



## Request for Quotes

**RFQ Number:** RFQ-PC-FY18-003  
**Issuance Date:** April 9, 2018  
**Description:** **Papyrus S.A.: Corporate Photography**  
**Type of procurement:** Purchase of service  
**Deadline for Offers:** May 1, 2018  
**Funded by:** **Papyrus S.A.**  
**Implemented by:** **Papyrus S.A.**  
**Point of Contact:** Laurence Janvier -Email: [Laurence@papyrushaiti.com](mailto:Laurence@papyrushaiti.com)  
**Location:** Port-au-Prince, Haiti

### \*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

PAPYRUS S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

PAPYRUS S.A. does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of PAPYRUS S.A. are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and, in the case of USAID-funded work, will be reported to USAID and the Office of the Inspector General.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with PAPYRUS S.A. or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to PAPYRUS S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Laurence Janvier (Email: [Laurence@papyrushaiti.com](mailto:Laurence@papyrushaiti.com)) with any questions or concerns regarding the above information or to report any potential violations.



## Section 1: SCOPE OF WORK

Please refer to Attachment A – **Papyrus S.A.: Professional Photography Services**

## Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by PAPERUS S.A. in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol:** Offers must be received no later than 16:00hr local Port-au-Prince time on May 1, 2018 by email. All offers must be emailed to [laurence@papyrushaiti.com](mailto:laurence@papyrushaiti.com).

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of PAPERUS S.A.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **16:00hr local Port-au-Prince time on April 21, 2018** by email to Laurence Janvier at [laurence@papyrushaiti.com](mailto:laurence@papyrushaiti.com). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that PAPERUS S.A. believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by PAPERUS S.A. will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of the PAPERUS S.A. or any other entity should not be considered as an official response to any questions regarding this RFQ.

3. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including prices of all the services and out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead. No additional cost during the implementation of the project will be accepted.
4. **Payment terms:** Payment will be made via wire transfer or by check. The payment will be based on deliverables. The payment schedule will be defined with the selected supplier.
5. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.
6. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible by the U.S. Government. PAPERUS S.A. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).
7. **Evaluation and Award:** The award will be made to a responsible offeror or responsible offerors whose offers follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:



- 1) Price will be a factor in the evaluation of all proposals. (30%)
- 2) Technical quality and feasibility of the approach to deliver high-quality digital photographs under the proposed deadlines. (40%)
- 3) Quality of previous photographic and client portfolio, and work samples. (30%)

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. PAPHYRUS S.A. reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, PAPHYRUS S.A. reserves the right to conduct any of the following:

- PAPHYRUS S.A. may conduct negotiations with and/or request clarifications from any offeror prior to award.
- PAPHYRUS S.A. may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror agrees that any protest hereunder must be presented—in writing with full explanations – to PAPHYRUS S.A. for consideration. PAPHYRUS S.A. at its sole discretion, will make a final decision on the protest for this procurement.

**8. Terms and Conditions:** This is a Request for Proposal only. Issuance of this RFQ does not in any way obligate PAPHYRUS S.A. to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to PAPHYRUS S.A. standard terms and conditions. Any resultant purchase order/contract will be payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

- (a) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order or contract
- (b) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any purchase order/contract resulting from this RFQ must ensure compliance with these laws.

**Project Management:**

**Direction**

This project shall be coordinated by the Communication Department at Papyrus S.A.

**Schedule**

All work shall be done at such times as Papyrus S.A. shall deem appropriate. Work shall not begin in any area without approval by Papyrus S.A. Communication Department representative.



### Section 3: SUBMISSION REQUIREMENTS

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFQ:

- Official quotation using the firm's letterhead, including specifications of offered services.
- Technical Proposal
- References
- Copy of offeror's registration or business license
- Cover letter, signed by an authorized representative of the offeror.  
*The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror and be addressed as follows:*

To: Laurence Janvier, Operations Manager  
PAPYRUS S.A.  
4, Impass Alexis  
Musseau, Haiti  
Reference: RFQ No. RFQ-PC-FY18-003



Attachment A:

## **Papyrus S.A.:** **Corporate Photography**

### **Introduction**

**Papyrus S.A.** is a majority woman-owned management firm that links local and international aspirations. We conduct business at a global standard, integrating expertise, strong professional networks and strategic partnerships with extensive, specialized knowledge of the region.

