



Request for Expression of Interest
Reference no: REOLAFKAB. 2024.Dec.001
Date: Dec 23, 2024

From: ActionAid

Subject: Request for Bids/quotations – **Prequalification for Videography and Editing Services**

Project location: Afghanistan.

Deadline for Submission: 11:00 PM Afghanistan times, Dec 29, 2024

Background:

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Nangarhar, Samangan, Paktika, Khost, Laghman, Farah, Ghor, Herat and Kunduz Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

Service Providers

ActionAid is inviting videography and editing companies to express their interest in providing professional services for upcoming projects. The purpose of this process is to identify and prequalify firms with the capacity, experience, and expertise to meet our requirements.

Scope of Work

Qualified firms will be expected to deliver:

- High-quality video recording, editing, and post-production services.
- Producing documentary films from projects implementation (including narration reading), TV spots, and other relevant services.
- Creative conceptualization for video content.
- Delivery of final outputs in various formats suitable for digital and broadcast media.

Eligibility Criteria

Interested firms should provide the following:

1. Company profile, including years of experience and key clients.
2. Portfolio of past work (preferably similar to ActionAid's requirements).
3. Details of technical equipment and software used.



4. Proof of relevant certifications or memberships (if available).
5. References from previous clients.

Submission Instructions

- Submissions should be sent to procurement.kabul@actionaid.org no later than 11:00 PM Afghanistan times, Dec 29, 2024.
- The subject line of the email should be: **Expression of Interest: Videography and Editing Services.**
- All submissions must include a contact person's name, phone number, and email address.

Evaluation and Selection Process

Shortlisted firms will be contacted and invited for further discussions or to submit detailed proposals.

We look forward to receiving your expressions of interest.

Best regards,

ActionAid
Procurement Department