

# **RFQ – Making of Documentary Film**

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IBA KHI invites sound firms/organizations registered with sales tax department, having National Tax Number (NTN), for Documentary FILM of its BBSHRRDB Project.

The agencies fulfilling the following criteria may participate in the bidding process.

- Minimum 5 years of experience in Film making, Documentary production and other relevant media services.

## **Terms of Reference:**

- Prepare a draft script and finalize it in consultation with IBA ICT Team.
- Develop a story board for the documentary prior to the filming and share with IBA ICT team.
- Smoothly transitioned Time-lapse video (high resolution) of the progress of BBSHRRDB Project.
- Aerial Shots (Preferably from drones) of the IBA both Campuses (at least 4 shots).
- Still photographs (high resolution) and 4k technology video.
- Film editing, music, animation and processing of data.
- Conduct interviews with Trainers, Student, staff and other relevant key stakeholders.
- Keep IBA KHI focal person informed on the progress of the film through regular updates and discussions.
- Provide videos, images shot during the filming process & award distribution ceremony.

## **Defined Deliverables:**

- 20-30 minutes video documentary.
- A shorter 5-minute version of the same film with highlights and key messages.
- Raw footage of the documentary and the DV tapes/DVDs used during the filming.
- 10 copies of the documentary in a DVD format with a standard cover.
- All pictures captured during shooting

- Also include award distribution ceremony coverage with Live web streaming.

### **Documentary DSLR Film (The Bidder Must Have these equipment's)**

- 1) 2 DSLR (Model 6D)
- 2) 1 Steady Cam
- 3) 1 Slider
- 4) Tripod
- 5) Top to bottom slider
- 6) Monopod
- 7) Mic
- 8) Editing with 15 to 30min
- 9) 1 DVD Master
- 10) Continuous light

### **Lenses:**

- 1)14mm
- 2)24-105mm
- 3)70-200/2.8
- 4)50mm

### **INSTRUCTIONS TO BIDDERS**

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the bill and delivery of the above item.
4. General Sales Tax will be paid on applicable items only.
5. Penalty at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate / item cost is final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. Competent Authority reserves the right to change / alter / remove any item or article or reduce / enhance quantity without assigning any reason.
9. Invoice / bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
10. Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
11. No subletting in any case / item / form will be allowed.
12. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
13. Stamp duty 0.35% for goods against total value of Purchase Order will be levied accordingly.
14. IBA, also reserve the right to issue Purchase Order for any single items to different lowest responsive bidders or issue Purchase Order for all the items to any lowest responsive bidder
15. Quotes will be opened on same date of opening (mention above) at IBA Main Campus ICT Procurement office in presence of representative bidders who may care to attend.

- **Price for making documentary films:**
- **Price for the coverage award distribution ceremony coverage:**