

DATE: 01 JULY 2021

REQUEST FOR PROPOSAL: No. RFP/HCR/ROK/2021/011

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES
FOR UNHCR SUDAN OPERATIONS.**

CLOSING DATE AND TIME: 29 JULY 2020 – 23:59 HRS SUDAN LOCAL TIME.

INTRODUCTION TO UNHCR

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 6,600 people in more than 110 countries continues to help about 60 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>.

I. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Sudan, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the provision of photography and Videography Services for UNHCR Sudan operations.

IMPORTANT:

The Terms of Reference (TORS) are detailed in Annex A of this document

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

Please note that the above requirements have been stated in order to enable bidders to have an indication of the projected activities. It doesn't represent a commitment that UNHCR will require all the services. The actual work may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex G).

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION

2.1. RFP DOCUMENTS

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

Annex A: Terms of Reference (TORs)

Annex B: Technical Specifications

Annex C: Technical Evaluation criteria

Annex D: Financial Offer Form

Annex E: Bio Data Sheet

Annex F: Vendor Registration Form

Annex G: UNHCR General Conditions of Contracts for the Provision of Services – 2018

Annex H: Supplier's Code of conduct

Annex J: Calendar of Activities

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@unhcr.org as to:

- Your confirmation of receipt of this RFP
- 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 SUDKH-SU@unhcr.org. **The deadline for receipt of questions is 23:59 HRS on 15 JUNE 2021.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

EMAIL SUBJECT: RFP/HCR/ROK/2021/011 – QUERY

UNHCR will compile the questions received and will respond to all qualified companies and contactors participating in the tender competition.

2.4 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Your offer shall be prepared in English.

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

IMPORTANT:

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. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

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Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

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

The Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- **Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- A description of your organization's capacity to provide the goods /services
- A description of your organization's experience in undertaking the requirements which are explicitly defined in **Annex A (TOR)**.
- Compliance to the requirements stated on the TOR.

- **Proposed personnel to carry out the assignment**

The composition of the team you propose to provide.

- Curriculum Vitae of core staff.

- **Vendor Registration Form:** If your company is not already registered with UNHCR or has not done business with UNHCR for the last two years, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex F**).

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

- **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex G**.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

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2.4.2 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”) as stated in terms of Reference Annex A.

The Financial Offer is to be submitted as per the Financial Offer Form (Annex D). Bids that have a different price structure may not be accepted.

UNHCR is exempted from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for **[180]** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR’s standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor’s invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 **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.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 **Technical and Financial evaluation:**

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

The **Technical offer** will be evaluated using inter alia the technical evaluation criteria attached in (**Annex C**) as provided and the points distribution is 70 points from the total score.

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The Technical offer score will be calculated according to the points distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically compliant will be **(35points out of the 70points)**

The **Financial offer** will use the following percentage distribution: **30points** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

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

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

2.2 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offer shall be clearly separated

The technical Offer should be sent by E-mail Only to: SUDKHTO@unhcr.org

The Financial Offer should be sent by E-mail Only to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents 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 10 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [Number]

Name of your firm with the title of the attachment Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: **RFP/2021/011** Company ABC (email 1 of 3)

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SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:**Attention:**

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS
REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2021/011 FOR THE ESTABLISHMENT OF A FRAME
AGREEMENT FOR THE PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR UNHCR
SUDAN OPERATION.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

IMPORTANT TO NOTE: The submission of based on two envelop system separating the technical and financial offer:

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY**

Deadline: 29 JULY 2021 23:59 HRS Sudan Standard Time

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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 bidder 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 Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

2.2 BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

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 in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

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.

2.8 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 Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES - 2018

Please note that the General Conditions of Contracts for the provision of Services -2018 (**Annex G**) 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.

Signature


01 July 2019

Alexander Woart
Supply Officer

UNHCR Representation Office in Sudan



ANNEX A -Terms of Reference for Photography, Videography and Video Production Services

Background

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities and stateless persons. UNHCR has been operating in Sudan for more than 50 years in partnership with the Governments of Sudan, the UN in Sudan, NGOs, and other stakeholders.

UNHCR is seeking the services of an individual or company to provide photography, videography and/or video capturing and production services to document and promote its work in Sudan. The location of work will be primarily Khartoum, but some requests may involve traveling to work in other states including in refugee camps and other locations and setting (travel arranged by UNHCR). The service provider will produce high quality photos, videos and short films that provide a compelling snapshot of UNHCR and its partners work and operations. The products will be used to increase UNHCR's visibility, help advocacy, and to disseminate knowledge about persons of concern to UNHCR and the work being done to support them.

