

Request for Quotation

Overview on KAPITA

KAPITA is a private sector development company that aims to empower small and medium-sized enterprises (SMEs) through investment, research, incubation/acceleration, and market development programs.

Introduction and Specification

Suppliers are invited to submit their offer in response to this RFQ and service laid out below:

Item	Description	UoM	Quantity
Videography	Provide a professional videographer to cover 11 training days of Scaleup Academy that will take place at KAPITA's venue.	videographer	11
Video Production	Video Production / Including Videography, editing, subtitles, final production for (10 testimonials for ScaleUp academy) 1-2 Mints	Video testimonial	10
Photographer 2	Provide a professional photographer to cover 11 training days of Scaleup Academy that will take place at KAPITA's venue.	Photographer	11
Video production	Video production for final graduation ceremony event (ScaleUp academy) (including interviews+ journey project activities) Full service company; provision of videographers, photographers and other related technicians, editing, subtitles, final production, sound and other related areas of video production for final graduation ceremony event.	Full service	1
Video editing	(high quality video, editing the video, adding subtitles, adding licensed music, and other post production work) for Scaleup Academy trainings. Short video to be used for social media promotion	Video	7
Other notes:			
The activity duration is for five months, Covering the activities of the ScaleUp academy			

Quotation Table

Item	Description	Quantity	Unit price	Total
Videography	Provide a professional videographer to cover 18 training days of Scaleup Academy that will take place at KAPITA's venue.	11		
Video Production	Video Production / Including Videography, editing, subtitles, final production for (10 testimonials for ScaleUp academy) 1-2 Mints	10		
Photographer 2	Provide a professional photographer to cover 18 training days of Scaleup Academy that will take place at KAPITA's venue.	11		
Video production	Video production for final graduation ceremony event (ScaleUp academy) (including interviews+ journey project activities) Full service company; provision of videographers, photographers and other related technicians, editing, subtitles, final production, sound and other related areas of video production for final graduation ceremony event.	1		
Video editing	(high quality video, editing the video, adding subtitles, adding licensed music, and other post production work) for Scaleup Academy trainings. Short video to be used for social media promotion	9		
Total amount				

KAPITA

Award Criteria:

The Request for Quotation that meet essential criteria will be assessed and scored by Kapita panels against the technical and commercial criteria outlined this R.F.Q

Criteria	Weighting
Technical Criteria	40%
Commercial Offer	60%

Instructions for Responding and clarifications:

The closing date of this Request for Quotation is **before 16/2/2022 COB** at 15:00 (Iraq Time);

Offers must be received in sealed envelope before this date/time at the address:

Baghdad office, AL Mansour 609, Ally 13, House 10, Tel: 07503628633-07728120320

General rules and conditions:

- Your quotation must remain Valid for a minimum of thirty days from the date that it is issued to KAPITA in response to this requirement.
- By issuing this RFQ, KAPITA is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.
- Your offer should be in IQD mentioning the total cost per item. Offers must be provided according to KAPITA's quotation format
- All bidders should include a copy of their registration and any document proving legal operation in the country.

Company Information			
Company Name:			
Representative Name:		Phone Number	
Address:			
Signature and stamp:		Date	/ /