

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-RO22-663 -4200378875

Date: 08 December 2022

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of communication services**

International Organisation for Migration (IOM) 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: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

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

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: \_\_\_\_\_

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<b>14 December 2022 at 23:59hrs</b> If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering  <input checked="" type="checkbox"/> Email  <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>RONairobiProcurement@iom.int</b></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 50 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 8MB</li> <li>▪ Mandatory subject of email: RFQ-RO22-663 -4200378875-Quote</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y".</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Duties and taxes</b>	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes  <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including</b>	English

<b>catalogues, instructions and operating manuals</b>	
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Quotation validity period</b>	Quotations shall remain valid for <b>Sixty 60</b> days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: Sheila Otieno</p> <p>E-mail address: SOTIENO@iom.int</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b></p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via email by 09 December 2022
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others <i>(for ex, environmental criteria/considerations, etc)</i></p>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order for services
<b>Expected date for contract award.</b>	02 January 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Selection IV. Terms of Reference

#### Service Provider of Communications Services: The State of Migration in East and Horn of Africa

##### 1. Background

In the first quarter of 2023, the International Organization for Migration (IOM) Regional Office for the East and Horn of Africa will launch the first edition of its flagship report 'The State of Migration in the East and Horn of Africa'. This first edition, which is being co-published with the East African Community (EAC) and Intergovernmental Authority on Development (IGAD), covers the mobility dimensions of regional integration. The report aspires to serve as a leading reference document on migration in the East and Horn of Africa Region in a way that complements other IOM global and continental reports, namely the World Migration Report (<https://bit.ly/3mnr1hg>) and Africa Migration Report (<https://bit.ly/3AltDuO>). The Report is structured in twelve chapters, covering topics such as migration and mobility trends in East and Horn of Africa, trade, labor mobility, health, climate change, sustainable reintegration, gender, integrated border management, digitalization, and the Global Compact for Migration.

The launch is expected to be a one-day high-level event in Nairobi, Kenya. Senior government officials, principals of continental and regional organizations, as well as IOM Senior Management will take part. 150 participants are expected to attend the launching event.

IOM will use the platform of the launch of the report to kick-start a parallel initiative, the regional Migration Policy Dialogue Platform.

##### 2. Assignment

The selected communications company (referred to as service provider in the following) is expected to provide the following services:

- Produce high resolution photos and high-definition videos to enhance the visibility and outreach of the Report and the policy dialogue platform. Scripts will be provided by IOM
- Produce high-resolution infographics to promote key findings of the Report
- Design and brand the venue of the launching event
- Produce posters, roll-ups, banners, and other required visibility materials
- Provide other related services as required

The assignment does not require travel outside Nairobi.

The organization of the launching event will be handled by IOM.

##### 3. Deliverables

The Service Provider is expected to provide the following deliverables as stated below:

###### 3.1 PHOTOS

The service provider will produce high-resolution photos of selected high-level officials for graphic designs prior to the launch. The service provider will take high-resolution photos during the launch, specifically a) portrait-style photos of selected senior officials, as well as b) photos of speakers, high-level attendees, and participants.

###### 3.2 VIDEOS

The service provider is expected to produce high-definition videos as follows:

###### 3.2.1 Short Videos

The service provider will produce three high-definition short videos (2 – 3 minutes each) to promote the content of the Report under the below themes:

- oBenefits of regional integration and human mobility;
- oMaking human mobility safe;
- oGovernance and integration enablers.

To this end, the service provider is expected to record interviews with selected senior officials of the EAC; IGAD and IOM. Further video material will be provided by IOM country offices. The service provider is expected to edit and produce high quality videos using these two sources of video material.

Videos will be subtitled in English.

All graphics used will follow IOM EAC; and IGAD] branding guidelines.

### *3.2.2A campaign video*

The service provider will produce a high-resolution campaign video of 4-5 minutes to promote the report. The video will feature interview segments with different senior officials from IOM, EAC and IGAD, and editors of the Report, edited with video segments of existing material provided by IOM country offices.

### *3.2.3Video on the launch of the Report*

The service provider will produce high-resolution short videos based on the launch event of the Report.

