



**TransKarachi**

Operator of the Karachi Breeze System

**PROJECT: 47279-002, KARACHI BUS RAPID TRANSIT RED LINE PROJECT**

**Government of Sindh**

**REQUEST FOR QUOTATIONS**

*for*

**Production of a Video Documentary Capturing Pre BRT-  
Commuting Experiences**

**Contract Ref No: KBRT-Serv-VD-01/2022**

**March 2022**

## REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Karachi Bus Rapid Transit Redline Project

Source of Funding: Asian Development Bank (ADB)

Title of Procurement: Production of a Video Documentary Capturing Pre BRT-Commuting Experiences

Contract Ref : KBRT-Serv-VD-01/2022 Date of Issue of RFQ: 7<sup>th</sup> March 2022

To : Whom it may concern

Sir/Madam:

1. **TransKarachi** (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Work/Terms of Reference (TOR)** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this Scope of Services that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose, in addition to the Scope of Work/Terms of Reference (TOR), Technical Evaluation Criteria, the **Form of Quotation** and Draft **Contract Agreement with Contract Terms & Conditions** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
  - (c) you/your firm are/is owned by the Client, or
  - (d) you/your firm are/is currently sanctioned or suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
  - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract in the last 3 years of a size and nature similar to the requirements of this contract.
4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the Contract.

### **Preparation of Quotations**

- (a) All the proposed companies/firms are required to furnish & submit their Quotations comprising of both Technical & Financial Proposals. The Technical Proposals must contain all the information required for the technical evaluation of firms/companies as mentioned in the **Technical Evaluation Criteria** attached with this RFQ document as **Appendix-B**.

- (b) Technical Proposals must be furnished containing below listed information with documentary evidence:
1. Letter of Interest stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment
  2. Sample work previously done for other clients
  3. List of equipment owned/to be used in this assignment
  4. list of staff with their technical skill and experience
  5. Sample Video Documentaries prepared previously, preferably for 03 different projects.
- (c) Financial proposal must indicate the Consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment including all applicable taxes, fees and services.
- (d) The Companies are also required to submit filled & signed **Form of Quotation, Scope of Services (Appendix-A)** and Technical Evaluation Criteria (**Appendix-B**)
- (e) The currency of quoted prices and payment shall be Pakistani Rupees.
- (f) You shall submit only one set of quotations for the above services. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (g) You shall submit **one original of both Technical & Financial Proposals**, and clearly marked "Original". In addition, you shall also submit **one copy** marked as "COPY". In case of any discrepancy between the Original and Copy, the Original shall prevail.
- (h) Your quotation(s) should be **valid for a period of 30 days** from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years.

**Submission and Opening:**

- (i) The Complete Quotations (One-Original & One-Copy) comprising both Technical & financial proposals as described from (a) to (h) above should be submitted (Hard Copy) in separate envelopes and then finally sealed in one outer envelope clearly mentioning the "**Proposal for Video Documentary**" by April 11<sup>th</sup> 2022, till **2:30 pm** and deliver to the following address. Incomplete or late proposal will not be entertained.

Client's Address : TransKarachi, C-89, near Bilal masjid, Block 2, Clifton,  
Karachi, Pakistan

Telephone : 021-99332476-8

E-Mail: : procurement@transkarachi.pk

**Note:** The submission of Quotation/s in soft copy/format through electronic media/Email is not allowed

- (j) The submitted Quotations shall be opened publically by the Procurement Committee in the presence of participating Service Provider's representatives who choose to attend, on the same day i.e. **April 11<sup>th</sup>, 2022** till **3:00pm** at the following address: Committee Room, TransKarachi Corporate Office addressed at C-89, near Bilal Masjid, Block 2, Clifton, Karachi.

**Evaluation and Comparison of submitted Quotations:**

- (k) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offered prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation.
- (l) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - (ii) where there is a discrepancy between the unit rate (where applicable) and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
  - (iii) If you refuse to accept the correction/(s), your quotation will be rejected.

