



REQUEST FOR QUOTATION (RFQ)

FOR COMPLEX SERVICES

SECTION 1: REQUEST FOR QUOTATION (RFQ) - REQUEST LETTER

UNFPA kindly requests your Quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

- Annex 1: Description of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical Offer
- Annex 4: Financial Offer
- Annex 5: Bidder Declaration Form

When preparing your offer, please be guided by the RFQ Instructions and Data. Please note that offers must be submitted using Annex 2: Quotation Submission Form, Annex 3: Technical Offer, Annex 4: Financial Offer and Annex 5: Bidder Declaration Form, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.



UNFPA is using **Quantum**, an ERP platform based Oracle Cloud, which supports the United Nations procurement processes. To access the Solicitation Documents and/or submit a response, please log in to the Quantum and subscribe to the subject tender following the instructions below:

(I) Suppliers with an Existing Profile in Quantum:

- If you already have a profile in Quantum, please use the following link to access the system: <http://supplier.quantum.partneragencies.org/>
- To locate the tender and submit a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).

Note: Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration.

(II) Suppliers without an Existing Profile in Quantum:

- If you have not previously registered in Quantum, you can register a profile using the [Quantum Supplier Registration link](#).
- For guidance on creating your profile, locating the tender and submitting a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).
- For additional instructions on managing documents such as Purchase Orders, Invoices, Contracts in the Supplier Portal, please consult with the following link: [Quantum Supplier Portal User Guide](#).

(III) Notifications from UNFPA regarding the tender:

To ensure you receive any updates or Amendments related to the tender, kindly create a draft response without submitting. This will activate notifications from the system regarding the changes to the tender requirements, if any.

(IV) Clarification Requests:

Should you require any clarifications, please use the "Messages" functionality directly in the system.

Thank you and we look forward to receiving your quotation.



UNFPA, Country Office, India



Tender Overview

To engage an experienced creative agency to conceptualize, produce, and deliver a high-quality and accessible communication video showcasing UNFPA India's efforts to integrate disability inclusion across its programmes, partnerships, systems, and operations. The assignment will include end-to-end video development and production, covering concept development, pre-production, field documentation, production, post-production, accessibility integration, and final delivery. The video will support strategic advocacy, institutional visibility, and engagement with key stakeholders by presenting compelling, evidence-based storytelling on disability inclusion.

For information purposes only, the estimated budget range for this procurement is INR 6 Lakhs to 9.5 Lakhs. This range is indicated on an exceptional basis solely to assist suppliers in understanding the expected complexity of the design and scaling their technical proposals to the available resources. It does not constitute a commitment by UNFPA, nor does it encourage bidders to increase their prices. The final evaluation and award will be based strictly on the evaluation criteria published in this solicitation document.



Table of Contents

1 Overview.....6

 1.1 General Information.....6

 1.2 Tender Timeline.....7

 1.3 Response Rules.....7

 1.4 Terms.....8

2 Requirements.....9

 2.1 Section 1. General Provisions.....9

 2.2 Section 2. Documents to be submitted.....10

 2.3 Section 3. Bidders' Declaration.....11

 2.4 Section 4. Technical evaluation.....13

 2.5 Section 5. Financial Evaluation.....15

3 Lines.....16

 3.1 Line Information.....16



1 Overview

1.1 General Information

Title	Developing a communication video on disability inclusion at UNFPA
Contact Point	Buyer
Outcome	Purchase Order
Two Stage	Yes
Evaluation	
E-Mail	yagarwal@unfpa.org
Reference Number	UNFPA-IND-00015
Beneficiary Country	IND
Introduction	

UNFPA is using Quantum, an ERP platform based Oracle Cloud, which supports the United Nations procurement processes. To access the Solicitation Documents and/or submit a response, please log in to the Quantum and subscribe to the subject tender following the instructions below:

(I) Suppliers with an Existing Profile in Quantum:

- If you already have a profile in Quantum, please use the following link to access the system: <http://supplier.quantum.partneragencies.org/>
- To locate the tender and submit a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).

Note: Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration.

