

REQUEST FOR QUOTATION

RFQ Reference: **RFQ-KE10-2024-122**

Date:
25 November 2024.

Subject: Provision of Documentation Service (Multi-Media) of IOM Kenya’s Interventions in Addressing Migration Challenges in the Context of Climate Change, Environmental Degradation and Disasters in Kenya

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

Deadline for the submission of quotation	3 December 2024 EAST AFRICA TIME If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of submission	Quotation must be submitted as follows: Email to iomborfq@iom.int
Cost of preparation of quotation	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.
Contractual Terms	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 https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 60days from the deadline for the submission.
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR
Partial quotations	Not Permitted
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Kenya Office E-mail address: kco-quotationqueries@iom.int
Evaluation method	The contract will be awarded to the lowest price substantially compliant offer
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.	January -February 2025

Thank you and we look forward to receiving your quotation.

Issued by: Supply Chain IOM Kenya

TERMS OF REFERENCE

Documentation of IOM Kenya's Interventions in Addressing Migration Challenges in the Context of Climate Change, Environmental Degradation and Disasters in Kenya

Background

IOM Kenya works to save lives, alleviate suffering, drive solutions to displacement and establish durable solutions to communities affected by conflict and climate change, including internally displaced persons (IDPs), migrants and returnees. IOM Kenya's climate interventions across the country addresses the growing needs resulting from climate-related challenges such as the long droughts, desertification, flash floods, and invasion of pests and weeds such as desert locusts and Mathenge. Most the projects are implemented in Arid and Semi-Arid Lands Counties namely, Baringo, Garissa, Marsabit, Mandera, Tana River, Turkana and West Pokot.

IOM seeks to hire a multimedia agency to document IOM Kenya's climate interventions to portray impact through photos and videos. This is to be published on IOM Kenya website, social media, publications and other communications materials.

Purpose of the Assignment

IOM would like to engage service with a multimedia agency that able to provide the following services:

- 1) take good quality photos, videos and conduct interviews.
- 2) manage efficient post-production processes and produce high-quality photos and video products.

Duties and Responsibilities

- 1) Develop concept/ideas presented to IOM.
- 2) Travel to field to capture 100 images and footages as per guidance from the Communications team.
- 3) Co-developed Scripts with IOM team per guidance of Programme and Communications team.
- 4) Capture 100 quality thematic images
- 5) Produce six-short videos as per guidance of Programme and Communications team.

Expected Outputs and Deliverables

The successful Agency will be responsible for delivering the following outputs:

- 100 Good and high-resolution still photos (excluding printing)
- Covering two half-day events and producing one 2-minute and one 5-minute video for each event. Producing two videos.
- 2-videos for use in IOM website, and social media
- Scripts co-developed with IOM to produce one 2-minute, and one 5-minute video focused on innovative energy solutions / briquette production.
- Closely working with the Communications team, produce videos/short videos for website and social media.
- Raw photos and video footages should be handed over to the IOM Kenya with 1 week after the assignment either via a link or flash drive.

Required Skills and Experience

- Fluent in English and Kiswahili.
- Excellent photography and videography skills by providing profile/portfolio.

- Proven experience in working with Adobe Photoshop, Adobe Premier Pro, Final Cut Pro (have valid Adobe Cloud license).
- Ability to deliver high quality work even when under pressure.
- Outstanding communication skills.

Logistics

- The Service provider should cater their own Accommodation, except when travelling to Dadaab Refugee Camp (if required). IOM shall accommodate accommodation (full board) when staying in Dadaab Refugee Camp-Garissa County.
- IOM will provide insurance coverage with respect to occupational accidents and illnesses that may occur during the period specified above, including related travel time.
- IOM shall not be responsible for your insurance coverage against non-occupational accident or illness.
- IOM will cater the airline return tickets and provide a two-way TTE.
- IOM will provide a rented vehicle for movement during the entire field visit

Timelines:

The estimated timeframe for implementing this service is approximately 30 calendar days (including travel days) with breaks in between, starting around mid January until February 2025. Exact dates and locations will be communicated and agreed by both parties.

Payment Modality

100% after completion of service

Interested Service Provider please submit the following documents to iomnborfq@iom.int not later than Tuesday 3 December 2025:

- Methodology/concept note
- Financial proposal/quotation form
- Company Profile
- Bidder's Declaration of Conformity
- Key Personnels' CVs that will be involved/assigned to this Project
- Copy of the Valid Kenyan Certificate of Incorporation
- Copy of Valid Kenyan Business Permit and License
- Copy of KRA PIN certificate
- Copy of KRA Tax Compliance Certificate

QUOTATION SUBMISSION FORM

RFQ Reference: RFQ-KE10-2024-122	Date: 25 November 2024
RFQ ref no: Provision of Documentation Service (Multi-Media) of IOM Kenya’s Interventions in Addressing Migration Challenges in the Context of Climate Change, Environmental Degradation and Disasters in Kenya	

QUOTATION/FINANCIAL PROPOSAL:

Deliverables	Amount KES
All-inclusive service cost for the Provision of Documentation Service (Multi-Media) of IOM Kenya’s Interventions in Addressing Migration Challenges in the Context of Climate Change, Environmental Degradation and Disasters	

COMPANY PROFILE (Vendor Information Form)¹

Item Description	Detail
Legal name of bidder*	
Legal Address (house no, street name, zip code, city*, region*, country*)	
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 <div style="text-align: right; margin-top: 5px;">If yes, insert UNGM Vendor Number</div>
Do you provide services/goods internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right; margin-top: 5px;">If no, in which country:</div>
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

¹ 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
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number: Other relevant information:

BIDDER'S DECLARATION OF CONFORMITY²

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.

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 https://www.ungm.org/Public/CodeOfConduct .
<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:

Title:

Date:

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