



United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: <http://vietnam.unfpa.org>
www.facebook.com/unfpa.vietnam

Date: 1 July 2022

REQUEST FOR QUOTATION RFQ N° UNFPA/VNM/RFQ/22/08

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

PROFESSIONAL SERVICES TO BROADCAST A SHORT VIDEO CLIP ON SEXUAL HARASSMENT PREVENTION OUTSIDE TRANG TIEN PLAZA IN HA NOI, VIET NAM

UNFPA requires the provision of professional services to broadcast a short video clip on sexual harassment prevention outside Trang Tien Plaza in Ha Noi, Viet Nam.

This Request for Quotation is open to all legally-constituted companies that can provide the requested services and have legal capacity to perform in Viet Nam, or through an authorized representative.

I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

Service Requirements/Terms of Reference (TOR): See Annex II

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Nguyen Minh Ha</i>
Tel N°:	<i>84-24-38500 328</i>
Email address of contact person:	<i>mnguyen@unfpa.org</i>

The deadline for submission of questions is **15h00 Tuesday 5 July 2022 (Ha Noi Time)**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the TOR.
- Price quotation, to be submitted with reference to the price quotation form.

Both parts of the quotation must be signed by the bidding company's relevant authority and submitted in PDF format.



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IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the UNFPA Viet Nam's secured email address vbiddtender@unfpa.org no later than **Thursday, 7 July 2022 at 10:00 AM Ha Noi Time**¹.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line:
RFQ Nº UNFPA/VNM/RFQ/22/08 – [Company Name]
Quotations, including both technical and financial proposals, that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

V. Award Criteria

In the event of a contract award, UNFPA shall award the Contract to the lowest priced Bidder whose bid has been determined to be most technically responsive with the bidding documents.

VI. Right to Vary Requirements at Time of Award

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

VII. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

VIII. Fraud and Corruption

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>
UNFPA/VNM/RFQ/22/08



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IX. Zero Tolerance

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

X. RFQ Protest

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit [Ms. Naomi Kitahara, UNFPA Viet Nam Representative at kitahara@unfpa.org]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XI. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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PRICE QUOTATION FORM

[The Bidder shall fill in the Price Quotation Form in accordance with the Terms of Reference]

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N°:	UNFPA/VNM/RFQ/22/08
Currency of quotation :	VND
Validity of quotation: <i>(The quotation must be valid for a period of at least 60 days after the submission deadline)</i>	

- Quoted rates must be **inclusive of all taxes**.

Example Price Schedule below *(The table columns should be modified as appropriate for specific services):*

Item	Description	Unit	Quantity	Unit Price (VND)	Total Amount (VND)
Sub-total					VND
VAT					VND
Total Contract Price (including VAT)					VND

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/VNM/RFQ/22/08 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place



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ANNEX I:
General Conditions of Contracts:
De Minimis Contracts

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)

ANNEX II:
Terms of Reference

**ANNEX II - TERMS OF REFERENCE
FOR PROFESSIONAL SERVICE TO BROADCAST A SHORT VIDEO CLIP ON SEXUAL
HARASSMENT PREVENTION OUTSIDE TRANG TIEN PLAZA IN HANOI CITY**

1. BACKGROUND

Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another.¹

The National Study on Violence against Women (VAW) 2019 indicates that 9.0 per cent of women have experienced such sexual harassment in their lifetime and 1.2 per cent currently (in the last 12 months). Perpetrators were predominantly male friends and acquaintances. Women between 20-24 years old experienced the highest rates of sexual harassment by a non-partner since age 15 (18.0 per cent) and those even younger (aged 15-19) have the highest rates in the last 12 months (5.4 per cent). The trend in current rates of non-husband/partner sexual harassment suggests youngest women are most at risk. More than one in ten women (11.4 per cent) experienced one or more kinds of harassment and abuse in their workplace, schools or public places. The most mentioned form was receiving unwanted personal electronic messages with sexual content (mentioned by 7.6 per cent of women), followed by being grouped or touched sexually on a bus or other public place (4.9 per cent).

In this context, UNFPA has been working in partnership with the Center for Studies and Applied Sciences in Gender – Family – Women and Adolescents (CSAGA) to develop a 30-second video clip on sexual harassment prevention to deliver the message “Do not keep silence when being sexually harassed” in public space, including the sharing of the information about related hotline numbers from CSAGA and Viet Nam Farmer’s Union.

Against the above background, the UNFPA Country Office wishes to engage an entity on a professional service to broadcast this video clip on the 2 LED P4.8 outdoor screens outside Trang Tien plaza in Ha Noi to raise the public’s awareness towards stopping sexual harassment.

2. PURPOSE/OBJECTIVES

The main objective of the professional service is to widely broadcast a 30-second video clip on sexual harassment prevention on the 2 LED screens outside Trang Tien plaza in Ha Noi to call for action to stop sexual harassment.

