

RFQ/2024/010 - FOR THE PROVISION OF VIDEOGRAPHY SERVICES / REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES

Ad Title:	RFQ/2024/010 - FOR THE PROVISION OF VIDEOGRAPHY SERVICES / REQUEST FOR PROPOSALS FOR VIDEOGRAPHY SERVICES
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Stage:	Active
Organizer:	UNHCR
Legal address of the organizer:	UNHCR office, 39, Aini street, Dushanbe 734024
Project scope:	Dushanbe
Industry:	Services
Ad Type	Tender
Contact person:	Farrukh Boev Boev
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Description:

Dear colleagues,

By this letter, we would like to inform you of the interest of the UNHCR Representation in Tajikistan in receiving price offers **FOR THE PROVISION OF VIDEO FILMING SERVICES** in accordance with the following requirements and specifications:

1. REQUIREMENTS

UNHCR invites interested contractors to submit proposals for the implementation of:

Appendix B – Technical Task (TT) for the Videographer

Please include the following pricing information in your proposal:

- Currency TJS
- Breakdown of fees (indicate VAT amount)
- Additional fees, if any (please specify)
- Total cost of services (all inclusive)

2. Submitting a request for proposal

We would be grateful if you could send your proposal no later than **[26/11/2024] – 23:59** Dushanbe time by email in PDF format to tjkdu@unhcr.org.

Please note that UNHCR's email policy limits the size of attachments to a maximum of [20] MB, so it may be necessary to send more than one email for the entire application.

Please indicate in the subject field of your email:

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- Name of your company

- Number of emails sent (eg: 1/2, 2/2)

The following documents must also be included when submitting a proposal:

- a. Company profile and/or letters of recommendation
- b. Copies of registration documents
- c. Copies of quality certificates, if any
- d. Any other relevant documents
- e. Tax return/tax confirmation
- f. Bank details (must be on the bank's letterhead)

Your quotation must be valid for at least 30 days. UNHCR's standard payment terms are 30 days after satisfactory delivery of the goods or services and their acceptance by UNHCR.

In Appendix A you will find UNHCR's General Conditions of Contract for the Supply of Goods and/or Services. You must clearly indicate in your quotation whether you accept them.

Thank you for your kind attention.

UNHCR Office, Dushanbe, Tajikistan