



# UNHCR

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

**DATE: 12 SEPTEMBER 2018**

## **READVERTISEMENT**

### **REQUEST FOR PROPOSAL - RFP/SOM/HAG/2018/001**

#### **FOR PROVISION OF VOX POPS AND TELEVISED TALK SHOW IN SOMALIA**

**CLOSING DATE AND TIME: 11 OCTOBER 2018 at 16:00 HRS EAT Standard Time**

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The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

#### **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office in Hargeisa, Somaliland invites qualified Service Providers to submit bids for potential companies for provision of Vox Pops and Televised Talk Show in Somalia.

#### **IMPORTANT TO NOTE:**

Terms of Reference are detailed in **Annex A** of this document

#### **2. BIDDING INFORMATION**

##### **2.1 RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal.

Annex A	: Terms of Reference
Annex B	: Financial Offer Form
Annex C	: Bid Data Sheet
Annex D	: UNHCR General Conditions of Contracts for Provision of Goods & Services – January 2010
Annex E	: UN Supplier Code of Conduct
Annex F	: Vendor Registration Form

#### **IMPORTANT:**

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly.

##### **2.2 ACKNOWLEDGEMENT**

We would appreciate you informing us of the receipt of this RFP by return e-mail to [KENSMSUPPLY@UNHCR.ORG](mailto:KENSMSUPPLY@UNHCR.ORG).

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a bid

#### **IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

## 2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to [KENSMSUPPLY@UNHCR.ORG](mailto:KENSMSUPPLY@UNHCR.ORG). The deadline for receipt of queries is 16:00 HRS EAT on Friday, **05 October 2018**.

UNHCR may, at its discretion, copy any reply to a particular question to all other invited firms.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**. EMAIL SUBJECT: QUERY - RFP/SOM/HAG/2018/001

**IMPORTANT:**

Please note that Bid Submissions are not to be sent to the above e-mail address above.

## 2.5 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using inter alia the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

**IMPORTANT:**

Please send your bid directly to the address provided in the “Submission of Bid” section 2.7 of this RFP. Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

### 2.5.1 Content of the TECHNICAL OFFER

**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply with this particular instructions may risk disqualification. The technical offer should contain all information required.

The Terms of Reference – Provision of Vox Pops and Televised talk show in Somalia in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Understanding on objective, scope of works and activities for the project
- Certificate of Registration of the Company;
- Valid Trading License to carry services to provide the service mentioned in Annex A
- List of key personnel assigned to the project and their qualifications;
- Timeframe for completion of the project including the main project milestones
- The organizational structure or organizational chart of your company;
- Past experience and performance records with other UN Agencies, NGOs or any other major clients;
- Experience with similar projects;
- List of references for similar services performed by contractor;
- The methodology/approach to be used in addressing the issues outlined in the Specifications and ToRs
- Your financial statements for the last two years (2016 and 2017 as applicable);
- UNHCR General Conditions of Contracts for Provision of Goods and Services – January 2010. Your technical offer should contain an acknowledged signed **Annex D attached**;
- UN Supplier code of conduct. Your technical offer should contain an acknowledged signed **Annex E attached**;
- **Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex F**).

### 2.5.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in US Dollars.

The financial offer must cover all the services to be provided (price “all inclusive”). If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted using the Financial Offer form model provided in **Annex B**. Bids that have a different price structure may not be accepted. This price structure includes all costs for delivery of services.

UNHCR is exempt from all direct taxes and customs duties. With this regards, **prices have to be given without VAT, Taxes and Duties. However you are requested to fill in the consolidated amount of VAT and/or other Taxes and Duties your company ought to pay for the project to ensure they are not charged to UNHCR**

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

THE PRICES MENTIONED IN YOUR FINANCIAL OFFER (ITEM PRICE OFFER FORM) SHALL REMAIN FIXED, UNCHANGED AND VALID FOR THE ENTIRE DURATION OF THE AWARDED CONTRACT.

Delivery terms:

- Delivery time: Your financial offer should indicate clearly the delivery time for provision of Vox Pops and the televised talk show in Somalia.

Validity of your offer. You are requested to hold your offer valid for **90** days minimum from the deadline for submission. UNHCR will make its best effort to select a company within this period.

Payment terms. UNHCR’s standard payment terms are within **30** days after satisfactory delivery of ordered items and receipt of documents in order.

Warranty: The bid shall include defects and liability period with terms of warranty.

