

Date: 08.12.2018

Dear Messer's,

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 freeze mob video highlighting the political and social participation of youth in Palestine.

**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 freeze mob video.
- Attend meetings with the coach and project staff.
- Be present at a reasonable time (preferably 2 or 3 hours) before the start of the event.
- Interested vendors should visit and examine the place before the day of the implementation of the event.
- Location: Al-Najah National University or Birzeit University.
- Duration shooting of the scene: 15 Minutes
- Final Scene's Duration: From 3 to 4 minutes.
- Event will take place in a public space in the second half of December.
- 3 copies of the freeze mob video should be delivered to REFORM on a CD.

**Notes:**

- For inquires please contact Mr. Ameer Jabareen on e-mail: [ajabareen@reform.ps](mailto:ajabareen@reform.ps) or phone number: **0592333042**.
- 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.
- Offer quotation must be submitted **on or before Thursday 13.12.2018 at 04:00 PM**, any offers received after the deadline will be disqualified, please send your offers in English via e-mail to [infor@reform.ps](mailto:infor@reform.ps).
- Please also include samples of earlier work, team credentials and any other supporting document.



**REFORM**

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

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

The Palestinian Association for Empowerment and Local Development – REFORM, Tirawi Building, 2<sup>nd</sup> 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](mailto:info@reform.ps)

Thank you and we look forward to receiving your quotation

Sincerely yours,

Nadine Natour

**REFORM**

Financial and Admin. Officer

