

Date: 02.10.2017

Dear Messrs,
Greetings from REFORM Association

Subject: Request for quotation

The Palestinian Association for Empowerment and local Development - REFORM would like to kindly request you to submit your offer for professional services to produce (shooting video, subtitles, video editing etc...) a freez mob video, highlighting the civil peace situation in Palestine.

Offer quotation must be submitted on or before 07.10.2017 at 04:00 PM, any offers received after the deadline will be disqualified, please send your offers in English only via hand in a signed/stamped envelope to the following address:

Innovation Hub, next to Dar Al Shorouk Library, Al-Masyoun.

Please also include samples of earlier work, team credentials and any other supporting document.

For submission of offers, please follow requirements as set forth in the TOR.

Terms of Reference:

Requirements:

- Vendors should be only companies or experts affiliated to companies.
- The vendor is required to have the essential staff and capabilities or creative directors, videographers, and technicians, to design and produce an overall freez mob video.
- Attend meetings with the coach and the project staff.
- Be present at a reasonable time (preferably 2 hours) before the start of the event.
- Interested vendors should visit and examine the place a day before the implementation of the event.
- Event will take place in Hebron University on Tuesday 17.10.2017 (Date is subject to change).
- 3 copies of the freez mob video should be delivered to REFORM on a CD.

Notes:

- For inquires please contact Mr. Ameer Jabareen on e-mail: ajabareen@reform.ps or phone number: 02-2977746.
- Offers should be submitted in **(ILS)**. All **Taxes must be included** in the said price.
- Invoice should be made under the name of the Palestinian Association for Empowerment and Local Development – REFORM.
- Payment will be after 30 days upon receipt of invoice by REFORM.

The Palestinian Association for Empowerment and Local Development- REFORM,
Tirawi Building, 2nd floor in Al Masyoun, Ramallah.

For more information, please do not hesitate to contact us on the following contact details:

Telfax: 02-2966645

Email: Info@reform.ps

Thank you and we look forward to receiving your quotation

Sincerely yours,

Nadine Natour

Financial and Admin. Office

**REFORM**