



# 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/2018/002**

**FOR THE SUPPLY OF PHOTO JOURNALISM 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 **photojournalism 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 generally requires services from professional photojournalists to provide compelling photographs on the situation and daily lives of refugees, asylum-seekers, stateless people, and the people working with them across Romania.
- Type of services and deliverables:
  - Shooting photos, photo stories and essays (depending on the assignment) according to international photo journalistic standards;
  - Complete post-production work including captioning, keywords and other details and metadata (guidance to be provided by UNHCR) to be embedded in the photos;
  - Photos should be provided in both high (for print) and low (for web) in JPG on a CD/DVD or via file transfer sites to UNHCR as mutually agreed;
  - Close liaison with UNHCR Communication/Public Information team in the country on the assignment and post production is required;
  - Quotations for further post-production work such as the preparation of slide shows, etc. are also welcome.

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<sup>1</sup>

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

Photos will be used on UNHCR's digital platforms and publications, and in various advocacy activities. A sample of UNHCR stories for style and format can be viewed at <http://www.unhcr.org>.

Exact requirements and background to each assignment or story are provided by UNHCR in advance. In most cases UNHCR will carry out research and pre-production work in advance, and journalists will be assigned a specific story.

Service providers are expected to use their own equipment and necessary software of current photography industrial standards. 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 mutually agreed, suitable for print and web and further processing in digital communication materials.

Quotations should stipulate rates for work using own equipment. Where equipment needs to be rented, quotations should note current rental rates.

Fluency in English and Romanian as well as previous photo journalistic experience are essential.

Bidders should be based in Romania: travel costs from outside the country cannot be covered.

Some of the assignments may require availability at a short notice and deadline as well as the ability to travel within the country.

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.

- Copyright: Copyright of the photos shall be transferred to UNHCR. The photographer may file the photos with media outlets after publication by UNHCR, but neither the media nor the photographer may sell, licence or give any images to other United Nations Agencies or non-governmental or other organisations. The photographer may use the images to promote her/himself.
- UNHCR Guidelines: The service provider shall accept UNHCR's rules on photo taking and editing as well as editorial policies relating to protecting the rights and identity of the people recorded on the photos, for protection reasons.

Samples and guide for style and format can be viewed on UNHCR's global website at [Refugees Media and Photographer's Guidelines](#).

The service provider will also observe the **UNHCR's Social Media Policy for UNHCR Consultant Photojournalists** (see Annex 3).

- Location: Romania. Bidders from various cities are encouraged to submit quotations (e.g. Bucharest, Timisoara, Cluj, Galati, etc.).
- Duration of Frame Agreement: 15 June 2018-31 December 2019

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

- Currency (RON/USD)
  - Daily and hourly rates, stipulating the different rates for photography day, travel day and post-production; normally, for longer assignments, UNHCR pays one
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- 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

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 portfolio or website, if possible, and professional referees or references;
- **Price quotation** (daily and hourly service fee in RON or USD) – with a breakdown of fees per photography day, travel day.

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/2018/002
  - Your name or name of your firm
  - Number of e-mails that are sent (example: 1/2, 2/2)
- (for example: *UNHCR RFQ/2018/002 – 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

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