



Date: 13 June 2020

## **REQUEST FOR QUOTATION RFQ N° UNFPA/IDN/RFQ/20/007**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

### **“Development of Animated Video Production on Sexual and Reproductive Health (SRH) for persons with disabilities”**

UNFPA requires the provision of 1) a 7-10 minutes animated video that highlights the way to communicate and provide SRH services to persons with disabilities, and b) recording of sign language interpretation and additional subtitles for 2 (two) existing Ministry of Health’s infomercial media on reproductive health for wider distribution in the communities and for persons with disabilities, particularly those with hearing impairment. The objective is to promote reproductive health to all people, regardless of their limitations and disabilities.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform 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](#)

### **Terms of Reference (TOR)**

#### **A. Context**

Disabilities pose barriers to accessing basic health care. In the case of women and girls with disabilities, they often face 'double burden' of discrimination due to gender and disabilities, and generally are not able to access Sexual and Reproductive Health (SRH) and exercise their sexual and reproductive rights. Women and girls with disabilities are also at higher risk of SGBV – sexual and gender-based violence, and are subject to additional forms of abuse and neglect such as withholding of medical care and medications, forced sterilization, etc.

Ministry of Health (MOH) therefore with support from WHO, UNFPA and other agencies working for persons with disabilities communities at the national and sub-national levels, developed a technical guideline (manual) on reproductive health services for adult persons with disabilities in 2017. In 2018, the guideline was introduced to be piloted in Kulon Progo District Health Office, Yogyakarta Province. This guideline has also been introduced to the puskesmas’ health staff. In 2019, UNFPA Indonesia supported a review and

analysis of the pilot implementation. The review results highlighted the need for innovative communication for health providers to deal with persons with disabilities. The persons with disabilities need to be informed on where to get reproductive health services, and vice versa, the health providers also need to have good understanding, skills and competencies to convey the messages and deliver friendly services for persons with disabilities.

In order to support the MOH, UNFPA Indonesia will produce a 7-10 minutes animated video that highlights the way to communicate and provide SRH services to persons with disabilities. An animation service provider will be recruited to produce the video. The objective is to promote reproductive health to all people, regardless of their limitations and disabilities. The video will incorporate infographics, animated characters and narration. The targeted audience is the health workers. The second output is recording of sign language interpretation and additional subtitles for 2 (two) existing MoH's infomercial media on reproductive health for wider distribution in the communities and for persons with disabilities, particularly those with hearing impairment.

## **B. Description of services**

### **1. Scope of Work**

The scope of work of this consultancy is producing animation videos that include the following activities:

- In close consultation with UNFPA and MOH team, the consultant will apprehend the narrative, targeted audience, and get accurate data to be used for the animation;
- Develop a technical proposal including timeline for the production of the animation and agenda for discussion with target audiences (representatives from persons with disabilities network) and health providers;
- Develop detailed story board concept(s), animation, script and narration to be presented it in the consultative meetings arranged by UNFPA and MOH;
- Deliver original artwork and video files;
- The consultant will also record and integrate sign language interpretation for 2 existing infomercial media, including addition of Indonesian subtitles.

**The scope of animation** will include:

- Narration of situation and challenges faced by persons with disabilities while accessing SRH services;
- How health workers communicate with persons with disabilities (with examples of different types of disabilities);
- Provision of SRH services for persons with disabilities (with examples of different means of services for different types of disabilities).

**Tasks:**

1. To conduct consultation with relevant stakeholders including with the persons with disabilities groups for further inputs to the scripts or storyboard developed for the video animation;
2. To prepare the script and narration of overall animation in Indonesian language, explaining the step-by-step actions in providing services for persons with disabilities as per the approved scenario;
3. To capture the approved animation and accordingly prepare the script;
4. To design the animation as per requirements determined by UNFPA-MOH (including sound, editing, narration, subtitling, dubbing etc.);

5. To finalize the animation (scripts, images, clips) according to the feedback provided by UNFPA-MOH;
6. To record the voice-over and add verbal scripts in the Indonesian language; and incorporated sign language to complement the animation. The videos should be delivered in a digital format that can be used on YouTube, and other digital media tools (open files) as well as in TV broadcast quality;
7. For the second output, the consultant will record the sign language interpretation separately, and the recording to be inserted in the existing MoH's infomercial media.

