



Date: 26 July 2021

REQUEST FOR QUOTATION RFQ N° UNFPA/THA/RFQ/21/002

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Stock of photos and videos for UNFPA Thailand”

UNFPA requires the provision of the production of stock photos and footages, and short videos showing the areas of work and human stories related to UNFPA’s mandate and achievements in Thailand for the past five years, as specified in the Term of Reference (ToR).

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

I. 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 healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

II. Service Requirements/Terms of Reference (ToR)

Objectives and scope of the Services

Background:

UNFPA Thailand is in its last year of the 11th Country Programme cycle (2017-2021). The Country Programme Evaluation shows that it has achieved in upholding the International Conference of Population and Development (ICPD). In the meantime, it is now in the process of developing the 12th Country Programme Document (CPD) of Cooperation with the Kingdom of Thailand for a five-year period (2022 - 2026) to support the national priorities of the Royal Thai Government through key two key frameworks: the 13th National Economic and Social Development Plan and a new UN Sustainable Development Cooperation Framework (UNSDCF) 2022 – 2026. The direction of the implementation will be also in line with UNFPA’s mandates in achieving the three transformative results under its Strategic Plan (2018-2021) and the SDGs.

Rationale:

To support the production of Good Practices of UNFPA’s 11th programme cycle in Thailand, UNFPA, the United Nations Population Fund, is looking for a company to provide professional photography and filming to produce stock photos and short videos showing the areas of work and human stories related to its mandate and achievements.

These stock photos and short video footages will be used in both internal and external communications materials including publications, websites and newsletters. They may also be used by the media and other partners on request as a resource to portray the work of UNFPA in Thailand. The assigned company and its photographer & videographer will have to follow the UN photography guidelines in the assignment, which will be provided by UNFPA.

Purpose: To produce stock photos and footages showing the areas of work and human stories related to UNFPA’s mandate and achievements in Thailand for the past five years.

Objectives:

1. To take photos and footages showing the areas of work and human stories related to UNFPA’s mandate and achievements in Thailand for the past five years.
2. To produce stock photos and short videos showing the areas of work and human stories related to UNFPA’s mandate and achievements in Thailand for the past five years.

Scope and Timeframe of work: 42 days

1. Take photos demonstrating the key programme achievements and advocacy under the 11th CPD and foreseen in the 12th CPD: 25 days

Issue	Subject in the photography	Location and duration of photographing
1. Sexual and reproductive health and rights for girls and women with disabilities	girls and women with 2-3 types of disabilities (physical, vision, hearing impairment, autism, mental and intellectual disability)	Within Thailand, 6 days (suggested by UNFPA’s partners)
2. High adolescent pregnancy in the ethnic youth	Ethnic youth, especially adolescent girls	Chiang Mai and/or Chiang Rai, 4 days (suggested by UNFPA’s partners)
3. Types of family reflecting fertility choices in Thailand	Focusing on girls & women in <ul style="list-style-type: none"> • three-generation family; • parents and child; • husband and wife without children; • one-person household; • single-parent family; • skipped-generation family; • unrelated household 	Urban and rural areas, 7 days
4. Intergeneration society in which the young and ageing population interact	Young and ageing population	Urban and rural areas, 4 days
5. Gender-based violence to women and adolescent girls	women and adolescent girls with individual privacy sensitised in the pictures.	Urban and rural areas, 4 days

2. Take photos and footages demonstrating achievement of the “Safe birth for All” project (funded by Reckitt): 12 days (4 days of photographing; 8 days of filming)

Issue	Subject in the photography	Location and duration of photographing
6. Photos: Safe birth for all	Health personnel (nurses, community health volunteers, community health champions) interacting with or taking	Project sites (Provinces: Mae Hong Son, Chiang Mai, Tak), 2 days



7. A short video: Safe birth for all	care of ethnic pregnant women living in remote areas.	4 days
8. Photos: Safe birth for all	Pregnant women living in remote areas	2 days
9. A short video: Safe birth for all	seeking/ accessing health facilities for maternal care services (post-natal, ante-natal and birth delivery).	4 days

3. Edit photos into stock photos with informative captions and footages into short videos: 5 days

Important note to the company, photographer and videographer:

- Photograph and/or film the subjects in each relevant issue, with specification as follows: horizontal and vertical photos of same subjects; dramatic angles; close-up, midrange and wide angle shots.
- Please note: To photograph and/or film children under 18 years old, parental or guardian consent must be sought. UNFPA will provide the photographer with a blank UNFPA consent form to be filled by the subjects, in compliance with UNFPA photo & visual release guidelines.
- The photographer would be requested to identify some of the places to visit in order to capture various issues listed in the deliverables.
- The photographer is requested to ask permission when photographing or filming the persons or situations described under the deliverables.