**Award of Contract:**

- (m) The Client shall award the Contract to the Service Provider:
- 1. whose quotation has been determined to be substantially responsive to this **Request for Quotation**.
  - 2. who technically qualifies as per Technical Evaluation Criteria given as **Appendix-B** to this RFQ document.
  - 3. who has offered the lowest price quotation.
- (n) The Service Provider whose quotation has been accepted will be notified by the Client within **Fifteen (15) days** from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.
- (o) The successful Service Provider shall sign the **Contract Agreement** governed by the annexed **Contract Terms and Conditions**. The overall Contract Price shall include all applicable taxes of Government of Sindh, Pakistan.
5. Further information can be obtained from:
- |           |  |
|-----------|--|
| Name      | : Procurement Specialist   |
| Address   | : TransKarachi, C-89, near Bilal Masjid, Block 2, Clifton, Karachi, Sindh. |
| Telephone | : +92-21-9933476-8   |
| E-mail    | : procurement@transkarachi.pk  |
6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under **[ADB's Anticorruption Policy](#)** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):<sup>1</sup>

- (a) Name of Institution: \_\_\_\_\_  
(b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_  
(c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

9. You/your firm's, joint venture partners', associates', parent company's affiliates or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:<sup>2</sup>

- (a) Nature of the offense/violation: \_\_\_\_\_  
(b) Court/Area of jurisdiction: \_\_\_\_\_  
(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_  
(d) Other relevant details:

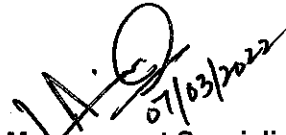
10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. Please confirm by fax/e-mail the receipt of this request and whether you will submit the price quotation(s).

Sincerely,

  
Contracts Management Specialist  
TransKarachi

<sup>1</sup> Any such disclosure shall be forwarded by the Client to ADB.

<sup>2</sup> Any such disclosure shall be forwarded by the Client to ADB.

[This Form of Quotation must be furnished & submitted on Supplier's original Letter Head]

## FORM OF QUOTATION (Services)

To: \_\_\_\_\_ [date]  
The TransKarachi  
H # C-89, Block 2, Near Bilal Masjid, Clifton, Karachi, Sindh-Pakistan  
Telephone: +92-21-9933476-8. E-mail: sfm@transkarachi.pk

We offer to execute the \_\_\_\_\_ [name and number of Contract] in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price of \_\_\_\_\_ [amount in words and numbers] (\_\_\_\_\_) [name of currency] \_\_\_\_\_ per unit of output as described in the **Scope of Services**.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Fax Number, if any : \_\_\_\_\_  
Email address (optional) : \_\_\_\_\_

## ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Date : \_\_\_\_\_

## CONTRACT AGREEMENT

**Name of Country:** Islamic Republic of Pakistan  
**Project Title:** Karachi Bus Rapid Transit Redline Project  
**Title of Procurement:** Production of a Video Documentary Capturing Pre BRT Commuting Experiences  
**Contract ReF:** KBRT-Serv-VD-01/2022

This Contract is entered into on \_\_\_\_\_[*date*]\_\_ day of \_[*month*]\_, \_[*year*]\_\_\_\_, between \_\_\_\_\_[*name of Client*]\_\_\_\_\_ (hereinafter called “the Client”) on the one part, and \_\_\_\_\_[*name of Service Provider*]\_\_\_\_\_ (hereinafter called “the Service Provider”) on the other part.

Whereas the Client has requested a quotation for \_\_\_\_\_ [description of services] to be performed by the Service Provider in accordance with the **Contract**, and has accepted the Quotation by the Service Provider in the amount of \_\_\_[*amount in words*]\_\_\_ [amount in figures] hereinafter called “the Contract Price”.

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
  - a) Form of Quotation (furnished on Company’s Letterhead duly signed & stamped)
  - b) Original Priced Quotation (furnished on Company’s Letterhead duly signed & stamped)
  - c) Appendix-A: Scope of Services/TORs (duly signed & stamped)
  - d) Appendix-B: Technical Evaluation Criteria (duly signed & stamped) and
  - e) These Contract Terms and Conditions.
2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of \_\_\_\_\_ [country of Client] on the date indicated above.

