Date: 04th June 2021

**REQUEST FOR QUOTATION**

**RFQ Nº UNFPA/LKA/RFQ/06**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Radio air time on three radio channels to raise awareness on issues pertaining to the UNFPA mandate targeting key International Days.**

UNFPA requires the provision of Radio airtime on three channels targeting English, Sinhala and Tamil speaking audience to publicize key messages pertaining to the UNFPA mandate within the year 2021. This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Sri Lanka, or through an authorized representative.

**About UNFPA**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2018-2022), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 visit: UNFPA about us

**II – Service Requirements/Terms of Reference (ToR)**

**Objectives and scope of the Services**

* Background information:

UNFPA Sri Lanka in its bid to ensure every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled is looking to procure radio air time to raise awareness on messages pertaining to the three strategic goals of Zero Maternal Deaths, 2. Zero Unmet Need for Family Planning and 3. Zero harmful practices against women and girls on 10 days during the year 2021. The services will be required by the radio channels to highlight key issues pertaining to the above issues on specific UN commemorative days.

**Key Objective:** Raising awareness on gender and reproductive health related issues in line with UNFPA’s work in Sri Lanka and world over key messages pertaining to the UNFPA mandate targeting International Observance Days

**Specific Objectives:**

**Target group:** General Public

**The selected agency will be responsible for the following:**

**Scope of work:**

1. Providing air time on English, Sinhala and Tamil channels on 10 days identified within the period of June – 1st December 2021. Covering 6 week days and 4 weekends
* English Channel
	+ 5 x 15-30sec live DJ endorsements on the topic per day
	+ Live chats with listeners
	+ 01 x 03-minute Live interview
	+ Monitor and report back to UNFPA on listener feedback and other statistics per day
* Sinhala Channel
	+ 5 x 15-30sec live DJ endorsements on the topic per day
	+ Live chats with listeners
	+ 01 x 03-minute Live interview
	+ Monitor and report back to UNFPA on listener feedback and other statistics per day
* Tamil Channel
	+ 5 x 15-30sec live DJ endorsements on the topic per day
	+ Live chats with listeners
	+ 01 x 03-minute Live interview
	+ Monitor and report back to UNFPA on listener feedback and other statistics per day
1. Summary report at the end every 6 days with relevant clippings specifying circulations/coverage figures.

**Time Frame:**

The tasks under these Terms of Reference expected to be fully accomplish by 1st December 2021 (tentative date and depending on the contract signature date).

 Vendor proposals should provide a substantiated and realistic timeline for the entire assignment.

**Payment conditions:**

The payment will be done in accordance with the price agreed at the time of signing of the contract. The payment will be done in Sri Lankan Rupees.

**Requirements and qualifications:**

UNFPA seeks a service provider offering Air time on 10 identified international days within the period of July to 1st December 2021. The most competitive organization based on the benefits offered will be considered as based on a competitive process.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Kenosha Kumaresan* |
| Tel No.º: | *0774177837* |
| Email address of contact person: | *kumaresan@unfpa.org* |

The deadline for submission of questions is 10th June, 2021, 10:00 am, Sri Lanka 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 TOR.
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 indicated below no later than Monday, 21st June 2021, 4:00 pm, Sri Lanka Time*.*

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | Lk-procurement@unfpa.org |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: **RFQ Nº UNFPA/LKA/RFQ/21/06** 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.
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 a pre-determined evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes in accordance with the evaluation criteria below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **[A] Maximum Points** | **[B]****Points attained by Bidder** | **[C]****Weight (%)** | **[B] x [C] = [D]****Total Points** |
| Technical approach and level of understanding of the overall concept  | 100 |  | 20% |  |
| Work plan/time scales given in the as per proposal and its adequacy to meet the project objectives  | 100 |  | 20% |  |
| Profile of the Company and breakdown of key programme ratings/ranking and listenership figures | 100 |  | 20% |  |
| Samples and evidence of past work done on similar work to advocate on social issues  | 100 |  | 25% |  |
| Quality of technical proposal (clarity, language, compliance with requirements etc.) | 100 |  | 15% |  |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The first page of the technical proposal should list out the table of content as follows:

**Technical proposal - Table of content**

**Description Page number**

01. Introduction to the Organization - Company profile 01

02. Technical approach and level of understanding of the overall concept

03. Work plan/time scales given in the as per proposal and its adequacy to meet the project objectives

04. Profile of the Company and breakdown of key programme ratings/ranking and listenership figures

05. Samples and evidence of past work done on similar work to advocate on social issues

06. Annexures (Company registration, recently audited accounts statement, photos)

The following scoring scale will be used to ensure objective evaluation of the technical proposal:

|  |  |
| --- | --- |
| **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 quotation. 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 |

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Professional Service Contract on a fixed-cost basis with duration of a year to the Bidder(s) 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 Country Office Ritsu Nacken, Representative at nacken@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.

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/LKA/RFQ/21/68 |
| **Currency of quotation:** | LKR |
| **Delivery charges based on the following 2010 Incoterm:**  | Choose an item. |
| **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 | Number & Description of Staff by Level | Unit cost | No. of units | Total |
| 1. Production cost/ Air time
 |
|  |  |  |  |  |  |
| *Total* Production cost/ Air time *Fees* | LKR |
|  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | LKR |
| ***Total Contract Price*** *(Professional Fees + Out of Pocket Expenses)* | LKR |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/LKA/RFQ/21/06 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)