

**Embassy of the United States of America**

Islamabad, Pakistan  
Date: Dec 21, 2020  
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To: Offeror

Request No: **19PK3321Q1003**

From: Contracting Officer  
General Services Office  
US Embassy, Diplomatic Enclave,  
Ramna 5, Islamabad.

E-mail: [AqeelM@state.gov](mailto:AqeelM@state.gov), [AkhtarT@state.gov](mailto:AkhtarT@state.gov);

Phone: 92-51-201-5050

**Subject: Request for Quotation – One Minute Production of Video 28 Places Across Pakistan**

The US Embassy, Islamabad has an opportunity for the Open Market Contractors to participate in bidding to hire a reputable film company working with a well-known reputable creative director for recording a one-minute each profile video of the 28 “Ambassador Funds for Cultural Preservation (AFCP) ” List Attached. This will be a Firm-Fixed Price Purchase Order. The company should maintain all elements of filmmaking on international standards including scripting, pre and postproduction, color treatment, copy wright, sub-titling, graphic designing etc. to produce high-impact and a memorable video series project, lead time for delivery and competitive price is one month. You are encouraged to submit your bids before the deadline i.e., **Jan 04, 2021**. The vendors dealing in the similar trade are encouraged to participate in this Solicitation.

**1. Item Description**

Note: - One Minute Video Production:

#	Descriptions	Quantity
1	The following elements should be kept in mind to provide a quotation for this project: <ul style="list-style-type: none"><li>• Produce an overall 3 to 5-min AFCP portfolio intro video; and a 1 min each video of U.S. Embassy AFCP projects in Pakistan (List Attached).</li><li>• Every project should be feature through at least a 60-second and not more than 90-second high quality video including community interviews etc.</li><li>• The company should be able to secure permissions for photo/videography/drone shots etc. on these locators. The Embassy will only provide a leer of introduction.</li></ul>	28 Each

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| <ul style="list-style-type: none"><li>• All coordination with each project custodianship or institutional administration shall be done by the company itself. For living monuments, cleaning or repairing works, sudden/ad hoc VIP movement etc. may occur that needs to be taken under consideration before a film shoot is planned. These one-minute films are meant to be published primarily on social media and also on electronic media channels in Pakistan. The company should maintain all elements of filmmaking on international standards including scripting, pre and postproduction, color treatment, copy wring, sub-titling, graphic designing etc. to produce high-impact and a memorable video series project</li><li>• The commissioned work should also be futuristic, some of these projects are hard to access either logistically or politically. These projects should also produce enough B-Roll footage that Embassy could use in future events</li><li>• All footage including, raw footage, draft cuts, and final cuts should be submitted to the Embassy. The Embassy should retain the copyrights of all the content.</li></ul> |
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**Quote Submission Due Date:**

Quotation must be submitted electronically with subject line “Quotation for RFQ#**19PK3321Q1003** – One Minute Production of Video” Quotations must be received on **or before close of Business (COB) Sunday, January 04, 2021**. No quotation will be accepted after the deadline. Submit your quotations to the following email address:

[AqeelM@state.gov](mailto:AqeelM@state.gov) and [AkhtarT@State.gov](mailto:AkhtarT@State.gov)

In order for your quote to be considered, must submit the following documentations: -

**Requirements:**

- a. Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- b. In order for your quotation to be considered, include below information in bid:
- c. Bid must be valid for 60 days from the closing date of this solicitation.
- d. Acceptance of our Net 30 days’ payment terms.
- e. Bidder must have a physical business address and good financial health in order to get this award. Provide evidence for business address.
- f. Please provide reference of our Request Number **19PK3321Q1003** in all your correspondence regarding this request for price quotation.
- g. Please note that U.S. Embassy is tax exempted, please submit tax free quote.
- h. Go through all the documents in the solicitation and have the bid signed by an authorized representative of your company. Otherwise the proposal may be considered unacceptable and may be rejected.
- i. Companies should have at least 3 years' experience working with National/International Organization and they will provide previous work samples for technical evaluation.
- j. Three references and contact information from previous clients.

- k. Highest quality filming, light, sound and editing equipment will be used. Provide a list with technical information of the equipment intended for use, including camera, light, sound, editing software etc.
- l. Team profiles with functional responsibilities of the key people to be engaged in the production of the documentary.
- m. Pre-production, production and post-production, detailed filming plan and timeline for each site

## **2. Terms & Conditions:**

### **a. Mode of Payment:**

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the US Embassy, Financial management Office and satisfactory completion of the delivery of acceptable items.

### **b. Delivery Schedule/ Period Of Performance:**

Deliverables to U.S. Embassy Islamabad as per schedule agreed with embassy point of contact (POC).

### **c. Inspection & Acceptance:**

A Government representative will inspect the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any movie found with change in Specs and quality or with low standard shall be returned to the vendor without entertaining the payment claim.

## **4. FAR/ DOSAR Clauses applies on this Solicitation:**

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JAN 2017
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.249-2	Termination for Convenience of the Government (Fixed Price)	Apr 2012

End

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