

Foundation for Organisational Research and Education (FORE)
“Adhitam Kendra” B-18, Qutub Institutional Area, New Delhi-110016

Request for Quotation (RFQ) for Shooting of 10 Podcasts

Overview:

We are seeking quotations for the production of 10 podcasts. The shooting will take place in the Delhi NCR region. Each podcast will be of 30 minutes long and will feature 3 to 4 panellists. The premises for the shoot will be provided by us. Shooting for each podcast will be completed in a single full-day as a norm.

Requirements:

- Finished Video Duration: 30 – 60 minutes per podcast.
- Number of Podcasts: 10.
- Panellists: Up to 4 panellists per podcast.
- Location: Premises will be provided by us in Delhi NCR.
- Shooting Schedule: One podcast shooting to be completed in one single day and all 10 podcasts to be shot in one-year duration.

Services Needed:

Pre-Production:

- Planning and coordination with our team.
- Equipment setup and testing prior to the shoot day.

Production:

- Full-day shoot with professional video and audio recording equipment.
- Multiple camera angles to capture all panellists.
- On-site technical support to ensure smooth shooting.

Post-Production:

- Editing to produce a finished high quality 30 – 60 minute video for each podcast.
- Inclusion of any provided video, graphics, titles, and lower thirds.
- Audio mixing and enhancement.
- Basic colour correction and grading.
- Exporting the final video in a format suitable for online distribution.

Deliverables:

- Final Videos: 10 edited 30 – 60 minute podcast videos.
- Raw Footage: All raw video and audio files.
- Project Files: Any project files used during post-production (if applicable).

Quotation Submission:

Please provide a detailed quotation that includes:

Breakdown of Costs:

- Pre-production
- Production (shooting)

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- Post-production (editing)

Timeline:

- Estimated delivery time for the final videos after the shoot.
- Team Details:
- Number of crew members involved in the shoot.
- Experience and qualifications of key personnel.

Equipment Details:

List of equipment that will be used for the shoot.

Additional Information:

- We would like to review examples of similar work you have done in the past. Please provide links or attachments if available.
- Indicate any additional services or enhancements you can offer and their associated costs.

Proposal must be made in **two parts in hardcopy**, each part sealed separately and marked appropriately for identification.

- **Part 1 of proposal must contain:**
 - a) Details of your organization – Specialized manpower, infrastructure, areas of specialization, size/turnover, previous experiences with similar assignments, testimonials from clients (if any) (As per the attached “Agency Information Sheet”),
 - b) Specific Proposals covering all activities covered in the ‘Scope of Work’ pertaining to the group,
 - c) Additional proposed activities,
 - d) Special terms/conditions/constraints/exceptions,
 - e) Include, if any, pen drive for sample videos.
- **Part 2 of the proposal must contain:** Price and commercial terms.

The last date for the submission of both Technical and Commercial Proposal is Tuesday 20th August 2024 by 15:30 Hours.

Please note that no proposal will be accepted through email or in soft copy format.

The proposal must be submitted as per the scope of work defined. Please read all the points carefully before submitting the proposal.

Please send your quotation to the following address-

AGM (Projects)

Foundation for Organisational Research and Education (FORE)

“Adhitam Kendra”B-18, Qutub Institutional Area,

New Delhi-110016

For any further clarification please contact Mr. Anupam Bhaskar AGM(Projects)at 011-41242498 or through email at anupam.bhaskar@foresociety.org .You may send your quotation in a sealed envelope by courier or to be dropped in the box kept with the security guard of FORE within the stipulated time i.e. by 20th August 2024 by 15:30 Hours.

Anupam