



## Request of Quotation for Animation Video Clips

### **Subject of quotation: Design and production of animation video clips.**

#### **Background:**

Badabon Sangho is a women's rights and women-led organisation. Organisation empowering women through transferring information, skill and know-how. Organisation working with women and girls particularly who are single, divorced, separated and widow. Currently we are working at small parts of Bagerhat district in Bangladesh. During COVID-19 outbreak, it is restricted to conduct meeting and face to face contact with beneficiaries. However, women beneficiaries require health and hygiene awareness to protect themselves from COVID-19, so that we the team decided to produce a video clips on health, hygiene and nutrition information. Main content/message include how to protect daily lives from virus outbreak, how to improve immunity system etc. Video Clips may circulate on social media for wider communication. It is found that during lockdown, most of the beneficiaries are dependent on social media for gathering information.

#### **Objective for buying Animation Video Clips:**

1. To keep contact and communication with women within lockdown and COVID-19 outbreak.

#### **Specific Responsibilities of vendor**

- a. To design and produce a animation video clip in the given time frame according to the agreed prices and costs.

#### **1) Details of Animation Video Clips**

- Video Type : Animation Video
- Dimension : 2D
- Colors : 04 Colors
- BG Voice : Bangla
- Subtitle : English
- Drawing Type : Cartoon
- Duration : 40 Second.
- Resolution : 1080 x 720
- Video Format : MP4

#### **Deliverable:**

#### **Qualification of the vendor's:**

1. The vendor must have 10 years' experience in Graphic Design, Cartoon Making, Illustration, Video Editing, Video Documentary, Voice Over, Color Correction etc.
2. The vendor's have proven documents to deliver Animation Video Clips to the different organisations.

**Subject of the Contract**

- 1) The vendor will submit the quotation addressing the team leader of purchase committee within deadline.
- 2) The purchase committee will issue the work order to vendor.
- 3) The committee has power to cancel the work order without any kind of prior notice. The payment would be made by bank cheque.
- 4) The payment of cheque may cancel if the committee found that supplies of products are not satisfactory.

**Process of quotation submission**

Interested firm/vendor are requested to submit a Quotation including timeline and budget to Team Leader of purchase committee by hand or email: [badabonsangho.bd@gmail.com](mailto:badabonsangho.bd@gmail.com) on vendor's letter head pad.

All quotations must reach on or before 15 June, 2020.

Signature of committee members

Naima Jahan  
Programme Manager

AL-amin Ejaradar  
IT, M&E Officer

Mistia Kaberi  
Programme Support Officer