## 2.6 **BID EVALUATION:**

### 2.6.1 **Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

### 2.6.2 **Technical and Financial Evaluation**

For the award of this project, UNHCR has established an evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

#### 2.6.2.1. **Technical Evaluation.**

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score

	Criteria Description	Weight	Rating	Score
<b>1.</b>	<b>Company Qualification (10%)</b>			
1.1	Company profile	3	5	15.0
1.2	Geographical reach of Television station including reach of live and online shows	4	5	20.0
1.3	Number of similar projects working with messaging, successful talk shows targeting the youth	3	5	15.0
<b>2.</b>	<b>Quality of Services (50%)</b>			
2.1	Quality of past talk shows and programmes working with messaging targeting the youth – Provide samples	10	5	50
2.2	Proven experience of making vox-pops for similar programmes and capacity to film in remote locations	10	5	50
2.3	Proposed methodology, approach and implementation plan for the assignment	20	5	100
2.4	Proposal of equipment to be used for production and post production	10	5	50
<b>3.</b>	<b>Project Staff (10%)</b>			
3.1	Experience of core people who will work on the UNHCR assignment. Including a video of the moderator/presenter who is expected to lead the talk show	10	5	50

*The minimum passing score of the evaluation is 35 out of 70*

Technical offers which fail to meet a minimum technical score of 35% or which, in the views of the technical evaluation panel, cannot successfully deliver the requirements of the RFP, may be disqualified and excluded for further evaluation process (financial evaluation).

#### **2.6.2.2. Financial Evaluation.**

Financial offers from bidders qualified at the technical evaluation of offers step (35 points or more) will be evaluated based on:

- Total Cost - (See Price Offer Form, Annex B).
- Total Time for execution of the project
- Bid Validity

For evaluation purposes only, the offers submitted in currency other than US Dollar will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The **Financial offer** will be considered for **30%** of the total score. The maximum score i.e. 30 points will be allotted to the lowest price offer among the technically qualified offers. All other price offers will receive points in inverse proportion to the lowest price, as follows

$$\text{Bidder A's Financial Score} = 30 \times [(\text{Lowest offer}) \setminus (\text{Bidder A's Offer})]$$

#### **2.6.2.2. Overall Evaluation.**

The total score of each bidder will be calculated as follows:

$$\text{Bidder A's Total Score} = (\text{Bidder A's Technical score} \times 0.7) + \text{Bidder A's Financial Score}.$$

The contract will be awarded to the most responsive offer i.e. the offer from the Bidder which obtains the highest total score.

## **2.7 SUBMISSION OF BIDS:**

### **2.7.1 Electronic Bids**

Scanned copies of your offers duly signed and stamped as well as all annexes deemed relevant should be sent by e-mail to [SOMBOC@UNHCR.ORG](mailto:SOMBOC@UNHCR.ORG) with the subject: **REQUEST FOR PROPOSAL RFP/SOM/HAG/2018/001 FOR PROVISION OF VOX POPS AND A TELEVISED TALK SHOW IN SOMALIA.**

Please also indicate in e-mail subject field:

- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
- Please state your financial offer and technical offer in the heading of the e-mail they are respectively attached to (example: “1/3 Request for Proposal RFP/SOM/HAG/2018/001 **for provision of Vox Pops and a Televised Talk show in Somalia**
- Financial Offer” or “2/3 Request for Proposal RFP/SOM/HAG/2018/001 **for provision of Vox Pops and a Televised Talk show in Somalia - Technical Offer**”, etc.

Offers submitted by e-mail must be submitted as follows:

- In PDF format
- First attachment: TERMS OF REFERENCE (**Annex A**) and Acknowledged copy of the UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES- Revision January 2010 (**Annex D**)
- Second attachment: PRICE OFFER FORM and its relevant annexes
- Third attachment: BID DATA SHEET (**Annex C**) and other documents deemed relevant and a presentation containing the other information on your company required at 2.4.1.
- Fifth attachment: UN Supplier Code of Conduct. Acknowledge copy.
- Sixth attachment: VENDOR REGISTRATION FORM (**Annex F**). Only applicable for bidders not registered as UNHCR’s suppliers.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [5] Mb so it may be necessary to send more than one e-mail for the whole submission.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the pre-qualified vendor shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

#### **IMPORTANT:**

The technical and financial offers are to be sent in separate attachments. Failure to do so may result in disqualification of your offer.

The Financial offer will only be opened for evaluation if the supplier’s technical part of the offer has obtained the required score at the technical evaluation as meeting the technical requirements (35 or more).

#### **IMPORTANT:**

(1) The deadline for submission in respect of this RFP is **Thursday, 11 October 2018**, 16:00 hrs. EAT (East Africa Time).

(2) Any bid received after this date or sent/copied to another UNHCR e-mail address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective pre-qualified vendors simultaneously.

**HAND-WRITTEN OR INCOMPLETE OFFERS WHICH DO NOT COMPLY WITH OUR INVITATION TO BID MAY NOT BE CONSIDERED.**

## **2.8 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease would be negotiated with the successful bidder as part of the finalization of the contract.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

**2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of these Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

**2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES**

Please note that UNHCR General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

**Andrey Shvyrev  
Supply Officer  
UNHCR Somalia.**