



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR
United Nations High Commissioner for Refugees
UNHCR Representation in Bosnia and Herzegovina

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DATE: 21 July 2021

REQUEST FOR QUOTATION: RFQ/BH/21/005

**FOR THE PROCUREMENT OF VIDEO PRODUCTION SERVICES
FOR UNHCR COUNTRY OFFICE SARAJEVO
QUOTATION TO BE RECEIVED BY: 02nd AUGUST 2021 12:00 hrs. CET**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the services specified in this Request for Quotation (RFQ).

REQUIREMENTS:

PRODUCTION OF FOUR SHORT VIDEO STORIES ACCORDING TO THE ATTACHED TERMS OF REFERENCE (Annex A).

(Please include the following price information in your quote (without VAT):

- Currency:
- Unit Cost:
- Cost of all items/goods:
- Additional charge, if any (please specify):
- Total Cost for goods (all inclusive):

Your offer must also include the following information:

- Period of delivery of the required services (until 31 December 2021)

Please note that UNHCR has tax and duty exemption status.

Bidders are required to submit written request for any clarification or question in respect of this RFQ by email to Senada Pasovic at pasovic@unhcr.org or Adnan Hadzihadikovic at hadzihad@unhcr.org.

INFORMATION FOR BIDDERS

1. Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival. Quantities and quality stated on inspection certificate shall be final and binding.
2. UNHCR reserves the right to accept the whole or part of your quotation. The lowest offer need not be accepted.
3. UNHCR usually undertakes to pay within 30 days from receipt of all documents mentioned in the purchase order in good order. Bank transfer telex is ultimately the payment mode.
4. UNHCR does not undertake to pay by letters of credit or in advance of delivery.
5. Being under the 1946 convention on the privileges and immunities of the United Nations, UNHCR is exempt from all direct taxes and customs duties.
6. Offers to be transmitted in one single currency.
7. Documentation required in case of order:
 - Commercial invoice
 - Proof of delivery signed by designated UNHCR receiver clearly stating quantity and quality received.

LIQUIDATED DAMAGES

All UNHCR contracts are subject to the following clause: UNHCR hereby reserve the right to recover from the seller or deduct moneys due to the seller, all incidental and consequential damages for non-performance.

Late delivery, or dispatch outside the agreed shipping schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 0.1 percent of the total contract value per days of part thereof. The assessment will not exceed 10 percent of the contract value. UNHCR will be authorized to deduct this amount from the seller's outstanding invoices, if any. This remedy will be without prejudice to any others that may be available to UNHCR, including cancellation, for the seller's non-performance, breach or violation of any term or condition of the purchase order.

Acceptance of goods delivered late shall not be deemed a waiver of UNHCR's right to hold the seller liable for any loss and damage resulting therefrom, nor shall it act as modification of the seller's obligation to make future deliveries in accordance with the delivery schedule.

ENVIRONMENTAL POLICY

Environmental considerations are considered part of product quality. UNHCR seeks to purchase goods and services which have less negative impact on the environment. Environmental considerations form part of UNHCR's evaluation and selection criteria, which could cover, depending on goods and services to be purchased, their manufacture, transport, packaging, use and disposal. UNHCR particularly favours goods which make the best use of resources, are recyclable or otherwise easily disposed of after use, and do not cause unnecessary damage to the environment during their use and, where considered relevant, during manufacture. Goods or services meeting these criteria are preferred, providing they are competitive in terms of price, delivery times, and other factors. Your company is invited to submit any relevant information in this regard, in support of your bid.

2. RFQ SUBMISSION

We would appreciate receiving your quotation on or before 02/08/2021 - 12:00 hrs CET. Quotation **must be** submitted in a sealed envelope marked "Video production services for UNHCR Country Office Sarajevo" and should be addressed to:

UNHCR BOSNIA AND HERZEGOVINA
FRA ANDJELA ZVIZDOVICA 1
ATTN: ADMINISTRATION UNIT (SUPPLY)
RFQ/BH/21/005 – Video production services for CO Sarajevo

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX B** the UNHCR's General Conditions of Contracts for the Provision of Services-2010. You must clearly indicate in your quotation if you accept them.

3. ACKNOWLEDGMENT

Please acknowledge receipt of this inquiry and **indicate your intent to bid by e-mail to PASOVIC@unhcr.org and cc HADZISAD@unhcr.org**

Thank you for your kind attention.


Adnan Hadzisdikovic
Assistant Administrative Officer
UNHCR Bosnia and Herzegovina



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FOR THE PROCUREMENT OF VIDEO PRODUCTION SERVICES FOR UNHCR COUNTRY OFFICE SARAJEVO

Annex A

TERMS OF REFERENCE

Scope of work and expected outputs:

The selected Offeror(s) will be responsible for the following:

Production of 4 (four) short video stories (up to 3 minutes)

1. Development of concept proposal(s) for short video stories
2. Development of a scenario and production plan for the short film(s) upon the inputs provided by the UNHCR
3. Filming at locations in BiH selected in cooperation with the UNHCR designated staff.
4. Editing of short video stories with the supervision and in consultation UNHCR designated staff.
5. Adding voice over (narrator - local language audio, to be provided by the Offeror, with UNHCR approval) and subtitles in English language – transcripts of the final version of short film(s) to be translated into English (translation has to be approved by UNHCR)
6. Development of appropriate graphics (opening and closing sequence, signatures)
7. Videos shall be produced in a high-quality broadcasting and web publishing format;
8. Export final version of a video in formats optimized for HD web distribution and TV broadcast and deliver to UNHCR.;
9. Video shall be provided in raw format and optimized resolution to UNHCR on external memory medium or via file transfer service;

All activities should be completed no later than 6 months upon signing of contract and/or 7 weeks upon beginning of post-production activities

Specific requirements:

Technical requirements:

- Broadcast quality full HD video, 1920 x1080p, 50FPS
- Professional sound recording at minimum of 96 kHz/24bit
- HD web files (H264 MOV.) as final products

- Canon 5D or equivalent camera an advantage
- Video should be shot in HD, 16:9 ratio, using professional microphones (ensuring high quality of sound). No less than 60 minutes of raw video footage should be taken during task, with various shots (from wide to extreme close-up, cut-in, cut-away, etc.) to enable easy and meaningful editing of the video into appropriate short format.

Minimum requirements and eligibility criteria

- Professional video production companies or qualified NGOs with experience in video production registered in Bosnia and Herzegovina are eligible to apply.
- Applying companies or qualified NGOs must have at least 2 years of experience in the production of documentary/short films and/or production of other forms of films and/or TV production. Reference list of the most recently produced (short/documentary) films to be submitted alongside the offer, including the contact details of references.
- Curriculum Vitae of the director, producer, and key personnel need to be submitted alongside the offer. The proposed team members must have minimum 2 (two) years of experience in the respective area of expertise.
- Samples of films which Offeror produced (for production verification) are required to be provided.

Note: Selected Offeror(s) can be asked to coordinate production/post-production in order to ensure consistency in production of short films – this will be initiated and coordinated by the UNHCR.