



**IOM Uzbekistan**  
**REQUEST FOR QUOTATION**  
**MA.0532/HIV/2**

RFQ Reference: **MA.0532/HIV/2**

Date: **20.10.2023**

Production of a short audio-visual product on HIV risks, prevention, and available treatment/healthcare services for/among (potential) migrants and their partners for social media platforms and selected Points of Entry.

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

**RFQ INFORMATION**

<b>Deadline for the submission of quotation</b>	<b>October 26, 2023</b>
<b>Method of submission</b>	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Contractual Terms</b>	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> or IOM standard contract templates.
<b>Documents to be submitted</b>	Bidders shall submit and sign the-bid submission form below.
<b>Quotation validity period</b>	The quotation shall remain valid for 10 working days.



Price	Quotations shall be for the services stated in the TOR
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: <b>Iroda Adilova</b> E-mail address: <a href="mailto:iomtashkent@iom.int">iomtashkent@iom.int</a>
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other: IOM will evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance with the requirements and by using the evaluation scorecard.
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	November 02, 2023

Thank you and we look forward to receiving your quotation.

Issued by: Procurement Unit

Signature: 

Name:

Title:

Date:



  
**IOM**  
UN MIGRATION  
**QUOTATION SUBMISSION FORM**

RFQ Reference:	Date: 20.10.2023
RFQ ref no: <u>MA.0532/HIV/2</u>	

**Requirements (TOR)**

**PRODUCTION OF A SHORT AUDIO-VISUAL PRODUCTS ON HIV RISKS, PREVENTION, AND AVAILABLE TREATMENT/HEALTHCARE SERVICES FOR/AMONG (POTENTIAL) MIGRANTS AND THEIR PARTNERS FOR SOCIAL MEDIA PLATFORMS AND SELECTED POINTS OF ENTRY.**

**Objective:** The objective of this project is to increase awareness among (potential) migrants and their partners about HIV risks, prevention, and available treatment/healthcare services.

**Target audience:** The target audience for this audio-visual product is (potential) migrants and their partners who may be at risk of HIV infection.

**Format:** The audio-visual product on HIV prevention and the importance of diagnosis and treatment should be engaging, informative, and easy to understand. The video should be no longer than 5 minutes in length and should be suitable for sharing on social media platforms and at selected Points of Entry.

**Project Context and Scope:**

This project will contribute to the Government of Uzbekistan's efforts to counter the spread of HIV through migrant-inclusive HIV policy development and increasing awareness levels on HIV risks, increasing prevention and treatment among migrants and their family members, as well as delivering training for healthcare providers. The main project outcomes are:

- i. The Government of Uzbekistan has evidence base and increased capacity to develop and implement gender-sensitive and migrant-inclusive HIV policies;
- ii. Migrants and their family members demonstrate awareness of HIV prevention and treatment options available;
- iii. Service providers use the developed SOPs to identify and refer migrants and their family members to HIV treatment facilities.

**Organization Department / Unit to which the Company is Contributing:** Migration Health (MH) Unit, IOM Uzbekistan

**Tasks to be performed under this contract:** Production of a short audio-visual product on testing, treatment/healthcare services for/among (potential) migrants and their partners for social media platforms and selected Points of Entry.

**Key Messages of the Video:**

1. Learning and Understanding about HIV prevention methods, and regular testing.
2. Understanding the importance of early diagnosis and treatment for HIV.
3. Knowing where to access HIV prevention and treatment services.

### Visual Style and Effects:

**Visual Style:** The video should have a modern and visually appealing style that is appropriate for social media platforms. It should include relevant statistics, graphics, and animations to help convey the key messages. Information (statistics, graphics, and animations, subtitles) have to be developed in Uzbek, Russian and English.

**Cinematography:** Utilize a combination of wide shots, close-ups, and dynamic camera movements to create a visually engaging experience.

**Color Grading:** Adjust the color palette to enhance mood and evoke emotions, emphasizing the contrast between positive and negative situations.

**Special Effects:** Use visual effects sparingly but effectively, such as to depict moments of tension, realization, or impactful symbolism.

The visual style should be appealing and accessible to the target audience.

Use different camera angles, creative filming techniques, and editing to create an emotional impact.

Post-production effects and visual effects can be used to emphasize specific scenes and messages.

### Sound:

**Background Music:** Select appropriate music tracks that complement the narrative, evoke emotions, and maintain the desired pace.

**Sound Effects:** Enhance the audio experience with appropriate sound effects to heighten dramatic moments or emphasize specific actions.

**Voiceover:** Consider including a voiceover narration to provide context, deliver key messages, and guide the audience through the story.

**Deadline:** 30 Days after the conclusion of the contract.

The bidder who is contracted to do the video is required to:

- Fully understand the sensitivity of the topic and thus particular considerations;
- Comply with IOM data protection policy (particular attention to be paid to identification of cases);
- Avoid any images/narrative to victimize the migrants.
- Provide the Synopsis

### Performance indicators for the evaluation of result:

- The quality and idea of the produced video.

### Experience and/or skills required:

- 5 years' experience in Video producing sphere;
- Experience in making HIV, raises awareness videos, especially about HIV prevention and treatment.
- High skilled and qualified team;
- Good Experience working with governmental authorities United Nations agencies preferred.

### Competencies

#### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges

### Core Competencies – behavioral indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared



goals and optimize results.

- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Requirements**

- Financial proposal for the assignment. In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. Financial proposals should include the daily rates of all members of the team, any travel costs, daily subsistence allowance as well as any costs related to data collection or analysis.
- Bidders shall express the price of their services in Uzbekistan Som.
- The Financial Proposal shall be valid for two months. During this period, the Bidder is expected to keep available the professional staff for the assignment. IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Bidder has the right not to extend the validity of the proposals.
- Service agreement between the International Organization for Migration and Service provider will be based on the IOM Contract Template

**Delivery Requirements:**

Currency of the Quotation: UZS					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
Other Charges (specify)					
<b>Total Final and All-inclusive Price</b>					

**COMPANY PROFILE (Vendor Information  
Form)<sup>1</sup>**

Item Description	Detail
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	

---

<sup>1</sup> If company id not registered in UNGM or with IOM. If supplied to IOM already, please indicate if there are any changes to be incorporated in the vendor information sheet signed earlier



Item Description	Detail
Website	
Registration date* and VAT number*	
Legal structure	
Business type/industry category*	<input type="checkbox"/> Direct Producer/Manufacturing <input type="checkbox"/> Reseller/Distributor/Service Provider
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, in which country: If
Contact information*	Company Tel/Mobile: Company Email: Company Website: Contact Person 1: Contact Person 2:
Disability inclusive business*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Women-owned/controlled*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number: Other relevant information: -

**BIDDER'S DECLARATION OF CONFORMITY<sup>2</sup>**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.