



Date: 21<sup>st</sup> June 2023

## REQUEST FOR QUOTATION

### RFQ N° ZWE40/23 004 Photography and Videography Services SYP Programme

Dear Sir/Madam,

UNFPA, East and Southern Africa Regional office (ESARO) is implementing the Safeguard Young People Programme (SYP). The SYP programme has been designed with the intent to identify and scale-up proven sexual and reproductive health (SRH) interventions for adolescents and young people in Southern Africa. The SYP programme adopts a multi-sectoral approach for improving the policy, planning and delivery processes pertaining to sexual reproductive health services and rights of adolescents, in particular it is trying to improve: integrated HIV and SRH youth friendly services; comprehensive sexuality education (CSE) for in and out of school youth; and, youth participation and empowerment. In 2023 SYP is celebrating its 10 year anniversary and is looking for a company to provide photography and videography services to support with the documentation of best practices in Zimbabwe. These will be used during events, meetings, publications and other promotional materials.

UNFPA hereby solicit quotations for the above-mentioned work as per attached terms of reference. This Request for Quotation is open to all legally constituted companies that can provide the requested product 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 childbirth 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](#)

#### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with all the above-mentioned products. The selected vendor is expected to provide such products, based on specific Purchase Orders submitted to the vendor.

#### II. Questions

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

Name of contact person at UNFPA:	<i>Luke Muyambo</i>
Tel N°:	<i>+263 242 338836-44</i>
Fax N°:	<i>+263 242 792977</i>



Email address of contact person:	<a href="mailto:muyambo@unfpa.org">muyambo@unfpa.org</a>
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The deadline for submission of questions is **29<sup>th</sup> June 2023: 1700HRS GMT**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

### III. Content of quotations

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

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

### IV. 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, are to be sent by e-mail to the contact person indicated below no later than : **3<sup>rd</sup> July 2023, 1700hrs, GMT**.

Name of contact person at UNFPA:	<i>Luke Muyambo</i>
Email address of contact person:	<a href="mailto:zimbabwe.office@unfpa.org">zimbabwe.office@unfpa.org</a>

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> ZWE40/23 004 Photography and Videography Services SYP Programme**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail 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.

### V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

### VI. Award

UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

### VII. 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 goods specified in this RFQ without any change in unit prices or other terms and conditions.



### **VIII. Payment Terms**

UNFPA payment terms are net 30 days upon receipt of shipping documents, invoice and other documentation required by the contract.

### **IX. 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](#).

### **X. 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](#).

### **XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Abbigail Msemburi at [msemburi@unfpa.org](mailto:msemburi@unfpa.org).

Should the supplier be unsatisfied with the reply provided by Abbigail the supplier may contact UNFPA Deputy Country Representative , Gulnara Kadyrkulova: [kadyrkulova@unfpa.org](mailto:kadyrkulova@unfpa.org).

### **XII. 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**



<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation Nº:</b>	
<b>Currency of quotation:</b>	USD
<b>Validity of quotation:</b> <i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

**Example Price Schedule below:**

Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1					
2					
3					
4					
5	VAT Charges	Choose an item.	Each	1	
		Harare, Zimbabwe			
<b>GRAND TOTAL</b>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/CCC/RFQ/YY/NNN 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**



United Nations Population Fund  
1<sup>st</sup> Floor, Block 7, Arundel Office Park, Norfolk Road  
Mt Pleasant, P.O. Box 4775, Harare, Zimbabwe.  
E-mail: [muyambo@unfpa.org](mailto:muyambo@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)