



Request for Quotation #RFQ 2023-STEPS-03

Production of Educational Video on Long-acting Injectable Cabotegravir (CAB – LA)

I. Summary of Deadlines

Release of Request for Quotation	Oct 4, 2023
Confirmation of interest due	Oct 9, 2023
Quotations due	5:00PM Oct 16, 2023, Hanoi time
Bidders notified of decision	Oct 20, 2023

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world’s most pressing health challenges.

Learn more at www.path.org.

III. Purpose of RFQ

PATH is awarded funding from the U.S. Agency for International Development (USAID) / Vietnam to implement the USAID/PATH “Support for Technical Excellence and Private Sector Sustainability in Vietnam” (STEPS) project over five years, from 2021 to 2026. The overall goal of this project is to increase market growth for private sector HIV goods and services that are capable of meeting the needs of populations facing the greatest HIV risks.

Purpose of the RFQ: PATH seeks to obtain the price of producing an educational video as detailed below:

01 Educational video on CAB-LA, specifically:

- The video will sum up general information on CAB-LA (long-acting injectable cabotegravir) - an injectable form of pre-exposure prophylaxis (PrEP).
- The duration of the video will be from 3 – 5 minutes.
- The video will be in the format of a motion graphic/infographic, interactive type, with voice-over and subtitles.

References for the videos can be found [HERE](#).

A. Deliverables:

01 final clip submitted to PATH by 2023. Copyright of all photos and videos belong to PATH/STEPS.

B. Additional Requirements

- Meet with PATH/STEPS to understand the Scope of Work and requirements.
- Support to develop script and storyboard.
- Implement video production under the supervision of PATH.
- Edit the video according to technical direction from PATH.
- Add subtitle (with translation support from PATH)

IV. Proposal Requirements

Provide itemized costs for the products. Bids should include itemized costs for key elements of work, as follows:

- Cost of production (breakdown costs per minutes of products for any applicable item)
- Any other associated costs
- Payment terms: PATH prefers partial payments after task completion.
- Company profile with relevant work samples and highlight your strength.

V. Instructions and Deadlines for Responding

A. PATH contacts

Finance Contact: Ms. Loc Lan Huong, email: hloc@path.org

Technical Contact: Ms. Nguyen Thai Ha, email: hanguyen@path.org

Procurement Contact: Ms. Nguyen Thuc Hang, email: htnguyen@path.org

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than **October 9, 2023**. Send the confirmation to the contacts listed above.

C. Quotations due: 5:00PM Oct 16, 2023, Hanoi time

Completed quotations should be submitted by email to the contacts listed above. The subject line of the email should read: “RFQ # 2023-STEPS-03 your company name”.

D. Conclusion of process

Applicants will be notified of PATH’s decision by **October 20, 2023**. The final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

VI. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential, except as otherwise noted.

C. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier’s obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest. All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section V. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

D. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the

substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.