**Signature and seal of the Client:**  
For and on behalf of

**Signature and seal of the Service Provider:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## **CONTRACT TERMS AND CONDITIONS**

Project Name: \_\_\_\_\_ Client: \_\_\_\_\_  
Contract No. \_\_\_\_\_

### **1. Definitions**

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

### **2. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Client's country.

### **3. Language**

All communications and documents related to the Contract shall be in English.

### **4. Assignment**

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

### **5. Fraud and Corruption**

This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

### **6. Performance of the Services**

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.



## **7. Service Completion Schedule**

The services should be completed as per schedule indicated under the heading of “*Duration of Assignment*” in the **Scope of Services**.

## **8. Fixed Contract Price**

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

## **9. Taxes and Duties**

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

## **10. Payment**

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made after deduction of all applicable taxes through crossed cheque in the name of company in three installments outlined below:

- 20% on submission of approved script, storyboard, and footages.
- 20% on interviews once approved.
- 30% upon draft documentary.
- 30% upon completion of Approved Documentary & Acceptance by the TransKarachi

## **11. Resolution of Disputes**

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the \_\_\_\_\_ [*arbitration law or rules of the Client's country*].

## **12. Independent Service Provider**

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

## **13. Intellectual Property Rights**

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

## **14. Failure to Perform**

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, despite a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

## **15. Termination Due to Integrity Violation**

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

#### **16. Other Grounds for Termination**

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

#### **17. Force Majeure**

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

#### **18. Accounts and Records**

- The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

#### **19. Suspension of ADB Loan or Credit.**

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

## Appendix-A

### Scope of Work / Terms of Reference (TOR)

#### Production of a Video Documentary Capturing Pre BRT-Commuting Experiences

#### **Background:**

Karachi Bus Rapid Transit Red Line Project is the country's First Zero-Emission Mass Transit System which will help increase the use of quality public transport in Karachi. The 26.6 km corridor is expected to have ridership of up to 300,000 passengers per day directly benefiting 1.5 million people. The project is economically justified by major time savings for BRT passengers; vehicle operating cost savings; and better air quality and reduced carbon emissions through an innovative waste-to-fuel scheme, which will improve public health and mitigate climate change. It will also make Karachi safer, greener, and more inclusive and competitive.

TransKarachi, is a public sector company established to carry out project implementation and management of the BRT Red Line in Karachi. The project is sponsored by the Government of Sindh, with financial assistance from the Asian Development Bank (ADB) and co-financiers, including the Asian Infrastructure Investment Bank (AIIB), the French Agency for Development (AFD), and the Green Climate Fund (GCF).

#### **Overall objective of the Assignment:**

To produce a video documentary capturing pre and post BRT commuting experiences and perceptions of equal number of male and female interviewees. The aim of the documentary is to highlight the impact of the Red Line BRT on (i) lives of the commuting public, segregated by sex, age, ability, and general employment status, and (ii) economic situation of Karachi.

The documentary will be made in 2 phases (Phase 1 - Pre BRT and Phase 2 – Post BRT). Phase 1 should capture the need of a well-managed mode of public transport, the current modes used and what people feel about them, highlight issues faced by current public transport users and the features it lacks, as well as the hazards the current methods have on the environment.

The interview process should capture issues faced by all socio-economic classes in Karachi and particularly highlight issues faced by females and trans-genders while using the existing modes of public transport i.e., Bus, Rikshaw, Taxi, Private Ride Hailing Services (Careem, Uber, etc.). An introduction to Red Line BRT would be part of Phase 1, which would show the construction site, Work in Progress activities as well as brief details on the entire service offering.

The documentary will be revisited for Phase 2 where the same process will be repeated and responses received from actual users of the Red Line BRT and the positive impact it has brought in their lives, the environment, all communities at large and the economy.