(II) Suppliers without an Existing Profile in Quantum:

- If you have not previously registered in Quantum, you can register a profile using the [Quantum Supplier Registration link](#).
- For guidance on creating your profile, locating the tender and submitting a response, please refer to the [Quantum Negotiation Module Supplier User Guide](#).



- For additional instructions on managing documents such as Purchase Orders, Invoices, Contracts in the Supplier Portal, please consult with the following link: [Quantum Supplier Portal User Guide](#).

(III) Notifications from UNFPA regarding the tender:

To ensure you receive any updates or Amendments related to the tender, kindly create a draft response without submitting. This will activate notifications from the system regarding the changes to the tender requirements, if any.

(IV) Clarification Requests:

Should you require any clarifications, please use the "Messages" functionality directly in the system.

Thank you and we look forward to receiving your quotation.

UNFPA, Country Office India

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Tender Timeline

Preview Date	
Open Date	25/08/2026 09.41
Close Date	08/09/2026 18.00
Time Zone	India Standard Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
☒	Suppliers are required to respond with full quantity on each line
☒	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency INR (Indian Rupee)



2 Requirements

**Response is required*

Kindly upload financial offer documents in financial section (Financial Evaluation - Commercial) only. If your financial offer is visible in any part of the technical section, your submission will be disqualified.

Please read the questions carefully and answer the questions by selecting an appropriate response. Kindly also upload relevant documents where necessary.

2.1 Section 1. General Provisions (Technical)

1. Introduction

Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNFPA. This RFQ is conducted in accordance with the [UNFPA Procurement Procedures](#).

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNFPA. UNFPA is under no obligation to award a contract to any Bidder as a result of this RFQ.

UNFPA reserves the right to cancel the procurement process at any stage without any liability of any kind for UNFPA, upon notice to the proposers or publication of cancellation notice on UNGM.

2. General Instructions

Please carefully read the attached SECTION 2 - GENERAL INSTRUCTIONS and Annex 1 describing main scope of the requirements and other provisions to this process.

Attachments:

File Name or URL	Type	Description
EN Annex 1 - RFQ Complex Servi	File	RFQ
TOR-Disability Video. docx	File	TOR
Section 2 - EN RFQ Complex Ser	File	

3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

Attachments:



File Name or URL	Type	Description
EN Section 2.1 - EN RFQ Comple	File	Specific Instructions

***4. General Conditions of Contract**

Do you confirm acceptance of UNFPA General Conditions of Contract herewith attached?

Applicable GCCs:

- [UNFPA General Conditions of the Contract - De Minimis Contracts \(Low value Contracts\)](#)
- [UNFPA General Conditions of the Contract - Provision of Services](#)

Target: Confirm acceptance of GCCs

Select one of the following:-

- ☐ a. Confirm acceptance of GCCs
- ☐ b. Deviations from GCCs proposed(*Response attachments are required*)

5. Criteria for Evaluation and Contract Award

- **Highest Combined Score (based on the 70% technical offer and 30% financial offer weight distribution)**

Full acceptance of the UNFPA Contract Conditions of the Contract (GCC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GCCs may be grounds for the rejection of the Quotation.

Technical Offer (70%)

Relevant Experience and Portfolio - 25 Marks
Technical Approach and Methodology - 25 Marks
Production Capacity and Technical Resources - 25 Marks
Team Composition and Technical Expertise - 15 Marks
Project Management, Quality Assurance, Risk Management and Coordination Approach - 10 Marks

Financial Offer (30%)

To be computed as a ratio of the Bidder's offer to the lowest price among the offers received by UNFPA.

2.2 Section 2. Documents to be submitted (Technical)

***1. Company Profile**



Have you provided company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Target: Company profile provided

Select one of the following:-

- ☐ a. Company profile provided(*Response attachments are required*)

***2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)

***3. Statement of Satisfactory Performance**

Have you provided the Statement of Satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field, as required by UNFPA.

Select one of the following:-

- ☐ a. Yes(*Response attachments are optional*)
☐ b. No(*Response attachments are optional*)

***4. Annex 2 - Quotation Submission Form**

Have you uploaded the completed Annex 2 - Quotation Submission Form?

