Date: *27* *August 2020*

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ARM/RFQ/2020/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**Preparation and performance of an interactive puppet theatre play on preventing COVID-19 and safe behavior**

UNFPA requires the provision of services as per the Terms of Reference (TOR) attached.

This Request for Quotation is open to all legally registered companies and organizations operating in the Republic of Armenia that can provide the requested services.

1. **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 with a mission to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us).

**Terms of Reference (TOR) is attached**

**Objectives and service requirements**

The overall objective of this TOR is to develop and perform an nteractive theatre play on preventing COVID-19 and safe behavior in Yerevan and a number of marzes of Armenia. It includes the following tasks:

* Develop the scenario/script for the interactive puppet theatre play, in consultation with UNFPA team;
* Finalize the number of performances and locations with UNFPA team;
* Develop a performance schedule, in consultation with UNFPA team;
* Decide on the performance evaluation methods in consultation with UNFPA team;
* Select the cast for the episodes with involvement of experienced actors;
* Identify the appropriate venue for the plays according to the purpose and type of the play and transform it into a theatrical space, as needed;
* Be responsible for ensuring an adequate sound system to help the audience to hear the performance clearly;
* Ensure the necessary physical environment of plays: the scenery, props (including visual aid support), puppets, and costumes to be used by actors;
* Coordinate the staging of the play, rehearsals and the performances described under the scope of work;
* Prepare, print and locate/disseminate play posters;
* Document and take photos of the plays;
* Ensure respective logo and disclaimer placement, in consultation with UNFPA team;
* Assess the performance of the puppet theatre play using the evaluation methods agreed with UNFPA team;
* Provide regular updates on the project implementation to the UNFPA team.

**Background information:**

On 31 December 2019, the Government of China reported a cluster of cases of pneumonia of unknown cause in Wuhan, the Capital City of Hubei Province. Since then, the coronavirus disease now known as COVID-19 has spread worldwide at an exponential rate and was labelled a pandemic by the World Health Organization on 11 March 2020.

Globally, there are now more than 22 million reported cases of COVID-19, and 780,000 deaths. In many countries, the number of patients who need hospitalization and advanced care remains high, putting huge pressure on health systems and affecting the provision of services for other health needs. As of August 24, 2020, there are 42825 confirmed cases of COVID-19 infection and 854 deaths in Armenia.

As the world gathers more information about the virus, it becomes clear that the COVID-19 virus should be controlled and managed using the tools available now, and people should learn to make the adjustments to their daily lives that are needed to keep everyone safe.

So-called lockdowns enabled many countries to suppress transmission and take the pressure off their health systems, but lockdowns are not a long-term solution for any country. On the contrary, the pandemic is a reminder that health and the economy are inseparable. All countries eventually will move into a new stage of opening their economies, societies, schools and businesses safely. To do that, every single person must be involved. Every single person can make a difference. Every person, family, community and nation must make their own decisions, based on the level of risk where they live. That means every person and family has a responsibility to know the level of transmission locally, and to understand what they can do to protect themselves and others.

In this respect, it is very important that first of all children and adolescents learn about safe behavior, have a basic understanding of the virus and ways of transmission. For this purpose, interactive and entertaining methods of education are a first choice.

UNFPA has a successful experience with using interactive puppet theatre to educate children and adolescents on a variety of socially important issues such as gender equality, undervaluing of girls and son preference.

There is a growing body of evidence on the utility of theater in education and is increasingly seen as a powerful tool for social change. The term ‘theater in education’ refers to using theater for a purpose beyond entertaining the audience. If used effectively, it is an excellent way to present sensitive topics usually not discussed in public. Theater allows audiences to receive messages in an entertaining way.

Interactive theatre including interactive puppet theatre methodology enables a sustained experience. The characters and the dramatic situations are discussed and remembered long after the performance. Theatre reaches the heart and the mind in a way that reading a pamphlet or listening to a speech likely will not. What happens to the characters, and the emotions one feels while participating in an interactive show, strikes people in a unique way and will likely be remembered long after the play ends.

Duration of the project is September 20-Novermber 20, 2020.

1. **Questions**

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

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Mher Manukyan, Artur Ishkhanyan* |
| Tel Nº: | *+37410547087, +37491429029* |
| Email address of contact person: | [*manukyan@unfpa.org*](mailto:manukyan@unfpa.org), [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) |

The deadline for submission of questions is 04 September 2020. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

1. **Content of quotations**

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

1. Technical proposal for the interactive puppet theatre play, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation for the development and one performance of the interactive puppet theatre play, to be submitted strictly in accordance with the price quotation form.

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

1. **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 contact person indicated below no later than***Friday, 11 September 2020 at 17:00*[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | *Manana Mananyan* |
| Email address of contact person: | *procurement.armenia@unfpa.org* |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ARM/RFQ/2020/010 – Proposals, 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.

1. **Overview of Evaluation Process**

Quotations will be evaluated based on the technical proposal and the total cost of the services (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

1. **Award Criteria**

In case of a satisfactory result from the evaluation process, UNFPA intends to award a Purchase Order to the Bidder(s) that obtain the lowest-priced technically acceptable offer.

1. **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.

**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.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

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](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). 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](http://web2.unfpa.org/help/hotline.cfm).

1. **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](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **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 – Tsovinar Harutyunyan. 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](mailto:procurement@unfpa.org).

1. **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).

***Disclaimer****: The development of the theatre play is announced in the framework of the “EU 4 Gender Equality: Together against gender stereotypes and gender-based violence" programme, funded by the European Union, implemented jointly by UN Women and UNFPA.*

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ARM/RFQ/2020/009 |
| **Currency of quotation:** | AMD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation shall be valid for a period of at least 3 months after the submission deadline.)* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Cost of Supplies | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Cost of Supplies* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Cost of Supplies)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ARM/RFQ/2020/009 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 | |

**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,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)