

**REQUEST FOR QUOTATION (RFQ)
UT-2026-LAYOUT-02**

Designer for Layout and Language Adaptation

Uta në Sharr - Inclusive Education and Environmental Awareness through Storytelling,
Animation, and Outdoor Learning

Utalaya Foundation invites qualified companies and/or individual service providers to submit a quotation for the production of an animated film under the project “*Uta në Sharr*” implemented in Kosova. The assignment shall be carried out in accordance with the Terms of Reference (ToR) – Animation Production, attached to this RFQ.

Scope of Assignment

The selected service provider will deliver full animation production services as defined in the attached ToR, including concept development, animation production, voice and sound design, editing, and delivery of final outputs. The animation will be used for educational activities, public screenings, and awareness campaigns.

Submission Instructions

Interested bidders are invited to submit their offer by email no later than: March 18, 2026, at 23:59 hrs, at the following address: utalayafoundation@gmail.com with the heading: “UT-2026-LAYOUT-02”. Late submissions will not be considered.

Required Documents

The offer must include:

1. Technical Proposal (methodology and timeline in line with ToR),
2. Financial Proposal (detailed cost breakdown, in EUR),
3. Company Profile or CV (if individual),
4. Portfolio of relevant work,

Evaluation Criteria

Offers will be evaluated based on:

- Compliance with RFQ requirements,
- Technical quality and relevant experience,
- Financial offer and value for money.

Financial Conditions

All prices must include applicable taxes excluding VAT (project is VAT exempt where applicable). Payment will be made via bank transfer upon satisfactory delivery of services and submission of a regular invoice, as defined in the contract.

For further information, please contact:

Utalaya Foundation - utalayafoundation@gmail.com