

DATE: 18 OCTOBER 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/031
FOR THE PROVISION OF CONFERENCE SERVICES (Workshop) FOR UNHCR SUDAN OPERATIONS
QUOTATION TO BE RECEIVED BY: 26 OCTOBER 2022 - 13:00 HRS SUDAN STANDARD TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly requests your price quotation of conference services for UNHCR Khartoum as specified as part of this Request for Quotation (RFQ).

1. REQUIREMENTS

The following are the deliverables that are expected to be delivered by the contractor:

- Deliver a 5-day training workshop for 15 participants on the following thematic areas:
 - Five-day training on building a business in the film industry.
 - One legal information session on establishing a business in Sudan.
 - One session on how to build and design a professional, attractive, and communicative profile.
 - Three networking sessions for the participants.
 - Six-month mentorship, consultation, and technical support for the participants.

- Please refer to Annex E – Terms of Reference, for more details regarding the required services.

Please be informed that the company and your technical offer will be evaluated as per the attached technical evaluation criteria Annex F.

Annex A: Financial Offer:

Please include the following price information in your quotation (without VAT).

Offer Date	Offer Price in USD	Requirements
		<ul style="list-style-type: none"> • Deliver a 5-day training workshop for 15 participants on the following thematic areas: <ul style="list-style-type: none"> ○ Five-day training on building a business in the film industry. ○ One legal information session on establishing a business in Sudan. ○ One session on how to build and design a professional, attractive, and communicative profile. ○ Three networking sessions for the participants. ○ Six-month mentorship, consultation, and technical support for the participants.

The offer should include all of the above requirements.

Delivery lead time:

Please fill in below lines:

For further information on UNHCR, please see <http://www.unhcr.org>

Name of Vendor:.....
Address/Telephone No:
Contact Person:
Delivery time in days:
Total Amount in Words:
Offer Validity Period:
Date:
Signature:

2. RFQ DOCUMENTS-ANNEXES.

The following annexes form an integral part of this Request for Quotation

Annex A: Financial offer form

Annex B: Vendor Registration Form

Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex D: UN Supplier code of conduct

Annex E: Terms of Reference

Annex F: Technical Evaluation Criteria

Please note that UNHCR has tax and duty exemption status.

BID VALIDITY: You are requested to hold your offer valid for **90 days** from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

PAYMENT: Payment will be made within **30 days** of receipt in UNHCR, Kharioum office of complete documents in good order after satisfactory delivery of goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

CURRENCY OF PAYMENT: Payment will be made in the currency in which the purchase order is issued.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote

Vendor Registration Form: If your company is not registered with UNHCR you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex B**).

Please note that these terms and conditions (**Annex C**) will be strictly adhered to for the purpose of any future contract.

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to SUDKH-SU@unhcr.org. The deadline for receipt of questions is 25 October 2022 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

4. YOUR OFFER

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.

5. RFQ Submission

We would appreciate receiving your quotation on or before **26 October 2022, 13:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

For further information on UNHCR, please see <http://www.unhcr.org>

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2022/031**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, 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.

Your quotation must be valid at least for **90 days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Thank you for your kind attention.

Ibrahima Drame

Supply Officer

UNHCR Representation Office in Khartoum



For further information on UNHCR, please see <http://www.unhcr.org>

Annex E – Terms of Reference

Business Development Training in Film Making

RFQ-HCR-ROK-2022-031

Background

Established in 1950, UNHCR, the UN Refugee Agency leads international action to protect people forced to flee their homes because of conflict and persecution. We deliver life-saving assistance like shelter, food, water, and develop solutions that ensure people have a safe place to call home where they can build a better future. We also work to ensure that stateless people are granted a nationality. Telling the Real Story (TRS) Information Campaign UNHCR launched the awareness raising campaign, Telling the Real Story (TRS), in 2015, as part of a multi country initiative aimed at providing truthful and trustworthy information to refugees and other persons of concern in mixed flows. The purpose was to empower target audiences (asylum-seekers, refugees, and other people on the move) to make informed decisions about their future, their immediate courses of action, and the risks associated with their choices; decisions based on facts rather than on smugglers and traffickers' narrative or misinformation from the diaspora. It is the peer-to-peer aspect of communication that constitutes the guiding thread of the project and is built on two premises. Firstly, that communication that is carefully attuned to the information needs of the community are often more widely heard than institutional messages. Secondly, that information must reach people as they move.

The project's success to date lies in its ability to re-enact traditional communication and capitalizes on the fact that the communities that *Telling the Real Story* engages with, trusts information coming from their own members. Of significance is *Telling the Real Story's* ability to match testimony givers' emotions with stories that align with the audience's life experiences, recognizing that values and emotions play a bigger role than facts. This success is attributed to *Telling the Real Story* being developed in cooperation with the communities, engaging credible messengers, and embracing partnerships.

In 2021, TRS Khartoum together with TRS Stockholm, developed a film project to empower film interested Eritrean refugee youth in Khartoum. The idea was to train the youth in all parts of film making from script writing, to directing, to acting etc. At the end of the project five short films have been produced and they are planned to be screened at the end of the year. TRS now is looking for a service provider who will be able to deliver a training on establishing a filmmaking business in Sudan.

Objectives:

- To equip the participants with the experiential and practical knowledge of filmmaking business in Sudan through a five-day livelihood training.
- To have three networking sessions with refugee and local filmmakers in Sudan.
- To offer a six-month long mentorship session for the refugee filmmakers.

The contractor should fulfil the following requirements:

- The contractor should have experience working with international organizations and institutions in filmmaking.

- The contractor should have access to a training space in a central location in Khartoum.

The following are the deliverables that are expected to be delivered by the contractor:

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 - One legal information session on establishing a business in Sudan.
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 - Three networking sessions for the participants.
 - Six-month mentorship, consultation, and technical support for the participants.

ANNEX F – Technical Evaluation Criteria

Technical Evaluation Criteria	Pass	Fail
Company Registration Business Certificate in Sudan		
Experience working with other UN agencies and international institutions		
The contractor should have access to a training and movie screening space in a central location in Khartoum.		
Technical experience in delivering livelihood training for refugee filmmakers		
Experience in working with refugees or migrant populations in Sudan		
Experience in providing mentorship		