



# NATIONAL NEONATOLOGY FORUM

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Delhi-110034(Society Registration No. S/12637/1982)



## Request for Proposal (RFP)

### NNF Legacy Video Project

#### Scope of Work:

The vendor is expected to provide a comprehensive solution covering all aspects of the scope of work for video production process. The requirements include:

#### Pre-Production:

- I. Concept Development: Collaborate with NNF to refine the video concept and narrative.
- II. Scheduling: Coordinate and schedule 12 or more in-person interviews within the Delhi NCR region. Remaining other videos will be shared later which is the part of this project.

#### Production:

- I. Equipment: Provide a complete camera unit, including high-definition cameras, lighting, and sound equipment and other requirement.
- II. Personnel: Supply a camera person, creative director, and any additional necessary crew.
- III. Interviews: Conduct and record the interviews in person, ensuring high-quality audio and video.

#### Post-Production:

- I. Editing: Professionally edit the footage to create a cohesive and engaging narrative.
- II. Graphics: Include necessary graphics and visual effects to enhance the video.
- III. Music: Integrate copyright-free music to complement the video.
- IV. Final Production: Deliver the final video in high-resolution format, ready for display and distribution with NNF trademark only.

**Logistics:** The interview can be scheduled on different days. The vendor is responsible for arranging travel and transporting all necessary equipment and personnel to various interview locations within Delhi NCR.

#### Deliverables:

- I. High-Resolution Video: A professional, high-resolution video collaging all interview recordings.
- II. Supporting Materials: All raw footage, edited footage, completed final deliverable and any other project materials.
- III. Documentation: A project report detailing the production process and any relevant notes or insights.

**Interested vendors should submit the following:**

- I. **Company Profile:** Overview of the vendor's experience and capabilities.
- II. **Portfolio:** Examples of previous video projects, particularly those similar in scope.
- III. **Project Plan:** A detailed outline of how the vendor intends to execute the project, including timelines and key milestones.
- IV. **Cost Estimate:** A comprehensive breakdown of all costs associated with the project.

**Submission Deadline:** All proposals must be submitted by **20/June/2024**. Late submissions will not be considered.

**Submission details:** Submit Proposal to [secnnf@nfi.org](mailto:secnnf@nfi.org) , [administrator@nfi.org](mailto:administrator@nfi.org)

**Contact Information:** For any questions or further information, please contact: M: 8527453535