**Expected Outputs:**

1. Final master of an Indonesian language short animation video (7-10 mins) on reproductive health services for persons with disabilities with subtitles and sign language (format: mp4);
2. Recording of sign language interpreter and subtitles to be inserted in the 2 infomercial media on reproductive health programme.

**2. Duration, delivery dates and terms of payment:**

The timing of the assignment is expected from July 2020 and is scheduled to end in November 2020. Payment will be made upon the completion and submission of final deliverables.

No	Activities and Deliverables	Timeline
1	Briefing and consultation with UNFPA and MOH	1 <sup>st</sup> week of July 2020
2	Consultative meetings for additional inputs to develop storyline for output no.1 and recording plans for output no.2	2 <sup>nd</sup> - 4 <sup>th</sup> week of July 2020
3	Development of descriptive storyline	2 <sup>nd</sup> week of July – 1 <sup>st</sup> week of Aug 2020
4	Submission of descriptive storyline	2 <sup>nd</sup> week of Aug 2020
5	Development of the animated story line based on the approved descriptive storyline	2 <sup>nd</sup> week of Aug – 1 <sup>st</sup> week of Sep 2020
6	Submission and presentation of animated story line	2 <sup>nd</sup> week of Sep 2020
7	Revision of animated story line	3 <sup>rd</sup> week of Sep 2020
8	Production of animation video (output no.1) and sign language interpretation recording and subtitles (output no.2)	4 <sup>th</sup> week of Sep – 1 <sup>st</sup> week of Oct 2020
9	Post production process, including final approval from UNFPA and MoH	2 <sup>nd</sup> -3 <sup>rd</sup> week of October 2020
10	Submission of final products (output no.1 and no.2)	4 <sup>th</sup> week of Oct 2020

The institution will work under the overall guidance of the UNFPA Representative and under the direct supervision of the Reproductive Health Programme Specialist and Maternal Health Programme Analyst.



### C. Required expertise, qualifications, and competencies

The Company/Institution must meet the following criteria to be eligible to apply for the assignment:

1. Demonstrated competency in development and production of video animations;
2. Proven experience by providing minimum two samples of past video animation productions (designed and produced).

## 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>Ms. Ira Novita</i>
Tel N <sup>o</sup> :	<i>+62 21 29802300</i>
Email address of contact person:	<a href="mailto:novita@unfpa.org">novita@unfpa.org</a>

The deadline for submission of questions is **Thursday, June 18<sup>th</sup> 2020 at 23:59 Jakarta Time<sup>1</sup>**. Questions will be answered in writing and shared with 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 TOR and include the following:
  - Completed Bidder Identification Form (Annex II) in pdf format;
  - Completed Bidder's Previous Experience (Annex III) in pdf format;
  - Minimum two samples of past video animation productions (designed and produced);
- b) Price quotation, to be submitted strictly in accordance with the price quotation form;
- c) Copy of legal documents (establishment and operation in Indonesia).

Both technical and parts of the quotation must be signed by the bidding 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 III above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org) no later than: **Sunday, June 28<sup>th</sup> 2020 at 23:59 Jakarta Time<sup>2</sup>**.

Please note the following guidelines for the submissions:

- The following reference must be included in the email subject line: **RFQ N<sup>o</sup> UNFPA/IDN/RFQ/20/007 - Development of Animated Video Production on Sexual and Reproductive Health (SRH) for persons with disabilities**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.

