



BRAC

Procurement Department, Phone: 9881265, Ext: 3032.

February 02, 2012

To,
Advertising Firm/Agent (Film Producing).

Attention: Managing Director.

Subject: Requesting for proposal for Making a Video Documentary on the basis of Recorded Footage.

Sealed Quotations are hereby invited from your company for making a Video Documentary on the basis of Recorded Footage for BRAC Advocacy unit under the following terms & conditions mentioned below on your Letter Head Pad.

About Recorded Footage: BRAC Advocacy unit organized workshops, seminar all over the year. They have recorded some of those events in DV format. Now Advocacy want to make 5 (Five) Video Documentation with those events video footage.

Terms & Conditions :

1. **Documentation Made:** Documentation will be made on the basis of Recorded footage (workshop footage, interviews), photos, information and graphics.
2. **Number of Documentation:** Total 5 (Five) no Video Documentary.
3. **Documentary Duration:** Each documentary duration up to 5 to 10 minutes.
4. **DV Cassette Transfer:** A total of 15 DV Cassette has to capture for Editing.
5. **Detailed Script:** Script in English have to be produced by the party, this will be edited by Advocacy. For the Script, a lineup will be provided by Advocacy.
6. **Subtitle:** Subtitle needed for the bangla interviews.
7. **Music or Sound Track:** As per BRAC requirement.
8. **Voice Over/Narration:** Male/Female (Voice/Narration in English)
9. **Financial Proposal:** Financial proposal should be submitted in details with Total.
10. **Technical Proposal:** Detailed technical proposal should be submitted with the quotation.
11. **Approval:** Review has to be done as per program need before finalize the production. BRAC Advocacy Unit will approve the Documentary before delivery.
12. **Delivery:** Total work should be completed within 15 Calendar days after receiving of Purchase Order.
13. **Deliverables:** a. 5 DV. b. 5 DVD and c. 5 CD.
14. **Offer Validity:** 20 days.
15. **Submission Date:** On or before 08.02.2012.
16. **Quotations Submission:** Directly dropped in the Box no. 02 (two) kept at BRAC, Procurement Department (BPD), Please write the name of quotation on envelope.
17. **Payment:** a. Payment will be made through your '**BRAC Bank Account Number**' in favor of Your Company by Accounts Department of BRAC, H.O.
b. All payments will be subject to deduction of VAT and tax at source as per the Govt. Rules.

BRAC reserves the right to accept or reject any or all quotations without assigning any reason.

For BRAC

(Muhammad Azizur Rahman)
Head of Procurement.

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