFPA requires the provision of two units of 15-minute radio story and Talkback campaign highlighting sexual and reproductive health and rights issues focusing on young people in TC Harold affect areas.

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.

1. **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 a healthy sexual and reproductive lives. To read more about UNFPA, please go to: <http://pacific.unfpa.org>

1. **Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

* + - **Background information**

On 6 April 2020 at 1pm local time, Tropical Cyclone (TC) Harold intensified to a Category 5 as it made landfall in Vanuatu passing over the two largest islands of Santo and Malekula. TC Harold became the most powerful cyclone in the Pacific in at least two years with wind gusting as high as 235km/h. Based on initial satellite images, TC Harold brought substantial damage to infrastructure, communication, and utilities. Penama and Sanma provinces are the most affected. The Government estimates that TC Harold has directly affected 166,000 individuals, representing almost 81% of the population in the country. Five deaths have been reported. 126,316 people are sheltered in different sites across three provinces: 53,344 people situated in Sanma, 32,055 in Penama, and 40,917 situated in Malampa province. 71 health facilities are destroyed nationwide which is around sixty percent of the main health facilities in the country. Based on initial satellite images, 50% of Santo has been affected with 80% of households severely damaged or destroyed, and 50% of health facilities severely damaged or destroyed. In Pentecost Island, two thirds of the island have been affected, with 80% of households severely damaged or destroyed, and an estimated 80% of health facilities severely damaged or destroyed. 30% of Ambae Island has been affected. In North Ambrym, 40% of households have been severely damaged or destroyed, with 100% of health facilities being severely disrupted or damaged. Based on government estimates of the affected population, there are 40,000 women affected in Vanuatu that are currently of reproductive age, of whom 2,983 are currently pregnant and will require medical assistance for safe delivery. Only two hospital units in Vanuatu can provide C-sections, in Port Vila and Loganville. The Loganville hospital has been affected by the cyclone, impacting maternity services. Referrals have been affected by transport disruption with roads impassable, damaged bridges, jetty’s damaged and flights suspended. Of the facilities assessed by the Ministry of Health Emergency Operations Center as of 18 April, 45% have no oxytocin injections available for the lifesaving prevention and treatment of postpartum hemorrhage and 43% have no contraceptives available.

CERF has provided rapid response funding to UNFPA to provide life-saving SRH services in TC Harold affected Islands. Within this funding, a budget line to develop IEC materials have been developed to sensitize the public on the impact of emergencies on the SRHR of women and young people.

* + - **Development objective(s)**

To develop information/ communication materials that can be used to sensitize the public on SRHR issues in humanitarian settings.

The immediate objectives(s)

To develop two pieces radio scripts/ stories at 15 minute airing duration in the local language to highlight SRHR issues of women and young people in TC Harold affected areas.

* + - **Output/deliverable(s) and requirements**

2 units of 15-minute radio stories and scripts on SRHR issues of women and young people in emergencies with COVID-19 key messages and Talkback campaign.

Talkback campaign (a series of 4x 1 hour in studio with guests and hosts)

* Activities

Consultations with MoH and CSOs such as Vanuatu Family Health Association on Development of radio scrips, Post production and editing

* Inputs

Vanuatu TC Harold Sit Reps

UNFPA Sit Rep

* Timing/ Schedule

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Kunal Lal* |
| Tel Nº: | *+679 3230732* |
| Fax Nº: | *+679 3312785* |
| Email address of contact person: | [*klal@unfpa.org*](mailto:klal@unfpa.org) |

The deadline for submission of questions is [Monday 21st December, 5.00pm, Fiji Time]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal, in response to the requirements outlined in the service requirements / ToRs.
2. 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.

1. **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, and are to be sent by email to the address indicated below no later than: ***Wednesday, 23rd December 2020 at 5:30 PM Fiji Time***

|  |  |
| --- | --- |
| Secure Email address : | [psro.bidding@unfpa.org](mailto:psro.bidding@unfpa.org) |

Please note the following guidelines for electronic submissions to UNFPA PSRO dedicated email address:

* Do not submit your proposal to any other e-mail address than [psro.bidding@unfpa.org](mailto:psro.bidding@unfpa.org), or your proposal will be disqualified.
* The following reference must be included in the email subject line: RFQ Nº UNFPA/FIJI/RFQ/2020/008– “Production of Radio Stories and Talk Back Campaign on SRHR”. 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.
* When submitting electronic offers, Bidders will receive an auto-reply acknowledging receipt of the **first** email. Should you offer require to submit more than one email, in the body of this first email, bidders are requested to list the number of messages, which make up their technical offer and the number of messages, which make up their financial offer. If you do not receive any auto-reply for the first email from UNFPA’s email system, please inform Ram Dahal, Operations and Quality Assurance Analyst at: [dahal@unfpa.org](mailto:dahal@unfpa.org) .
* 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.

1. **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.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order for the printing services to the bidder that obtain the lowest-priced technically acceptable offer.

1. **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.

1. **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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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. Jennifer Butler, UNFPA PSRO Director and Representative at butler@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).

1. **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 Nº:** | UNFPA/FIJI/RFQ/2020/008 |
| **Currency of quotation:** | Vanuatu Vatu |
| **Delivery charges based on the following 2010 Incoterm:** | DAP |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

Example Price Schedule below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Quantity | UOM | Cost  per unit | Total |
| 1. **Production of Radio Stories on SRHR** | | | | | |
| a. | 15-minute radio stories and scripts on SRHR issues of women and young people in emergencies with COVID-19 key messages | 2 units  (15 Mins Each) | EACH |  |  |
| b. | Talkback campaign (a series of 4 x 1hour in studio with guests and hosts)   * Activities   Consultations with MoH and CSOs such as Vanuatu Family Health Association on Development of radio scrips, Post production and editing   * Inputs   Vanuatu TC Harold Sit Reps  UNFPA Sit Rep   * Timing/ Schedule | 4 units  (1 Hour Each) | Each |  |  |
| ***Total Price (VATU)***  *(Production of Radio Stories and Talk Back Campaign on SRHR)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/FIJI/RFQ/2020/008 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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)