1. Description of required services

Under the supervision of the Senior External Officer in UNHCR Sudan, the service provider is required to work in the below **two capacities** (depending on the requested service) as follows:

1.1. Photography

- Attend pre-shoot consultations with UNHCR.
- Capture high quality photographs of UNHCR's work at field level.
- Deliver proof photographs to UNHCR via we-transfer and, if possible, on a pen drive. On location, the photographer shall keep sharing images with the External Relations Unit in Khartoum for online usage such as Twitter, Facebook and Instagram with approval.
- Caption each photograph with specific details such as the geographical location, name of the person (for portraits), activity, and any other relevant information.
- Develop graphics and animations for photos where requested.
- Take full responsibility for the technical part of photo production.
- Work with the communication team, field teams and partners as needed.
- Travel to various locations and areas where UNHCR works in Sudan.

1.2. Videography and video production

- Attend pre-shoot consultations with UNHCR.
- Develop storyboards, write scripts, shoot and edit videos in HD and other formats.
- Develop graphics and animations where requested and deliver final products on DVD or another agreed upon format.
- Provide translation and subtitles (in English/Arabic) and narration (if needed).
- Take full responsibility for the technical part of the video production including the shooting, conducting of interviews, filming B-roll, and sourcing of music to accompany the video (if needed).
- Work with the communication team, field teams and partners as needed.
- Travel to various locations and areas where UNHCR works in Sudan.

2. Skills, experience, and qualifications required

- At least five (5) years professional experience in photography, videography/video production.
- Excellent communication skills in Arabic and English.
- Outstanding photo editing and overall production skills.
- Outstanding filming, editing and overall production skills.
- Ownership or access to professional high-grade cameras and audio equipment.
- Experience producing photographs for non-profit and humanitarian organizations
- Previous experience of working with UNHCR, or other UN and international agencies can be an added advantage.
- Availability and willingness to travel to our areas of operation, when called upon to.
- Ability to work in multicultural environment.
- Experience covering emergencies and humanitarian response situations, and/or previous experience working with humanitarian organization, is highly desirable.

3. Equipment/Technical Capacity

3.1. *Photography*

- Must be in possession of a professional DSLR camera (Canon or Nikon preferred)
- Must be able to shoot RAW images
- Must be able to combine Adobe Photoshop and Lightroom software in editing and have a good understanding of editing workflow – or similar professional software
- Must possess at least two **professional** lenses
- Must possess professional editing software
- Must possess and be able to use speedlights and strobes.
- Applicants to include previous works in their technical submissions.

3.2. *Videography and video production*

- Able to shoot in full HD format (1080x1920)
- Able to edit using Adobe platforms – Adobe premiere pro and Adobe After Effect or other professional editing applications.
- Applicants to include previous works in their technical submissions.
- Access to and ability to use drone cameras an advantage.

4. UNHCR Imagery

The subjects captured in image and videos should appear natural, relaxed, without posing unless indicated. UNHCR's photo and video production style should tell a story about the function of our services and not be superficial with an overuse of added effects. Images/videos are not to be contrived, and should have an inspirational, positive feel to them to illustrate the positive impact of UNHCR's work on refugees, stateless persons and host communities.

5. Deliverables

5.1. *Photography:*

- A collection of photos of project beneficiaries of UNHCR projects across all its core programme areas. Photographs shall conform to UNHCR ethical report.
- Edit and caption pictures to illustrate uploaded stories.
- Produce high quality photos about specific refugee related events (World Refugee Day, Global Campaign for Statelessness Day, World Humanitarian Day, etc.).
- All produced photographs with captioning to be provided to UNHCR on an external format such a CD, hard drive, or a flash disk.
- Duly completed consent form for all individuals pictured in close up.

5.2. *Videography and video production:*

- Produce high quality, potentially multiple videos, lasting between 2-10 minutes about specific refugee related events (World Refugee Day, etc.). Edit the videos and share a first cut of the video for feedback. Final approved copies of the video should be shared on 2 DVDs or other requested formats. Master copies of all footage shot for the video should be shared on high quality external hard drive and/or other requested formats.
- Duly completed consent form for all individuals pictured in close up.

