



Questions & Answers referring to RFQ N° UNFPA/LKA/RFQ/19/03 based on questions received by suppliers by 4.00 p.m. on Sunday, 16 June 2019 (Sri Lanka time)

1. *What is the type of video that is required: 3D, 2D, or a live footage video?*

If your agency has the capacity to provide both types of videos, please share two separate quotes for 2D and live footage videos. If not, please specify the type of video that your agency is proposing for the project.

2. *Does UNFPA have a budget allocation for this project?*

The total maximum amount UNFPA has allocated for this project is USD 14,000. As mentioned in the RFQ, the selection will be based on a technical and financial evaluation.

3. *Who will select the schools to be targeted?*

This project will focus on the conceptualizing, production, and development of the videos, which should be applicable to 14-15 year old students in all national schools in Sri Lanka. As this project is delivered in collaboration and support from Government entities, the dissemination of the content will be managed by the Government entities.

4. *We have documents to submit with the RFQ that are larger than 20MB. Can we handover these to your office?*

Please upload the files to an external link and share the URL in the email along with all your submission documents. If you there are additional documents that cannot be submitted through email, kindly refer to this in the email and hand over the documents in a sealed envelope with the RFQ Reference No., addressed to Ms. Geetha Fernando, UNFPA, 202, Baudhaloka Mawatha, Colombo 7 before 11am on Monday, 24 June 2019.

5. *Will UNFPA provide input to the script?*

The current stage is only the selection process for the supplier / video provider. Once the supplier has been selected through the evaluation process, UNFPA and other partners will work closely with the supplier to finalize the scripts.

6. *How do we submit the technical evaluation?*

Refer to page 5 of the RFQ, which states the criteria for the technical evaluation. Please submit a company portfolio that will include sufficient details and information for UNFPA to evaluate your company, based on the criteria for the technical evaluation.

7. *How do we submit the financial evaluation?*

Refer to page 8 of the RFQ. Please complete the form accordingly for submission of the financial details. Quotations submitted in any another format will not be considered.

8. *What are the filming locations?*

Filming locations have not yet been confirmed; however, for costing purposes, please assume that all filming will take place within Colombo.

9. *Is there a particular script approach that is preferred?*

At this stage, the creativity is completely at the supplier's discretion. We will review the creativity, as it is a criteria as part of the technical evaluation, and select a supplier based on the evaluation. Therefore, if you have different script approach ideas, suppliers are encouraged to submit all of them as options to be considered during the technical evaluation.

Deadline for submission: Monday, 24 June 2019, 11.00 a.m. (Sri Lanka Time)

Submissions should be emailed to srilanka.office@unfpa.org with the RFQ reference number UNFPA/LKA/RFQ/19/03 stated in the email subject line.
