



**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/2019/007**

**FOR THE SUPPLY OF PHOTOJOURNALISM 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 **PHOTOJOURNALISM 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 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>

**Location:** Timisoara, Romania

**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 or USD
- Daily and hourly rates, stipulating the different rates for photography day, travel day and post-production; 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 CET** 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:

- RFQ reference number – RFQ/2019/007
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)  
(for example: *RFQ/2019/007 – Company X, email 1/2*)

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

- Offer form (see Annex C)
- 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).

Normally, UNHCR reimburses direct travel costs only, such as transport fares, mileage and accommodation upon receipt of expenditure and supporting documents and does not provide *per diem*.

All tender documents are to be submitted in English. Documents submitted in other languages will not be considered.

Any submitted incomplete tender will be rejected.

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