The specific objectives are to deliver the messages in public space on:

- “Do not keep silence when being sexually harassed”.
- Hotline number 1800 1768 from Viet Nam Farmer’s Union which provides free counselling service for GBV survivors at nation-wide.
- Hotline number 024333 5599 from CSAGA which provide free counselling service for GBV survivors in Ha Noi.

3. SCOPE AND FOCUS

- The video clip will be broadcast 120 times per day in every 8 minutes/per screen on the 2 LED screens outside Trang Tien Plaza in Ha Noi, specifically in the screen (12 meters/2496px (W) x 8 meters/1664 px (H) P4.8 outdoor - landscape) in the cross road of Hang Bai – Hai Ba Trung streets, and in the screen (8 meters/1664px (W) x 6 meters /1248 px (H) P4.8 outdoor - landscape) of Hang Bai – Trang Tien streets.

1 <https://www.un.org/womenwatch/uncoordinated/antiharassment.html#:~:text=Sexual%20harassment%20is%20any%20unwelcome,interferes%20with%20work%2C%20is%20made>

The links of the video as follow:

<https://drive.google.com/file/d/1wVOMpL5pfCUKJXUEbKzOv4AWAHcbyTDN/view?usp=sharing>

- Implementing time: From 6.30 am - 22.30 pm in every 8 minutes/time/screen within 3 weeks from 23 July to 13 August 2022

4. FINAL PRODUCTS/DELIVERABLES

- Final report on the numbers of times that the video clip was successfully broadcast in the LED P4.8 screens outside Trang Tien Plaza in Ha Noi together with photos serving as evidence.

5. INTENDED USES & USERS

5.1 Intended uses:

- To raise awareness of public on sexual harassment and call for actions to stop sexual harassment.
- To deliver the message “Do not keep silence when being sexually harassed”.

5.2 Intended users:

- People in general and especially women and girls in Ha Noi.

6. APPROACH AND METHODOLOGY

- The assignment will be conducted in a gender and human rights responsive, inclusive, Gender Based Violence (GBV) survivor -centred approach.
- Interested service provider will submit a quotation for the services, a concrete implementation timeline including broadcasting schedule, and a plan for monitoring the actual broadcast

7. ACCOUNTABILITIES

7.1. The selected service provider will:

- Be technically and contractually accountable to UNFPA Country Office for all aspects of the assignment;
- Be responsible to complete and abide by all local regulations and procedures for permission to post video clips in public space;
- Deliver the tasks expressed in this TOR in close consultation and collaboration with the assigned officers from UNFPA;
- Consult and agree with UNFPA on the timeframe before broadcasting the video;
- Brief UNFPA on the progress of activity implementation against the planned timeframe;
- Consult UNFPA to address challenges and problems arising during the consultancy assignment; and
- Be responsible for the quality of the activities, final products.

7.2. UNFPA Country Office (CO) will:

- Develop a contract for signature between UNFPA and the selected service provider;
- Provide the video clips to be broadcast;
- Facilitate the selected entity in completing its assignment, as mentioned in the TOR;
- Provide comments on the products including detailed work plan, activities implementation plan, and final report before they are finalized; and
- Monitor the progress and quality of the activity’s implementation, including the conduct of spot-check of actual posting work.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS

Monitoring and progress control will follow the below tentative schedule:

	Activity	Key deliverable	Deadline
1	Sign the contract	A signed contract	3 rd week of July 2022
3	Broadcast the video clips	The sexual harassment prevention video clip broadcast in the 2 selected locations in 3 weeks during 23 July to 13 August 2022	23 July to 13 August 2022
4	Prepare final report	Submitted final report	31 August 2022

***Note:** This schedule will be updated following contract signature.

9. REFERENCE DOCUMENTS

The following documents will be provided to the selected agency:

- A 30-second video clip on sexual harassment prevention

10. QUALIFICATIONS

- Has a clear governing body and structure including business license, organization chart and staff size for undertaking the consultancy work;
- Has demonstrated expertise and experience in broadcasting video clips in LED screens in public spaces, especially in Ha Noi;
- A list of past and current projects with similar scope and value will be an asset;
- Experience working with multi/bilateral programmes/projects, UN agencies, particularly UNFPA and/or other development partners in Viet Nam, will be an asset.

11. PAYMENT TERM

- A contract for professional services will be signed between UNFPA Viet Nam and the selected entity. The payment will be reduced if the contractor does not meet the required number of time and it will be based on the actual time of broadcasting. Payment will be made upon the receipt of the final report submitted by the contractor and accepted by UNFPA (31 August 2022).
- Payments will be reduced by 10% if the submission of the final report of expected outputs is delayed by more than 20 days.

12. ESTIMATED BUDGET

- The total budget for implementing this project is estimated US\$33,000 (VAT included) which covers all costs to deliver this Terms of References.