#### **Target Audience:**

- Government Officials
- Current and Potential Donors
- Elected Representatives
- Policy and Planning Organizations
- Community Organizations
- Media
- International Audiences

### **Specific Tasks for the Service Provider (Pre-Selection):**

- Present an overall concept, scenario and storyboard in line with the brief shared by TransKarachi POC
- Meet with Team Representatives on site, if need be, to develop a deeper understanding of the project and its outcomes
- Develop the Storyboard and Script for approval as per the brief shared by TransKarachi POC
- Provide Voice Over options (English and Urdu) from existing panel

### **Specific Tasks for the Service Provider (Post Selection):**

- Develop the script and final storyboard to be used.
- Meet with Team Representatives on site, if need be, to develop a deeper understanding of the project and its outcomes.
- Interview candidates for the documentary as required, including and not limited to public transport users, program grantees and beneficiaries and staff
- Perform appropriate video filming and shoots and edits.
- Present a draft documentary for approval before finalization in English and Urdu versions with subtitles and voice over

### **Output / Deliverables:**

- Mood board, script, story board, voice over files and edits.
- Accommodate multiple rounds of changes as and when needed (Agency can specify a number to this)
- All Interviews to be shared for comments and feedback
- Video recordings of footage, scenarios used as well as interview stories  
Master files of the shoots
- Provider a shorter version of the documentary for use on social media / sharing with Media outlets
- Produce final documentary after all relevant approvals and share the required files for all relevant electronic mediums
- Editable files of finalized video

### **Required Qualification & Experience of the Company:**

The Service Providing company/firm should have at least 5 years' experience in high level capturing of video documentaries, videography/video editing, photography, TV shows etc. The firm/company must have demonstrated experience of conception, production and editing of video documentaries. Experience of covering social, security, high level events; engaging with civil society, development partners and governments; covering humanitarian and development subjects will be an asset. Knowledge of international standards in terms of video documentary production with respect to gender, photography, social media management and relevant sectors and access to stakeholders and relevant information sources is also desirable. Experience of working with ADB/World Bank or other international donor agency/organizations will be considered as an added advantage.

## **Competencies of the Firm/Company Required:**

- Filming broadcast quality video and audio: HD 1920 x 1080 or better
- Final Cut Pro editing skills (or other professional editing software)
- knowledge of traditional and new media
- Expertise in conducting innovative, creative and quality Media productions in various aspects of Television feature films, documentary making, event coverage, infomercials development, Radio productions and advertisements.
- Professional Capturing Video Documentaries. photography, Graphic designing etc.

## **Language:**

Fluency in spoken Urdu, Sindhi and English. Knowledge of a local language common do the Pakistan and Sindh Province is desired.

## **Duration of the assignment:**

Three (3) months (From commencement as instructed by the Employer)

## **Intellectual Property:**

No equipment will be purchased or rented by TransKarachi or affiliated organizations. All equipment needed to complete the documentary will be provided and arranged by the service provider.

## **Evaluation of Proposals:**

- The Technical proposal will be evaluated as per Technical Evaluation Criteria already given as Appendix-B and will carry 70% weightage for the award of Contract.
- The Financial proposal will carry 30% weightage for the award of Contract.
- After the technical, financial evaluation all the points will be aggregated to finalize the hiring process of group/firm/organization
- The Evaluation Committee reserves the right to reject all or any proposal without assigning any reason

## Appendix-B

### Technical Evaluation Criteria:

The technical proposal of eligible organizations will be evaluated using the below mentioned evaluation criteria. Hence, all the participant companies/firms are required to provide all the information with documentary evidence as per categories listed below in criteria:

<b>S. No.</b>	<b>Criteria</b>	<b>Max. Marks</b>
1	The Company has More than five years of experience in the field of Capturing/Production of Video Documentary with at least 3 Samples of documentaries made for other Clients both in English and Urdu languages.	30
2	The Company has Deep knowledge of the Karachi City particularly the areas of Malir Halt, Numaish, Model Colony, Safoora Goth and adjoining areas for the ease of Logistics for Shoots	20
3	The Company has Technical Capabilities (State of the art filming equipment, HD drone Cameras to ensure high quality of production)	30
4	The Company has Proven Track Record of shooting, editing, audio, mixing, voiceover and graphics	20
	<b>Total Marks:</b>	<b>100</b>