### *3.3GRAPHIC DESIGN PRODUCTS*

The service provider will produce 30 high-resolution graphic designs similar to memes, i.e., photos with a statement/quote, specifically:

- Three graphic designs to provide a general overview of the report
- Two for each of the 10 thematic chapters (with either text or a graph extracted from the report)
- Two of senior officials from IOM, EAC, and IGAD, each
- One of IOM senior leadership

An example can be found here: <https://bit.ly/3XXPThs>

The selected company is expected to take pictures of officials in Nairobi to produce the graphic design. Pictures of officials outside Nairobi will be provided by IOM.

All graphics used will follow IOM [EAC; and IGAD] branding and video templates.

### *3.4SOCIAL MEDIA*

The service provider will adapt the above visuals for the specific social media platforms: Twitter, LinkedIn, Facebook, and possibly YouTube. Text and images will be provided by IOM. The adapted visuals will be used in pre-launch, during launch and post-launch of the Report.

Further, the service provider is expected to ensure the preparation of edited photos and videos of the launching event of the Report and the policy dialogue in a manner that ensures timely outreach via social media in coordination with IOM Regional Office's team.

#### 4. Duration of assignment and Timeline

The consultancy service will take 3 months, 1 January – 31 March 2023.

The selected service provider is required to produce and deliver all communications products (edited videos, graphic designs, banners, rollups, etc) well ahead of the launch date, with the exact delivery date to be confirmed in due course. They include designs and products that uniquely and separately brand the launches of the Report and the Policy Dialogue Platform. The selected service provider is required to install the branding products in the venue that would host the event.

Expected deliverables and deadlines are as follows:

	December	January	February	March
Call for applications				
X				
Signing of the contract by the select communications Service Provider				
X				
Production of videos				
Taking pictures				
Submission of first draft high-definition edited videos				
X				
Submission of final high- definition edited short videos				
XX				
Submission of first draft high-resolution graphic designs				
Submission of final high-resolution graphic designs				
Submission of adapted videos, short videos and graphic design products for the specific social media platforms				
Provide a mockup of the venue				
Launch of the report and migration policy dialogue platform				
X				
Submission of raw footage, as well as edited videos and photostaken during the launch of the Report.				
X				

The service provider is expected to submit all video footages, photo material and graphic designs through email and/or through a hard disk to IOM upon the completion of the assignment. IOM will use this footage in future videos as appropriate. The footage should include b-rolls from the interviews as well as a brief selection of soundbites from the interviews conducted. The raw footage will be delivered to IOM once the assignment has been completed.

#### 5. Key Competencies of the Service Provider

The select service provider is expected to fulfil the following:

- 1.Extensive experience producing high-impact documentaries, human interest stories, short videos, photos, and infographics for UN Agencies or INGO/NNGOs.
- 2.Previous experience providing communications services to high-level events
- 3.Previous experience working with UN Agencies, international organizations

## **6.Intellectual Property Rights**

The copyright of all materials filmed, photographed, recorded and produced within the scope outlined in this assignment, including all materials that are not used in the final deliverables, will belong to IOM, and cannot be used or distributed without prior consent from IOM. The ownership of the final deliverables of this project will be with IOM, including the entitlement to any changes in their use outside of the original purpose outlined in this document. Credit to the selected vendor, where appropriate, shall be given. Additionally, prospective service providers are requested to clearly explain how they will implement the IOM copyright principles into their proposed strategies and plans.

## **7.Application Procedures**

Interested service providers are requested to submit the following documents:

- 1.Technical proposal.
- 2.Previous work experience in producing high-impact video, photo, and graphic designs
- 3.Financial proposal
- 4.References
- 5.Valid license to operate in Kenya
- 6.The number of professionals to be assigned to do the task by the service provider and their respective CVs.
- 7.Only companies are invited to apply but not individual consultants

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

#### BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation



Yes	No	
		Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.unhcr.org/Public/CodeOfConduct">https://www.unhcr.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

**ANNEX 3**

**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

**Technical Offer**

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

**Currency of Quotation:** Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
<b>Total Price</b>		

**Breakdown of Fees**

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.