

**Request of Quotation  
Production of video documentary**

**Subject of quotation: Production of video documentary of 16 Days of Activisms, 2024**

**Background:**

Badabon Sangho is a women's rights and women-led organization. Organizations empower women by transferring information, skills, and know-how. Organization working with women and girls particularly those who are single, divorced, separated, and widow.

This year Badabon Sangho will observe the International Day for the Prevention of Violence against Women, 2024 as a part of 16 days of Activism. For this purpose, we would like to prepare a video documentary We are looking for an individual/firm to design and produce a video documentary.

**Specific deliverables of producer:**

1. An intro video of the event.
2. A 6-8 minutes' documentary with subtitle.
3. Editing, script and voice over.

**Production Plan**

- There will be 3 days of shooting with for intro video and post production with the Badabon Sangho team.
- Prior to shooting producer needs to build understanding with these male & female employees to talk in front of the camera, edit the video and arrange the script and subtitles with voiceover.

**Qualification of the vendors:**

1. The vendor must have 01- or 02-years' experience in video production.

**The subject of the Contract**

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

**Process of quotation submission**

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

All quotations must arrive on or before 21<sup>th</sup> November, 2024.

Signature of committee members

Afrinar Rahman  
Programme Officer

Maksuda Akter  
Programme Co-ordination Officer

Kamirul Islam  
HR Associate