Date: 09 October 2020

REQUEST FOR QUOTATION

RFQ Nº UNFPA/LKA/RFQ/20/17

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Media air time on a Sinhala Television Network to raise awareness on**

**Sexual and Gender-Based Violence**

UNFPA requires the provision of Media airtime on a Sinhala Television Network to raise awareness on Sexual and Gender- Based Violence. 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.

1. **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 go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Terms of Reference (ToR)**

**Background**

Violence against women and girls (VAWG) is one of the most oppressive forms of gender inequality and stands as a fundamental barrier to equal participation of women and men in social, economic, and political spheres.

Such violence impedes gender equality and the achievement of a range of development outcomes. VAWG is a complex and multifaceted problem that cannot effectively be addressed from a single vantage point. The prevention of, and response to, such violence requires coordinated action across multiple sectors.

Earlier this year the spread of the virus forced countries to go into lockdown and evidence indicated that tensions rose within households due to forced coexistence, economic stress, lack of basic needs and fears about the virus. This also led to an increase in the cases of domestic violence. Additionally, the overcrowded urban settings, restriction on movement, closure of help centers, the diversion of resources and the overwhelming burden of service providers can and has neglected other equally essential lifesaving services.

As Sri Lanka approaches the possibility of the second wave, the shadow pandemic of gender based violence is brought to the fore front yet again. Even before COVID-19 existed, domestic violence was already one of the greatest human rights violations. Humanitarian emergencies and epidemics compound existing gender inequalities, increasing harm and risks to women and girls and those with disabilities and the elderly. Further given the reproductive role of women and girls the burden of care also exposes them to greater risk of contracting the virus.

**Objective**

The objective of this television documentary/ news material will be to ensure that the protection and health wellbeing of women and girls are placed at the center of the response and essential services are provided and community response mechanisms are alerted to the issue of Domestic Violence. As global evidence indicates the lack of support services for domestic violence will lead to fatal consequences. It also hopes to encourage help seeking (reporting) behaviour by women and girls.

**Deliverables**

* 4x 60 minute programmes covering four different implications of Sexual and Gender based violence (for example; legal framework, impact on the individual etc)
* Each 1 hour programme to be telecast twice a week / weekend and weekday
* 10 documentary type snippets
* 3 snippets to be telecast each day for a period of one week
* All content both programmes and interviews to be uploaded on the YouTube channel of the Media Organization to ensure maximum reach

UNFPA will provide details of the potential interviewees and key questions/discussion points to moderate the interview where needed

**Reporting Back to UNFPA**

The Media Network is to report back on the ratings of each programme with details of viewership

**Indicative time frame**

The campaign will run during the 16 days of activism - 25th November – 10th December

**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 currency: Sri Lankan Rupees. Where two currencies are involved, the rate of exchange shall be the United Nations Operational Rate of Exchange on the day UNFPA instructs that payment(s) be effected (web: www.treasury.un.org).

**Proposal evaluation**

The detailed evaluation of the quotations will consist of expertise (technical) evaluation and financial evaluation.

**II. Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Sharika Cooray* |
| Tel Nº: | *+94777576400* |
| Email address of contact person: | *cooray@unfpa.org* |

The deadline for submission of questions is October 14, 2020, 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, with evidence submitted in accordance with the technical evaluation criteria

The Technical Bid must be submitted by electronic method of transmission at the email address indicated in the section IV

1. Submission of examples of previous work in similar capacity
2. Price quotation, to be submitted strictly in accordance with the price quotation form

Language of the proposal – English

1. **Separate Technical Proposal and Financial Proposal should be submitted in pdf format and** be signed by the bidding company’s relevant authority
2. **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 Wednesday, 21 October 2020, 4:00 pm, Sri Lanka Time*.*

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Geetha Fernando* |
| Email address of contact person: | [Lk-procurement@unfpa.org](mailto: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/20/17 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, compliance of the requirements and level of understanding of the objectives of the project | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the objectives of the assignments | 100 |  | 20% |  | |
| Specific professional experience and demonstrated expertise relevant to the assignment (CVs should be attached)  Composition of the team:  o   Team leader – 50  o   Team member – 30  o   Other team members - 20 | 100 |  | 20% |  | |
| Profile of the company, relevance to the Project, experience of collaboration with UN agencies | 100 |  | 25% |  | |
| Samples, evidence of the similar documentary type snippets, interviews and similar media works | 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. Composition of the team, distribution of tasks and their CVs addressing specific experiences and expertise relevant to the assignment

03. Objectives, technical approach, methodology and time frame

04. Details of the similar engagements/experiences (please attach photos as annexures)

05. 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 one month 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](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/LKA/RFQ/20/17 |
| **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 | Quantity | Unit cost | No. of units | Total |
| 1. Content creation and design | | | | | |
| 1.1 |  |  |  |  |  |
| 1.2 |  |  |  |  |  |
| 1.3 |  |  |  |  |  |
| 1.4 |  |  |  |  |  |
| 1.5 |  |  |  |  |  |
| (Insert more rows above this row as required) | | | | | |
| *Sub total* | | | | | LKR |
| 2. Production of creative content for Media and Publicity, animations, videos, adverts, etc. | | | | | |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
| 2.4 |  |  |  |  |  |
| 2.5 |  |  |  |  |  |
| (Insert more rows above this row as required) | | | | | |
| *Sub total* | | | | | LKR |
| **TOTAL (Subtotal 1+2)** | | | | | **LKR** |
| *VAT (8%) not exempt* | | | | | LKR |
| *NBT (1%) exempt* | | | | |  |
| ***Grand Total*** | | | | | 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/20/17 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)