

Date: 21.02.2018

Dear Sir or Madam,

Greetings from REFORM Association

Subject: Request for Quotation

REFORM is planning to contract with a video editor and montage for the anniversary of International Women's day. We would like to ask for your quotation regarding the items mentioned below, please submit your offer latest by **Sunday 25.02.2018.**

Video editing and montage of videos for the anniversary of International Women's Day**Duties of the video editor and montage:**

- Video editing (all-inclusive of editing, music, graphics, subtitles, help with the directing of the videos).
- Ensure pre-production filming and post production at the highest quality.
- Troubleshoot technical problems, if any.
- Assist in video shoots as needed.
- Follow up with the team.
- Add English subtitles to the video.

Specifications of the director:

- BA degree or a Diploma in media, photography, film direction, cinema studies, graphics or any other relevant field.
- Documented experience in video production.
- Documented experience in video editing & editing texts.
- Ability to implement graphic design for high resolution video.
- Ability to produce 7 short videos (2 minutes) out of the raw footage.

Notes:

- Offer should be drafted in English and submitted in one currency (ILS). All taxes must be included in the final price.
- Resume and price offer should be delivered by hand in a signed/stamped envelope to the following address:



المؤسسة الفلسطينية للتمكين والتنمية المحلية
The Palestinian Association for Empowerment and Local Development

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:

Telefax: 02-2966645, Email: Info@reform.ps .

Thank you for your kind cooperation,

Sincerely yours,

Nadine Natour

Financial & Administrative Office

A handwritten signature in blue ink, appearing to be "Nadine Natour", written over a circular stamp that partially overlaps the "REFORM" logo.