

Request for Quotation

We are looking to determine a potential supplier through the competition process to provide the **Audio-Video Production Service** with standard quality.

MEHHRO is eager to invite suppliers submit quotation to **Mhair Educational, Health and Human Rights Organization (MEHHRO)** along with samples of their works with below required documents. Service providers have to develop 6 short videos and 3 short audios for COVID-19 advocacy through social media and other platforms. The quotation option is limited to be submitted in hard copy to MEHHRO Office Kabul, Qala-e-Fathullah, & soft copies through email to MEHHRO Procurement: procurement@mehhro.org .

Scope of work:

MEHHRO is implementing COVID-19 Test and Treat Advocacy in LMICs funded by FIND in Afghanistan. Advocacy through social media, TV, Radio and other platforms is a key component of the project. Therefore, the video and audio will have the following characteristics:

- i. The consultant is bound to prepare 6 audios and 6 video messages in which 3 audio and video will be in Pashto Language and the remaining will be produced in Dari language.
- ii. Each video will be one minute in HD quality.
- iii. Each audio will be one minute along with photo mixed.
- iv. The script for audio and video will be prepared by consultant and will be approved From MEHHRO
- v. The topics of three pair's audio and video will be.
 - Awareness about COVID-19
 - Importance of COVID-19 Test and Motivation for COVID-19 Test
 - The importance of COVID-19 vaccination.
- vi. The Video and audio should be in best Quality and able to Convey the message clearly.
- vii. The video should be dialog scenario based and should be recorded out door and different character should be used like religious person, influential person of the community, doctors, medical staff, youth and family package, keep the current political and tradition situation in mind.
- viii. The video should have English subtitles (lyrics) for non-locals.

You are required to provide us with the below documents and sample to be eligible for the initial bidding process:

1. Valid business license.
2. Submit hard copy of RFQ to MEHHRO Office Kabul, Qala-e-Fathullah.
3. Registration sheet should be signed upon submission of the quotation by suppliers

The Bidding criteria for selecting potential supplier(s) are as below:

1. Essential Criteria which include the above documents and vetting check
2. Capability Criteria
3. Commercial Criteria (Cost)
4. Quantity and Quality
5. Availability in targeted locations.

Conditions under this bid:

1. Payment will be done upon satisfactory production and delivery of audio and video messages. The payment will be in cheque or cash. MEHHRO has no responsibility of the assignment till the final delivery.
2. Tax will be deducted as per Afghanistan tax law if applicable.
3. Offers which do not comply with noted guidelines will be disqualified.

Submission Guideline:

1. MEHHRO only accepts signed, stamped quotation in Kabul considering the below addresses and timeline:
MEHHRO Kabul Office Address: 5th Street, Qala-e-Fathullah, Kabul Afghanistan, procurement@mehhro.org - 0783519553
2. The qualified bidders are invited to submit their Quotations from Aug 01, 2022 to Aug 10, 2022.
3. Deadline for submission of the quotations: Aug 10, 2022, CoB 4:00 pm.