Attachments:

File Name or URL	Type	Description
Annex 2 - EN RFQ Complex Servi	File	

Select one of the following:-

- ☐ a. Annex 2 - Quotation Submission Form uploaded(*Response attachments are required*)

2.3 Section 3. Bidders' Declaration (Technical)

***1. Requirements and Terms and Conditions**

I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***2. Capacity and capability**

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

Select one of the following:-

- ☐ a. Yes



The United Nations
sexual and reproductive
health agency

☐ b. No

***3. Ethics**

In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***4. Code of Conduct**

I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***5. Conflict of Interest**

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***6. Prohibitions, Sanctions**

I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.



Select one of the following:-

- ☐ a. Yes
☐ b. No

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Proposal you receive, and we certify that the goods offered in our Proposal are new and unused.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

Select one of the following:-

- ☐ a. Yes
☐ b. No

***11. Annex 5 - Bidder Declaration Form**

Have you signed the attached the Bidder Declaration Form, as per attachment?

Attachments:

File Name or URL	Type	Description
Annex 5 - EN RFQ Complex Servi	File	

Select one of the following:-

- ☐ a. Yes(*Response attachments are required*)

2.4 Section 4. Technical evaluation (Technical)

***1. Annex 3 - Technical Offer**

Please provide a completed Technical Offer submission as per the Annex 3 herewith attached.

Attachments:

File Name or URL	Type	Description
EN Annex 3 - RFQ Complex Servi	File	

Select one of the following:-



☐ a. Technical Offer submitted(*Response attachments are required*)

***2. Relevant Experience and Portfolio - 25 Marks**

Relevant experience in producing communication, documentary and advocacy videos for UN agencies, development partners or government programmes (10 Points)

Experience in disability inclusion, health, youth, gender or other social inclusion-related assignments (7 points)

Quality and relevance of portfolio, including storytelling, production quality and demonstrated impact (8 points)

Select one of the following:-

☐ a. Relevant Experience and Portfolio

***3. Technical Approach and Methodology - 25 Points**

Understanding of the assignment and quality of the proposed concept and storytelling approach (10 points)

Proposed methodology and feasibility of implementation within the timeline (8 points)

Integration of accessibility features (subtitles, sign language, audio description), quality assurance and review process (7 points)

Select one of the following:-

☐ a. Technical Approach and Methodology(*Response attachments are required*)

***4. Production Capacity and Technical Resources - 25 Points**

Availability of professional production equipment and technical resources (camera, audio, lighting, drones, etc.) (10 Points)

Editing, graphics, animation and post-production capabilities, including provision of editable project files and raw footage (8 points)

Capacity to manage multi-location filming and deliver broadcast-quality outputs within the required timeline (7 points)

Select one of the following:-

☐ a. Production Capacity and Technical Resources



***5. Team Composition and Technical Expertise - 15 Points**

- Qualifications and relevant experience of the Team Leader/Producer (6 Points)
- Qualifications and experience of key technical personnel (Director, Camera, Editor, Sound, Graphics, etc.) (5 points)
- Team composition, role allocation and experience delivering similar assignments (4 points)

Select one of the following:-
☐ a. Team Composition and Technical Expertise

***6. Project Management, Quality Assurance, Risk Management and Coordination Approach - 10 Points**

- Approach to safeguarding, informed consent, ethical filming practices and data protection (4 points)
- Risk management and contingency planning for field production (3 points)
- Coordination, communication, quality assurance and approval mechanisms with UNFPA and partners (3 points)

Select one of the following:-
☐ a. Project Management, Quality Assurance, Risk Management and Coordination Approach

2.5 Section 5. Financial Evaluation (Commercial)

*1. Financial Offer Please provide the cost breakdown of your financial offer as per the template Annex 4 - Financial Offer form.

Attachments:

File Name or URL	Type	Description
EN Annex 4 - RFQ Complex Servi	File	Financial Offer

Select one of the following:-
☐ a. Financial Offer form submitted(*Response attachments are required*)



3 Lines

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1- Approval of the concept and script- (40%)	Video production services					
2- submission of the first draft video (40%)	Video production services					
3-final approval and delivery of all outputs as per ToR (20%)	Video production services					
4-GST	Value added tax VAT					

