



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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**DATE: 01/06/2018**

**REQUEST FOR QUOTATION: No. RFQ/2018/003**

**FOR THE SUPPLY OF VIDEO MULTIMEDIA SERVICES**

**QUOTATION TO BE RECEIVED BY: 10/06/2018 – 23:59 hrs**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following **video multimedia services** specified in this Request for Quotation (RFQ).

UNHCR may award one or more Frame Agreements with an initial duration of 15 June 2018 – 31 December 2019, potentially extendable for a further period of one (1) year. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

## **1. REQUIREMENTS**

- Description: UNHCR Representation in Romania requires the services of experienced video journalists throughout the year including in the lead up to World Refugee Day (20 June).

Fluency in English is essential, as is TV broadcast experience for video editors. Editors and multi-media producers should be based in Romania; travel from outside the country cannot be covered.

- Type of services and deliverables: Depending on the specific nature of each assignment, services may include: editing of video stories, public service announcements (PSAs) or different video spots and production of multimedia products (slideshows, infographics, digital banners, etc.) for broadcast and internet according to professional standards. This will include image and sound editing, adding any other text, sound or visual elements, sub-titling, dubbing, converting into required file formats and size etc. Services may include developing new products or repackaging existing material, reediting footage or complete stories shot by others, including UNHCR staff, and providing professional advice.

Typically, finished stories and products will be between 30 seconds and 3 minutes long. A sample of UNHCR stories for style and format can be viewed at <http://www.unhcr.org/>. For particular campaigns, video and multimedia materials may have a specific kind of format different from a standard news story.

Exact requirements, concept and background to each assignment or story are provided by UNHCR in advance.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

In the majority of cases, UNHCR prefers close discussion on the edit of particular stories or products and service providers are expected to work in close liaison with UNHCR staff.

Quotations from editors and multi-media producers who can, at times, work at the UNHCR office premises in Bucharest to facilitate close editorial discussions are particularly welcome.

Some of the assignments may require short deadlines. Bidders are requested to indicate their availability and notice periods required.

Depending on the location of the service provider, communications between UNHCR and the service provider shall normally happen via email or telephone, with face-to-face meetings occasionally as feasible and required.

Files, including draft and final text and media files shall be exchanged electronically via e-mail, file transfer sites, external drive or CD/DVD as the file size and format best require and as mutually agreed. Files shall be submitted in various formats as mutually agreed suitable for broadcasting, uploading on and playing directly from UNHCR's websites, social media and video-sharing websites, such as YouTube, Vimeo etc.

The exact technical parameters will be mutually agreed for each assignment.

If required, final files have to be filed on [Refugees Media](#) following [UNHCR Videographer Guidelines](#).

The service provider shall have the required equipment as well as the required software, or have them at disposal via rental in order to complete the different task under the assignment.

- Copyright: Copyright of copyright of the final product and raw footage shall be the property of UNHCR. UNHCR shall provide the service partner with logos, texts, photos and any other material in an adequate format, as required by the assignment. The service provider shall not use UNHCR's logo or any other material supplied by UNHCR, for any purposes outside the scope of the assignment and contract.
- UNHCR Guidelines: The service provider will observe the **UNHCR Videographer and Graphics Guidelines** that can be found here: <https://goo.gl/b228NM>

The service provider shall accept UNHCR's rules on visual and video design, logotype usage (specifying colours, fonts, sizes, etc.) as well as editorial policies relating to protecting the rights and identity of the people recorded for protection reasons.

Samples and guide for style and format can be viewed on UNHCR's global website at <http://www.unhcr.org/>.

- Location: Bucharest, Romania
- Duration of Frame Agreement: 15 June 2018-31 December 2019

Please include the following price information in your quote (without VAT):

- Currency (RON/USD)
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- Daily and hourly rates
- Additional fees, if any (please specify)

Please note that UNHCR has tax and duty exemption status.

## 2. RFQ Submission

The tender documents to be submitted by bidders (in English) are the following:

- **Tender form** (see Annex 2);
- **General presentation of the bidder;**
- **Samples of similar work** – please include direct links to video stories, if possible, and professional referees or references;
- **Price quotation** (daily and hourly service fee in RON or USD) – with a breakdown of fees of the different tasks (complex story editing, subtitling only, etc.), for using the video journalist/editors' own equipment and software or rental of equipment.

All cost calculations should specify **net price + VAT amount** (if applicable).

We would appreciate receiving your quotation on or before **10/06/2018 – 23:59 hrs** (Romanian time) by e-mail, in PDF format, to [rombupst@unhcr.org](mailto:rombupst@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 **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- UNHCR RFQ/2018/004
  - Your name or name of your firm
  - Number of e-mails that are sent (example: 1/2, 2/2)
- (for example: *UNHCR RFQ/2018/004 – Company X, email 1/2*)

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

Please find attached in ANNEX 1 the UNHCR General Conditions of Contracts for the Provision of Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Diana Tifor, Senior Admin/Finance Assistant  
Admin/Programme Unit  
UNHCR Representation in Romania