5.3. *Intellectual Property*

- All information, contents, products (digital or otherwise), project documents etc. which the service provider may come into contact with or produce during work shall remain the property of UNHCR who shall have exclusive rights over use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of UNHCR, in line with applicable national and International Copyright Laws.
- In consideration of the fees paid, the service provider expressly assigns to UNHCR any copyright arising from the works produced while executing requested work. All images (whether used for online or print purposes) will bear the service providers photo credit, as specified by international intellectual property rights. The service provider may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from UNHCR.
- The photographs and video remain the property of UNHCR for use in various mediaplatforms.

6. Contractual Arrangements

The service provider will be hired under UNHCR's terms of contract and managed solely for the purpose of delivering the above deliverables. UNHCR Sudan shall provide necessary support to the photographer in order to execute the assignment during the stipulated period. These shall include:

- I. Access to relevant documents and information necessary for service delivery
- II. Briefings on assignments
- III. Logistical and travel support when required

ANNEX B - Technical specifications for Photography and Videography

Photography

Equipment

- DSLR
- Min 2 professional lenses
- Flash

Photo files

- Edited and RAW files in usual formats, incl. hi-res
- Edited with professional editing software
- No watermarking

Post production

- Full set of meta data entered by the photographer via Adobe Bridge or similar
- Caption describing what is on the photo by using full, English sentences
- Delivery by mobile, online or hard disk, depending on UNHCR's specific request
- Upload to UNHCR's photo database Refugees Media if requested
- Rework of editing if quality (exposure, sharpness, white balance) is questionable

Videography

Equipment

- Professional camera
- Professional microphone

Video files

- Footage provided in usual formats incl in HD
- Sent via mobile, online or hard disk, depending on UNHCR's specific request

Post production

- Shot list provided in English
- Cutting and editing, if requested and according to request
- If editing required, one rough cut and three further cuts are to be provided, if necessary.
- Reformatting for different platforms, if requested (Social Media etc.).
- Dubbing, subtitling in line with UNHCR video guidance, style and specific request

ANNEX C – Technical Evaluation Criteria

Mandatory Criteria	Pass	Fail
Company Registration Business Certificate in Sudan		
Company Financial Capacity: Audited Financial Report OR Certified Bank Statement for the past three years.		
Acceptance of UNHCR General Contract Conditions by signing Annex G		
Acceptance of UN Suppliers Code of Conduct by signing Annex H		
Technical Evaluation Criteria	Points	Comment
PHOTO	Total of 35 Points	
Technical quality of photo samples (sharpness, exposure, white balance)	15	
Composition of photo (2/3 rule, storytelling, cropping, if any, light)	8	
Variety of material	4	
Creativity	4	
Editing	4	
VIDEO	Total of 35 Points	
Technical quality of video samples (sharpness, exposure, white balance, stability)	15	
Technical quality of cut	4	
Sound quality	4	
Variety of samples	4	
Creativity	4	
Post-production	4	
Total Points	70	

ANNEX D: FINANCIAL OFFER FORM

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

 YES NO

S/NO:	ITEM	HOURLY RATE in USD	HALF DAY RATE in USD	DAILY RATE in USD
1	Professional Fee including the equipment Pre-Production Scripting, Storyboarding			
2	Production -Shooting, interviewing, lighting			
3	Post-production -Voice over, video editing and audio editing			
4	Post-production - Special effects, Animation and 3D Imagery.			
TOTAL COST				

BIDDERS NAME:

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP OF THE COMPANY:

ANNEX E: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE GOODS AND SERVICES TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	29 July 2021 ,23:59 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:	
	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS –UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS –UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM REQUEST FOR PROPOSAL NO.: RFP/HCR/ROK/2021/011 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR UNHCR SUDAN OPERATIONS. <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	180 DAYS	
PRICE VALIDITY PERIOD:	FOR THE PERIOD OF THE CONTRACT	
SPECIFICATIONS:	KINDLY NOTE THAT FOR THE SERVICE THE REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION	UNHCR REPRESENTATION OFFICE SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM.	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 2359 HRS on 15 July 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	

Annex J: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	01 July 2021	29 July 2021
2	Closing date for Queries	01 July 2021	15 July 2021
3	Closing date for Submission		29 July 2021
4	Bid opening Date		30 July 2021
5	Technical and Financial Evaluation	31 July 2021	10 August 2021
6	Approval of Contract	11 August 2021	21 August 2021
7	Issuance of Purchase order	22 August 2021	