

REQUEST FOR QUOTATION

Company/Individual Name:	PROSPECTIVE VENDORS				
Business address:					
Telephone		Fax		Email	

Dear Sir/Madam,

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, you are requested to provide the sealed quotation for supply of the following items on or before **24th March 2014** from the date of receipt of this request.

We will appreciate if you post your quotation to our Procurement Unit on below mentioned address,

The quotation will be valid for 15 working days after receipt.

At your convenience you can use your own format or you provide your quotation filling out the Unit price quotation column, signing/stamping this requisition.

All applicable taxes inclusive in price. Please, also mention quotation validity and delivery time.

The quotation must be provided with complete required specification.

S.NO	ITEMS / SPECIFICATION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	<ul style="list-style-type: none">• Video and Audio documentary• Time Duration: 9-10 minutes• Complete shoot, editing, voice over, production• English subtitles throughout the documentary• Script will be provided• Creativity• 2-3 days shooting time• Documentary to be delivered on DVDs at least 5• The documentary is required before the 3rd of April, 2014• Production of documentary must be done through international standard cameras• Detail of Voice over artist should also be provided• Documentary will be produce in Islamabad region	No	1		

Delivery location: CPDI Office, House # 409-B, Main Nazim ud din Road, Sector F-11/1, Islamabad.



PROCUREMENT SECTION

Name, Signature

Phone # 051-2101594, 2108287

SUPPLIER

Name, signature, stamp