<sup>1</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>

<sup>2</sup> <http://www.timeanddate.com/worldclock/city.html?n=69>



- 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**

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 TOR listed in Section I, 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
Technical approach, methodology and level of understanding of the objectives of the project (including proposed methodology and ideas etc.)	100		20%	
Work plan/time scales given in the proposal and its adequacy to meet the project objectives	100		20%	
Professional experience of the staff that will be employed to the project proving demonstrated expertise (CVs, etc.)	100		15%	
Specific experience and expertise relevant to the assignment (including previous samples of work)	100		30%	
Profile of the company and relevance to the Project	100		15%	
<i>Grand Total All Criteria</i>			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 quotation 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:

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

**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.

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

**VI. Award Criteria**

UNFPA shall award a Professional Service Contract on a fixed-cost basis to the Bidder that obtain the highest total score.

**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 services 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 invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in 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 or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Representative, Dr. Annette Sachs Robertson at [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@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>	<a href="#">Click here to enter a date.</a>
<b>Request for quotation N<sup>o</sup>:</b>	UNFPA/IDN/RFQ/20/007
<b>Currency of quotation :</b>	IDR
<b>Delivery charges based on the following 2010 Incoterm:</b>	N/A
<b>Validity of quotation:</b> <i>(The quotation must be valid for a period of 3 months after the submission deadline)</i>	

- The Price Quotation must provide a detailed cost breakdown for each item. The components comprising the total price must provide sufficient detail to allow UNFPA to determine compliance of offer with requirements as per Terms of Reference of this RFQ. The Bidder shall include a complete breakdown of the cost elements associated with each line item and those costs associated with any proposed subcontract/sub-awards (separate breakdown) for the duration of the contract.
- Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.
- The format provided shall be used as a model in preparing the Price Quotation. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.
- In case of discrepancy between unit price and total price, the lower price shall prevail and the higher price shall be corrected. If the Bidder does not accept the correction of errors, its Proposal will be rejected.

Item	Description	Quantity	Unit	Unit price (IDR)	Total (IDR)
1	Animated video on Sexual and Reproductive Health (SRH) for persons with disabilities: <ul style="list-style-type: none"> <li>• a 7-10 minutes animated video</li> <li>• recording of sign language interpretation and additional subtitles for 2 (two) existing MoH's infomercial media on reproductive health</li> </ul>	1	Package*	[insert unit price]	[insert total price]
<b>Total</b>					[insert total price]

\*details as described in TOR in Section I

<i>Vendor's Comments:</i>
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I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/20/007 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	
Name of Institution	Signature/Stamp of Entity	



United Nations Population Fund  
7<sup>th</sup> Floor Menara Thamrin  
Jl. M.H. Thamrin Kav.3, Jakarta 10250  
E-mail: [indonesia.office@unfpa.org](mailto:indonesia.office@unfpa.org)  
Website: [indonesia.unfpa.org](http://indonesia.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](#)



**ANNEX II:  
 BIDDER IDENTIFICATION FORM  
 UNFPA/IDN/RFQ/20/007**

<b>1. Organizational Information</b>	
Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal structure: natural person/Co. Ltd, NGO/institution/other (specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

<b>2. Expertise of Staff</b>	
Total number of staff	
Number of staff involved in similar contracts	

<b>3. Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation</b>	
Name/Surname	
Telephone Number (direct)	
Email address (direct)	



**ANNEX III:  
BIDDER'S PREVIOUS EXPERIENCE  
UNFPA/IDN/RFQ/20/007**

Order No. & Date	Description*	Client	Contact person, phone number, email address	Date of service		Contract Amount (Currency)	Satisfactory completion** (yes/no)
				From	To		

\* Please indicate relevant contracts to the one requested in the RFQ.

\*\* UNFPA may request evidence (client's letter or certificate) in support of satisfactory completion of above orders.

Signature and stamp of the Bidder:	
Name and title:	
Name of Company:	
Telephone:	
Email:	
Date:	