

 قطر الخيرية QATAR CHARITY	Request for Quotation: Photography/Videography services for projects only	Document No: S.A.-Purchases
		Qatar Charity

RFQ No:010/2024

Date: 07/02/2024

Trade name of the vendor:

Address:

Please provide us with your quote for photography/videography services as detailed in the table below. Please Ensure that the quotation includes the validity period, delivery period from the date purchase order is given, and full company profile. Projects are to be executed all over Nigeria. Note that all quotes should include 10% WHT (to be deducted from source) and all other associated costs such as logistics, transportation and co.

S/n	Items/Service Required	Unit	Quantity	Unit Price	Total	Remark
1	Photo and video coverage of project stages (3 stages) for borehole projects.		1			Quantity refers to number of projects
2	Photo and video coverage of project stages (5 stages) for building construction projects		1			Quantity refers to number of projects
3	Photo and video coverage of distribution of economic empowerment and social care relief items.		1			Quantity refers to number of projects
4	Photo and video coverage of special event (such as commissioning of multi services center development, ramadan projects, emergency relief projects, back to school program, eye camp projects, special meetings with stakeholders, groundbreaking ceremony, etc)		1			Quantity refers to number of projects
5	Photo and video coverage of project stages (5 stages) for multi services center development and big projects.		1			Quantity refers to number of projects
6	Photo and Video coverage of project site including usage of drone		1			Quantity refers to number of projects
7	Photo and Video coverage of special event including usage of drone		1			Quantity refers to number of projects
8	Case Study Video coverage (Documentary)		1 min			Price per minutes

To be considered for financial evaluation, please ensure you adhere to the following Eligibility Criteria:

1. Complete vendor information – including vendor’s physical address, full legal name, VAT registration number & nationality^[1]
2. Ability to provide goods and/or services meeting the description above.
3. Copy of vendor’s TAX Clearance Certificate proving registration with the Federal Inland Revenue Service.
4. Copy of vendor’s CAC certificate proving registration with the Corporate Affairs Commission.
5. All information relevant to demonstrating the vendor’s ability to meet QATAR CHARITY’s Evaluation Criteria (see below)
6. If you have not provided goods and/or services to QATAR CHARITY within the past 3 years - Current, contact information for at least 3 past customer references from customers that have purchased goods/services that are like that for which QATAR CHARITY is requesting quotes.
7. If you have not provided goods and/or services to QATAR CHARITY within the past 3 years; full company profile including details of previous jobs done, evidence of job completion (for completed jobs), statutory documents that are valid till at least December 2023, list of equipment/machinery, CV of Key personnel, 3 years audited accounts, Bank reference letter, evidence of staff/company registration with professional bodies, and sworn affidavit that no director of the company has an interest with Qatar charity or has been convicted for any falsification or financial related crime.

IMPORTANT NOTES:

- By responding with a quote, you accept the requirements outlined above, including any delivery requirements and payment terms.
- Quotes submitted after the deadline or not including all requested information may be rejected.
- Bidders that have not registered with us on the Qatar Charity website should please register using the following link: <https://financial.qcharity.org/purchasesoffice/Default.aspx?lang=1> to be eligible to bid for projects at any given time.
- Technical and Financial bids will be opened immediately after the submission deadline on the same day. Financial bids of unqualified technical bids will be returned to the bidder(s) unopened.
- Submissions must be made in English language.
- All submissions (Technical and Financial) must be accompanied by a cover letter.
- The cover letter for financial submission must carry information such as tender sum, completion period and tender validity.
- Qatar Charity deducts 5% Withholding Tax at Source on all Supplies and 10% on all Services rendered and remitted to the Federal Inland Revenue Service (on behalf of a vendor) as stipulated by the Federal Government of Nigeria Tax Law.

This RFQ is non-binding and does not obligate QATAR CHARITY to award any contract. QATAR CHARITY reserves the right to purchase any or all the items requested, to adjust quantities if necessary, or to make no purchase. A firm commitment to purchase is not established until QATAR CHARITY issues a written purchase order. QATAR CHARITY will not pay for vendors’ quote preparation costs.

Bidders must submit their financial bid documents via email to qcnigeria@qcharity.org and copy kabubakar@qcharity.org. The email title should be written as follows: “**Quotation: Photography/Videography services for projects only**”. Any bid received after the submission's due date and time shall not be considered. Bids submitted should be signed and sealed (with the company seal) by an official authorised by the bidder. The due date for tender submission is Wednesday, 12/02/2024, at 4 pm.

^[1] *If submitting a bid as an individual, ‘nationality’ is your country of citizenship or lawful permanent residence; if submitting a bid as a company/organisation ‘, nationality’ is the country where your company/organisation is registered to do business legally.*