

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS



Request for Quotations (Services)

DOCUMENTARY PRODUCTION

REQUEST OF QUOTATIONS FOR **DOCUMENTARY PRODUCTION**

Project Title: Documentary production for a project on “*Undertaking A Comprehensive National Level Assessment of Demand and Supply of Forest Products and Services, to Quantify Contribution of Forests to Rural Livelihood and National Economy*”

1. The Registrar office hereby requests the individuals or firms to submit price quotation for the Scope of Services given under attached Terms and Conditions.
2. You must quote for the complete Scope of Services under this request. Price quotations will be evaluated as one package and Contract awarded to the firm/individual offering the lowest evaluated total price of complete Scope of Services.
3. Your quotation should be signed, sealed in an envelope and addressed to and delivered to the following address:

Registrar

Pakistan Institute of Development Economics (PIDE)

Quaid-e-Azam University Campus, Islamabad

Phone # 92-51- 9248051, 9248153

E-mail. registrar@pide.org.pk

4. Your quotation may be accompanied by adequate technical documentation / catalogue(s) and other printed material or pertinent information in support of your competence to perform under the Contract.
5. The deadline for receipt of your quotation(s) by the PIDE at the address indicated above is: **January 10, 2022 till 1700 hours.**
6. Your quotation should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Performance is an integral part of the Contract.
 - i. **Prices:** The prices should be quoted for delivery/ performance of Services at PIDE. Prices shall be quoted in Pak Rupee.
 - ii. **Evaluation of Quotations:** Offers determined to be substantially responsive to the required standards will be evaluated by comparison of their prices. In addition to the quoted price, the evaluated price shall include applicable government taxes.
 - iii. **Award of Contract.** The award will be made to the bidder offering the lowest evaluated price and that is considered capable to perform the required deliverables.
7. The bidder whose quotation has been accepted will be notified of the award of Contract through the Letter of Acceptance.

8. Bidders shall refrain from ‘Corrupt and Fraudulent Practice’ which “includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process.

TERMS AND CONDITIONS OF PERFORMANCE

Project Name: **Documentary Production**

1. Scope of Services (TORs):

Description of Items of Scope of Services (TORs)
<p>Duration: 10-12 Minutes Footage: Fresh Recordings, Interviews Video Format: The videos must be recorded & edited at least at 2K format. Area to Cover: Forests of all four provinces plus GB, AJK & Newly merged FATA areas. Voice Over: Voice Over needed from the vendor (Script will be provided) Back ground Music: All music & Tracks used as a BG or any other purpose must be royalty free</p> <p>A. The estimates must include, Travelling, Stay & Food Charges. B. The Quotations must include (Technical & Financial) Details separately.</p>

TECHNICAL SPECIFICATIONS / STANDARDS:

- i. Provides affidavit in original bearing the subject with the name of Assignment on Letter Head to the effect that the firm has never been blacklisted and none of the contracts in which the firm was party has been rescinded in the past for non-fulfillment of contractual obligations; and confirms therein his availability as per person-months allocated in TOR.
- ii. The firm or individual should have at least 5 years’ experience in Documentary/Video Production and Editing.