

DATE: 10/11/2023

**REQUEST FOR QUOTATION: No. RFQ 0072/T/23
 FOR SHOOTING OF ACTIVITIES AND VIDEO PRODUCTION
 QUOTATION TO BE RECEIVED BY: [14/11/2023] COB**

Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make an offer for the Shooting of activities and production of videos specified in this Request for Quotation.

1- REQUIREMENTS

- *Description:* **SHOOTING OF ACTIVITIES AND VIDEO PRODUCTION**
- *Quantity:* Restart center is conducting several activities in **North Lebanon**. Those activities need to be Photographed, filmed and footage of around 1 to 1.5 minutes of each activity need to be provided.
 Also, a final video of all activities combined is required of a duration of 2 minutes' maximum.

Please find below the detailed description with Locations and Specific Dates where confirmed.

NB: The first activity is set to the 17th of November so immediate availability is required.

	NOVEMBER 2023	DECEMBER 2023
SPORTS EVENTS	<p>17/11/2023 Football tournament: ISF and Youths in Tripoli by RESTART</p> <p>20/11/2023: Basketball game with Tripoli disabled sports association.</p>	<p>1/12/ 2023 Hike in Ehden: ISF and Civil society.</p>
COMMUNITY SERVICES	<p>During November 2023: Painting Qobbeh prison: ISF, Civil society and prisoners by Restart.</p> <p>29/11/2023 : Distribution of food kits to inmates' families by the ISF and Restart</p>	
PUBLIC AWARENESS	<p>During November: 6 awareness sessions on Drugs and human rights in universities and schools. (Not all awareness sessions will be filmed)</p>	

Restart does not commit itself to filming all activities.

The filming of each activity should not require presence on the field for more than 2 hours except for the Hike. A drone could be required for the Hike.

The awareness sessions are a total of 6 but we will require probably to film some of them and only one video for all.

- Profile of candidates:

1. Demonstrated experience of 3 years at least in the photography and video production field.
2. Well established portfolio to be shared with the offer.
3. Located in North Lebanon.

- Please submit the below additional documents and Links:

- Link to Instagram page.
- Ministry of Finance registration if available
- ID of the Duly authorized person.

Please find attached in:

- ANNEX A: More information about the requirements and Financial offer template.
- ANNEX B: Vendors registration form.

Please include the following price information in your quotation:

- Cost of all items/goods: USD Currency. Please include the cost per video all inclusive.
- Additional charge, if any (please specify)

2- RFQ Submission

We would appreciate receiving your quotation on or before [14/11/2023] –**COB** by e-mail in PDF format to Alec@restartcenter.com copying marieline@restartcenter.com .

Please be aware of the fact that the e-mail policy employed by Restart Center limits the size of attachments to a maximum of [8] **Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ 0072/T/23
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

3- Payment terms and conditions:

Restart center will provide payment per Video, following the submission and finalization of each video. **The payments will be in US Dollar as offers and Invoicing should be in USD.** Restart's standard payment terms are within 10 days after submission and acceptance of each video via Bank letter or Bank transfer.

- Bank commission amounting to 10% shall be deducted from the total Invoice in case of payment through a cash payment letter.
- Full amount of the invoice is transferred to your account without bank commission deduction in case your company possesses a fresh account at Byblos Bank.
- Bank other than Byblos: Bank commission varying from 15\$ to 30\$ shall be deducted from the total invoice in case of payment through an outgoing bank transfer. (This total excludes the bank commissions deducted on the transfer from your bank).

Thank you for your kind attention.

Procurement Unit

Restart Center