Deliverables:

1. Submission of detailed work plan by 3 days after the contract.
2. Submission the sets of digital images on Google cloud together with caption in two timeframes: by mid-September and end of mid-November 2021
3. At least 400 high quality photographs from all the project sites in high resolution jpeg (300 dpi at 2610 x 3900 pixels) photos, and the same selection in lower resolution (1000 pixels) for uploading on websites.
4. Caption each photo or photo set with specific details such as the location taken, name of the person relevant to the story, activity and any other relevant information. All digital photographs must contain complete caption information in “file info” and separate word format captions list. Caption information should consist of: date, place, subject names, age, and brief description of the situation photographed.

Important note: The identity of persons taken in the photos are only for internal use by UNFPA. The company, the photographer and videographer are legally not allowed to share it to the third parties and publicly.

5. Submission of footages in raw files and two-three short video files via Google cloud.

Note: The copyright for all photos and footages belongs to UNFPA.

Qualifications:

- At least 5 years’ experience in photography and producing short documentary videos
- High level of creativity and initiative
- Previous experience in taking photos for similar purposes or activities is considered an advantage
- Work experience with UNFPA or other UN agency is an asset.
- Respect diversity in gender, culture and socio-economic status.
- Ability to work with a diverse nature of teams, and deliver to deadlines.



III. Questions

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

Name of contact person at UNFPA:	<i>Doungdao Songphanich</i>
Email address of contact person:	<i>thailand.office@unfpa.org</i>

The deadline for submission of questions is Tuesday, 3rd August 2021 at 16:00 hours, Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Content of quotations

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

a) **Technical proposal**, in response to the requirements outlined in the service requirements / TORs. The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- Company's Corporate Profile:
Profile of the service provider
 - Location of offices
 - Summary of corporate structure and area of specialization including company registration certificate.
 - Detail Experience with accreditations.
 - Number and type of employee.
 - Company commitment to equality and inclusion
 - A description of who will be assigned to the team and how they will manage the project. CVs or portfolio on the staff assigned to the project must be included as well as roles, responsibilities and reporting lines of all staffs.
 - Ownership of software and equipment
- In their technical proposal, the service provider must present a diverse, innovative portfolio that demonstrates required service skills in the areas listed above.
- In their technical proposal, the service provider must provide a sample portfolio of previous work (1 sizzle reel) that represents a strong portfolio of video and photography work. Proposal without sample portfolios will not be considered.
- In their technical proposals, the service provider shall also provide the details of its management approach to a project including the process and methodology.

b) **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.

V. 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 email address for bid submission at thailand-bid tender@unfpa.org no later than: **Tuesday, 10th August 2021 at 16:00 hours. Bangkok Time.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ № UNFPA/THA/RFQ/21/002 – Photos and videos**. 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.

VI. 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
Company profile: Experience and expertise of the company, including the ownership of software and equipment, and it's commitment to UNFPA values of equality.	100 (At least 5 years' experience in photography and producing short documentary videos)		20%	
Company profile: The quality and capacity of key Staff, including balanced gender representation.	100 (Solid training, education and experience in filmmaking)		20%	
Process: An adequate approach to the videography/photography and post-production, such as a creative and collaborative process for storyboarding.	100 (A collaborative and strategic approach)		10%	
Portfolio: A creative, diverse and innovative portfolio that meets the needs of the TOR.	100 (Pushes boundaries in terms of creativity and diverse in nature, published in major media outlets)		50%	
Grand Total All Criteria	400		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 quotation. All other price quotes will receive points in inverse proportion according to the following formula:

$$\text{Financial score} = \frac{\text{Lowest quote (THB)}}{\text{Quote being scored (THB)}} \times 100 \text{ (Maximum score)}$$

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.

$$\text{Total score} = 70\% \text{ Technical score} + 30\% \text{ Financial score}$$

VII. 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 to the Bidder(s) that obtain the highest total score.

VIII. 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.

IX. 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.

X. 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](#).

XI. 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](#).

XII. 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 Mr. Kwabena asante-ntiamoah, UNFPA Country Director for UNFPA Thailand, at asante-ntiamoah@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.

XIII. 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°:	UNFPA/THA/RFQ/21/002
Currency of quotation :	Thai Baht (THB)
Delivery charges based on the following 2010 Incoterm:	Choose an item.
Validity of quotation: <i>(The quotation must be valid for a period of at least 3 months after the submission deadline)</i>	

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

Item	Description	Number & Description of Staff by Level	Daily Rate	Days to be Committed	Total
1. Professional Fees including the equipment					
<i>Total Professional Fees</i>					THB
2. Travel costs and other (please specify)					
<i>Total Travel and Other Expenses</i>					THB
Total Contract Price <i>(Professional Fees + Travel and Other Expenses)</i>					THB

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/THA/RFQ/21/001 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



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E-mail: thailand.office@unfpa.org
Website: <http://thailand.unfpa.org>

**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](#)