Papyrus S.A. stands out for market-driven, inclusive approach to maximize impact.

We offer the following services:

- ***Project Management:*** Papyrus competes for and manages development and CSR projects compatible with its approach and long-term sustainability strategy. We have a broad network of partners and our clients include bi- and multi-lateral donors and industry.
- ***Back Office and Outsourced Management Services:*** Papyrus provides personnel, procurement and administration services, materials, equipment and facilities on demand to several well-known international clients needing to mobilize quickly, be compliant with local laws and regulations and save on costs.
- ***Survey and Market Research:*** Papyrus has built its reputation on a sound knowledge of Haiti and its ability to rapidly assemble and manage appropriate teams comprising Haiti's leading anthropologists, data analysts and surveyors for studies of any size.

In 2018, Papyrus S.A. released its new brand and corporate logo that represent what Papyrus S.A. has become in the ten years since its creation. Papyrus S.A. requires high-quality images that can be used to vividly portray our activities through a variety of digital media and print publications. We are also, updating our corporate website, social media accounts, and marketing materials, hence the need for corporate images bank to better reflect our company's progress, achievements, and values.

Papyrus S.A. requests proposals to create a corporate images bank that eloquently and efficiently promote the new corporate brand. The selected proponent will work in close collaboration with the Communication Department to select the range of photographs and images we need.

### **Background:**

Over the past decade, Papyrus has evolved from a translation company to a trusted and respected management firm in Haiti, designing and managing projects for renowned private and public sectors organizations such as Heineken, the University of Florida, the International Development Bank (IDB), USAID, and the Government of Canada.

The resilient and entrepreneurial spirit on which Papyrus was founded is an important part of its culture. The company has successfully navigated the Haitian market not only because of its adherence to standard operating practices but also because of its agility, proactive problem solving and creative thinking.



## **Scope of services**

The purpose of this Scope of Work (SOW) is to procure photography services to Papyrus S.A in the course of two weeks.

Papyrus S.A. is particularly interested to employ a human-interest approach to storytelling through photographs. In addition to illustrative action shots of Papyrus S.A. corporate activities, this approach will also focus on individual subjects using rich portraits of current employees.

Papyrus S.A. is located in 4, impasse Alexis, Museau and operates from two buildings in that address. We can also arrange that the photographer accompanies our team to a couple of the sites/fields visits to take pictures of projects activities.

Payment will be issued on a milestone basis after Papyrus S.A. approves each set of 50 photos in three installments.

The communication department in Papyrus S.A. commits to providing feedback on these photos within 48 hours to allow the photographer to proceed with his/her assignment in a timely manner.

Throughout the course of the assignment the photographer can submit photos to be reviewed and approved by Papyrus S.A.

Upon the completion of this SOW, the photographer will be responsible for editing and delivery of the photographs to Papyrus S.A.

The photographer is required to receive approval from the Papyrus Communications Specialist for a total of 150 high-resolution digital photographs, which may include basic cropping, color correction and editing services for web and print output. The Photographer may take many more than 150 photos, but only those ultimately approved by Papyrus S.A. will count towards the 150 photos total. All photos taken under the contract should be submitted to Papyrus S.A. for consideration.

## **Description of deliverables**

150 high-resolution Papyrus S.A.-approved digital photographs submitted in JPG and RAW format on a 1 TB hard drive within 15 days of completion photographic sessions.

## **Copyrights and ownership**

The images will remain the sole copyright of Papyrus S.A. and Papyrus S.A. shall receive exclusive rights to all images produced under this purchase order. Thereafter, Papyrus S.A. will have unlimited usage rights to all images across all mediums, digital and print alike. It is the responsibility of the photographer to obtain consent from all subjects and persons photographed. The photographer may only use photos produced under this purchase order with express written consent by Papyrus S.A.