

## **NATIONAL DISASTER MANAGEMENT AUTHORITY**

### **TERMS AND CONDITIONS FOR PRODUCTION OF DOCUMENTARY/PSMs (TVCs) ABOUT DISASTER RESILIENT PAKISTAN**

1. The production firms must demonstrate the following qualifications and experience while submitting letter of expression of interest: -
  - Capability statement including technical team with past experience,
  - Evidence of past experience in undertaking similar production assignments.
  - At least five years' work experience in production of documentaries / PSMs and videos, preferably on development related subjects.
  - The ability to start production immediately and having latest production / editing equipment / infrastructure.
2. Preference will be given to APNS accredited advertisement agencies / production firms.
3. The selected firm for production of documentary/PSMs will submit production proposal along with budget breakup for production of the video Dy Director Media, NDMA within seven days.(1<sup>st</sup> February 2016)
4. The production assignment will be offered to a firm after approval of production proposal and budget breakup by the Committee specifically constituted for the purpose.
5. After receiving acceptance of terms and conditions from production firm and approval of budget, production task will formally be assigned.
6. The production firm will be bound to complete the documentary/PSMs(TVC) within time frame of 40 days.
7. The Documentary/PSMs(TVCs) will be in urdu language. The Production Firm has to submit documentary script for review within 10 days to Dy Director Media NDMA.
8. The production firm will get the script outline, final script male/ female voice over approved from the Committee before initiating production process.
9. The Documentary should be in HDV (1080 P) format and after completion of the production, original footage of the project and final production along with its DVDs and Blue Ray Media with (five copies each) will be provided.
10. The production firm will provide a certified financial budget statement / invoice for production of the video.
11. No expense beyond the approved budget will be reimbursed.
12. The payment will be made to the production firm after completion of documentary and its approval by the following committee:

