



Date: August 18, 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/THA/RFQ/22/004

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

“Production of UNFPA Thailand 12th Country Programme Videos”

UNFPA requires the provision of Production of UNFPA Thailand 12th Country Programme Videos as specified in the Term of Reference (ToR).

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 / Term of Reference (ToR)

Please see attachment Annex II - Term of Reference

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:	songphanich@unfpa.org

The deadline for submission of questions is 25 August 2022 at 5:00 PM Bangkok time. Questions will be answered in writing and shared with parties as soon as possible after this deadline.

IV. Eligible Bidders

This Request for Quotation is open to all eligible bidders; to be considered an eligible bidder for this solicitation process you must comply with the following:

- A bidder must be a legally constituted company that can provide the requested services and have legal capacity to enter into a contract with UNFPA to deliver technical support and training on Modeled Population Estimates for the Hybrid Census in Thailand, or through an authorized representative.
- A bidder must not have a conflict of interest regarding the solicitation process or with the TORs / Technical Specifications. Bidders found to have a conflict of interest shall be disqualified.
- At the time of Bid submission, the bidder, including any JV/Consortium members, is not under procurement prohibitions derived from the [Compendium of United Nations Security Council](#)



[Sanctions Lists](#) and has not been suspended, debarred, sanctioned or otherwise identified as ineligible by any [UN Organization](#) or the [World Bank Group](#).

- Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on [UN Supplier Code of Conduct](#).

V. Content of quotations

Quotations should be submitted via a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid **separately** from their Financial Bid containing the price information. Each envelope shall consist of a single email whenever possible, depending on file size.

- a) Technical proposal, in response to the requirements outlined in the service requirements / TORs.
- 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.

VI. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section V 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: Thursday, 1 September 2022 at 5:00 PM Bangkok Time.¹

Name of contact person at UNFPA:	<i>UNFPA Thailand Procurement</i>
Official Email address of SCMU:	thailand-bid tender@unfpa.org

Please note the following guidelines for electronic submissions to UNFPA SCMU's dedicated email address:

- The following reference must be included by the Bidder in the email subject line:
 - UNFPA/THA/RFQ/22/004 – [bidder name], Technical Bid
 - UNFPA/THA/RFQ/22/004 - [bidder name], Financial Bid
 - Submissions without this text in the email subject line may be rejected or overlooked and therefore not considered.
- It is the Bidder's responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid's misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.
- Please do **NOT** send the emails containing your offer to any other email address (not even as a copy (CC) or blind copy (BCC)); otherwise UNFPA will not be able to guarantee confidentiality and fair and transparent handling of your bid. UNFPA reserves the right to reject bids sent via the appropriate channel but copied or blind copied to other email addresses.
- 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 <http://www.timeanddate.com/worldclock/city.html?n=69>

VII. 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 obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proven record in producing corporate video for reputable corporates or international organisations which target audiences who are at the decision level of the organisations	100		40	
Clear and concise concept paper and workplan in producing the video	100		30	
Proven ability to submit all deliverables in both Thai and English languages	100		20	
The company or service provider's profile and relevance to the project, as well as specialized experience and relevant knowledge.	100		10	
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:

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

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.

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

VIII. 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 that obtain the highest total score.

IX. 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.

X. 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.

XI. 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](#).

XII. 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](#).



XIII. 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. Asa Torkelsson, UNFPA Representative Malaysia/ UNFPA Country Director Thailand at torkelsson@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, Supply Chain management Unit at procurement@unfpa.org.

XIV. 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

[link](#) to download the form

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/THA/RFQ/22/004
Currency of quotation:	THB
Delivery charges based on the following 2020 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					
<i>Total Professional Fees</i>					THB
2. Out-of-Pocket expenses: (e.g. travelling costs, etc.)					
<i>Total Out of Pocket Expenses</i>					THB
Total Contract Price <i>(Professional Fees + Out of Pocket 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/22/004 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.	
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Name and title	Date and place
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**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](#)

ANNEX II:
Terms of Reference
Produce UNFPA Thailand 12th Country Programme Videos
Deliverable Timeframe: within two months

Background:

The UNFPA Thailand 12th Country Programme (CP12, 2022-2026) works in partnerships with the Thai government, CSOs, academia and the private sector to achieve zero unmet need for family planning and zero GBV against women and girls through a life-cycle approach to ageing to support Thailand to be a high-opportunity society in the coming years.

This overarching goal aligns with the national priorities identified in the 13th National Economic and Social Development Plan and the UN cooperation framework with Thailand. It mainly aims to accelerate the progress of the Three Transformative Results under the new UNFPA Strategic Plan, the ICPD (International Conference on Population and Development) agenda and the SDGs.

Rationale:

Partnerships are the key approach for UNFPA Thailand to achieve universal access to family planning and to life-saving services from GBV by women and girls especially those with vulnerable conditions. In this case, UNFPA Thailand needs communication materials to explain these overarching mandates in a format that can be easily accessible and easy to understand. That way, the materials can support mobilizing and recruiting actors in the public and private sectors to partner with UNFPA in delivering and achieving these mandates that will better the lives of women and girls and support Thailand to be a high-opportunity society in the coming years.

Purpose:

To produce a three-minute video explaining UNFPA's overarching mandates in a format that can be easily accessible and easy to understand by both the public and private sectors. UNFPA's mandates are to support Thailand, through partnerships with the public and private sectors, to be a high-opportunity society in which every group of the population, especially women, girls, persons with disabilities, ethnic youth and those living with vulnerable conditions, can access user-friendly family planning services and life-saving services from gender-based violence. Full details of the UNFPA Country Programme in Thailand: <https://www.unfpa.org/thailand-cpd-2022-2026-dpfpacpdtha12>.

Objectives:

1. To propose an effective narrative approach in explaining UNFPA's mandates in a three-minute video format that inspires both the public and private sectors to partner with UNFPA to support Thailand to be a high-opportunity society in the coming years.
2. To produce the agreed narration into two versions of the three-minute video: the version in the Thai language with the English subtitle and the one with a voice-over in the English language.

Scope and Timeframe of work:

Under the direction of UNFPA Thailand Communication Specialist and consultation with UNFPA Thailand team, the service provider will:

Propose narrative approaches and storylines in explaining UNFPA's mandates in a three-minute video format that can be easily accessible and easy to understand by both the public and private sectors. The

video aims to inspire both the public and private sectors to partner with UNFPA to support Thailand to be a high-opportunity society in the coming years.

The storylines must include

- a) the background of UNFPA work in Thailand for the past 50 years;
- b) UNFPA’s key contributions to sexual and reproductive health in Thailand (see full details [here](#)); and
- c) UNFPA’s work in Thailand in the next four years (2023-2026)

Produce the agreed narration and storyline into two versions of the three-minute video: the version in the Thai language with the English subtitle and the one with a voice-over in the English language.

Deliverables:

1. **A proposed concept note** of the video production.
2. **A Work plan** for the video production.
3. **The storyline and script of the video** in English and Thai for UNFPA to comment.
4. **Two versions of** the three-minute video: the version in the Thai language with the English subtitle and the one with a voice-over in the English language.

Note: UNFPA Thailand owns the copyrights of the produced videos.

Timeframe:

Upon signing the contract, the selected service provider has **TWO** months in delivering the final products –two versions of the three-minute video: the version in the Thai language with the English subtitle and the one with a voice-over in the English language.

The project can be summarised within the timeframe below:

Activities	Indicative date
1. A proposed concept note of the video production.	1 week after winning the contract.
2. Work plan of the video production.	3 days after the concept note is agreed with UNFPA.
3. Storyline and script of the video in both English and Thai languages.	1.5 weeks after the work plan is agreed with UNFPA.
4. Submit two versions of the three-minute video: the version in the Thai language with the English subtitle and the one with a voice-over in the English language, in digital formats, both editable and ready-for-download.	1 month after the storyline and script are agreed with UNFPA.

Qualifications:

1. At least three years with proven records on producing corporate videos. If the company has the experience in producing corporate videos for non-profit organisations or social cause projects, it will be an advantage.
2. At least three years with proven records in producing videos that targets **audiences who are at the decision level of the organisations.**
3. Able to present plans, work and summary in both English and Thai.



4. Listen to the needs and voices of the UNFPA Thailand team on the issues it works on and the corporate branding.
5. Keen and respect partners and stakeholders of UNFPA Thailand.

Components of quotation:

Service providers are requested to provide the company profile, portfolio of the previous work in producing corporate videos, clear and concise concept paper, work plan and fees.

Evaluation criteria

Table below describes the criteria against the technical bids will be evaluated during selection of the successful candidate contractor.

Criteria	[A] Maximum Points	[B] Points obtained by Bidder	[C] Weight (%)	[B] x [C] = [D] Total Points
Proven record in producing corporate video for reputable corporates or international organisations which target audiences who are at the decision level of the organisations	100		40	
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