



Securities and Exchange Commission of Pakistan

63-NIC Building, Blue Area, Islamabad
(Administration Department)

Subject **Services required for Production of Training Video**

The SECP intends to hire the services for production of a video as per requirement/Terms of References given at “Annex –A”

Terms and Conditions:

- **Price quoted** should be in line with the requirement outlined in Annex –A.
- **Prices must** be inclusive of all taxes applicable by government of Pakistan and relevant copies of NTN and GST certificates must be attached with the quotation.
- Clarification if any on the requirements may also be obtained by sending an email to ubaidullah.khalid@secp.gov.pk
- **Delivery:** 20 days after issuance of PO.
- **Sealed Quotation Submission Time: January 03, 2019.**
- **Quotation Validity** Minimum 90 days from the quoted date.

SECP reserves the right to cancel this purchase at any stage of the procurement process.

If you are interested, please submit sealed quotation for the above item to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, Islamabad.

With best regards,

M. Ubaidullah Khalid
Deputy Director (Admin)

Terms of Reference (TORs)

Training Video:

The SECP intends to hire the services for production of a video as per following deliverables:

The required features of the deliverables will be as follows:

- Duration of a Video Training up to 1 hour
- Nature: Shoot based Training
- Language/ Script: English with Urdu subtitles (where Urdu is not used by presenter and vice versa)
- Must be shot on RED or Sony Cams (at least 2 to cover the production from 2 different angles at any given time during the recording)
- The service provider should do color grading on industry color grading software. The video (approximately One hour) must be shot in flat profile to later be color graded.
- 3 Additional versions/edits of shorter lengths will also be provided by the service provider as per the requirement of SECP.
- It must be shot in 4K frame size.
- Complete post production with latest software with Crystal Clear Sound
- The raw footage will remain the property of SECP and the vendor is responsible to provide the raw footage to SECP.

The service provider will be responsible for all cost pertaining to pre and post production issues.