



**UNHCR**

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

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**DATE: 09/08/2019**

**REQUEST FOR QUOTATION: No. RFQ/2019/008**

**FOR THE SUPPLY OF VIDEO JOURNALISM SERVICES**

**QUOTATION TO BE RECEIVED BY: 22/08/2019 – 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 JOURNALISM SERVICES** specified in this Request for Quotation (RFQ).

UNHCR may award one or more Frame Agreements with an initial duration of two years (1 September 2019 - 31 August 2021), potentially extendable for a further period of one (1) year, subject to satisfactory performance. 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 broadcast or TV news experience.

Video journalists should be based in Romania; travel from outside the country cannot be covered.

### **Type of services and deliverables:**

- Production of complete video stories in news and short documentary genre, for both broadcast and the internet, according to professional international journalistic standards, including research and set up (UNHCR will often help with pre-production aspects);
- Shooting sequences and interviews, drafting a script (in English) and editing a completed story.
- In addition, some post production skills such as adding text, sound or visual elements, knowledge of formats, compression standards and programmes is a must.
- Video journalists will have their own professional cameras, computers and editing software. At times it may be preferable to work in the UNHCR office where close discussion may be required on particular stories.

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

**Location:** Romania. Bidders from various cities are encouraged to submit quotations (e.g. Bucharest, Timisoara, etc.).

**Duration:** 01 September 2019 – 31 August 2021

Please find attached in **ANNEX A** additional information about the services required (TOR).

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

- Currency (RON/USD)
- Hourly, half day and daily rates with a breakdown of fees of the different tasks (shooting, editing, subtitling, etc.), for using the video journalist/editor's own equipment and software or rental of equipment. Normally, for longer assignments, UNHCR pays one post-production day for every three days of shooting; for shorter, simpler assignments, post-production is included in daily rates.
- Additional fees, if any (please specify)

Please note that UNHCR has tax and duty exemption status.

## **2. RFQ SUBMISSION**

We would appreciate receiving your quotation on or before **22/08/2019 – 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/2019/008
- Your name or name of name of your company
- Number of e-mails that are sent (example: 1/2, 2/2), (for example: *UNHCR RFQ/2019/008 - Company X, email 1/2*)

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

- Tender form (see Annex C);
- 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 (hourly, half day and daily service fee in RON or USD) – with a breakdown of fees of the different tasks (shooting, editing, subtitling, etc.), for using the video journalist/editor's own equipment and software or rental of equipment.

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

Cost calculations shall not include required travel costs to shoot stories, as these costs would be indicated separately outside of the service fee for each assignment as required. (Normally UNHCR pays direct travel costs only, such as transport fares, mileage and accommodation and not *per diem*).

Your quotation must be valid at 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.

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Please find attached in **Annex B** 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

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