

**REQUEST FOR QUOTATION (RFQ)**

**Subject: Media Production- Film shooting**

**Ref: RFQ/BGD/492/2019**

**Dat. 19 May 2019**

1. The United Nations Human Settlements Programme (UN-Habitat) Iraq Programme in Baghdad Office requests your price quotation for the service specified in this Request for Quotation (RFQ).

2. We would appreciate receiving your quotation on or before 14:00 hours on **02 Jun 2019** via pouch in a sealed envelope to the address below or by email attachment to the following email address. Reference number **RFQ/BGD/492/2019** should be mentioned in the envelope or in the title of the email.

**To the attention of:**

**Yasir Mohammed**

**Postal Address:**

**UN-Habitat Iraq Programme**

**Baghdad Office**

**International Zone UN Compound-D2**

**Email Address:**

**RFP@unhabitatiraq.org**

<b>Service</b>	<b>Scope of work</b>
Film Shooting in Zanjilli	Detailed Terms of Reference attached is considered as an integral part of this RFQ.

**Information for bidders:**

UN-Habitat is exempt from all duties and VAT. Your offer should therefore take this into consideration, and detail any duty or VAT charges.

Your quotation must be valid for at least 90 days.

**Payment Terms:**

The UN Finance Regulations and Rules preclude advance payments and payment by letter of credit. The UN Standards payment terms are 30 days upon receipt of vendor invoices and proof of provision of satisfactory goods and/or service to the United Nations.

**Queries:**

Please direct any inquiries concerning this RFQ to: [alan.miran@un.org](mailto:alan.miran@un.org)

**Duration of Assignment:**

The assignment is expected to start within one month

All image materials which have been produced in a direct relation to, or is made in consequence of the services delivered to UN-Habitat by the selected bidder, must be submitted to UN-Habitat no later than two weeks after the event for the video for review and approval.



Yuko Otsuki

Head of Programme, a.i  
UN-Habitat Iraq Programme

**Terms of Reference**

No.	Detailed Description	Unit	Quantity	Unit Price	Total Price
1	<p>Shooting of raw footage for a promotional film to capture the projects titled '<i>Promoting Urban Recovery and Resilience in Newly Liberated Areas in Iraq</i>' implemented by UN-Habitat Iraq Programme and funded by the Government of Japan.</p> <p><b>Location:</b> Zanjili, Mosul</p> <p><b>Footages to be captured/filmed:</b></p> <ol style="list-style-type: none"> <li>1. RAW Footage of Zanjili and Mosul destruction, houses, buildings, streets, bird's-eye view of city.</li> <li>2. RAQ Footage of assessment taking place.</li> <li>3. RAW Footage of construction taking place, builders, machinery, trucks, equipment's, tools, building structures.</li> <li>4. RAW Footage of rehabilitated (completed) houses.</li> <li>5. RAW Footage of beneficiary interview (this includes beneficiary being employed by UN-Habitat)</li> <li>6. RAW Footage of vocational training beneficiary (interview)</li> <li>7. RAW Footage of returnees, children, local community, life in Zanjili.</li> <li>8. RAW Footages of Qaymqam (Interview)</li> <li>9. RAW Footage of UN-Habitat representative and United Nations representative (Interview)</li> <li>10. RAW Footage of the donor (Interview).</li> </ol> <p><b>Video Quality:</b></p> <ol style="list-style-type: none"> <li>1. 25 Frames per Second</li> <li>2. Equipment should be Full High Definition – HD</li> <li>3. Audio for interviews must be recorded with an external microphone, clear sound, no background interference, voice must be at reasonable distance.</li> <li>4. Deliverables should be provided in editable video raw format</li> <li>5. Dimensions 1920x1080</li> </ol> <p><b>Submission Requirements</b></p> <p>The bidders should provide at least 2 Similar previous products by CD or Flash ram</p>	L.S.	1		
	Total Offered Price				



United Nations Human Settlements Program

برنامج الأمم المتحدة للمستوطنات البشرية

UN Compound, Diwan School, Green Zone, Baghdad, Iraq