**Center for Communication Programs Pakistan**

**Application Form for Prequalification of Photographer & Videographer**

Center for Communication Programs Pakistan invites interested parties to submit their expression of interests for prequalification for printing services, as per the following requirements and criteria.

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| 1. | Legal Name of the organization |  | Marks (105 Max) |
| 2. | Name and Designation of the head of the Organization |  |  |
| 3. | Name and Designation of the Focal Person |  |  |
| 4. | Complete Physical Address |  |  |
| 4.1 | Addresses of Sub Offices/Branches |  | 5 |
| 5. | Telephone Numbers |  |  |
| 6. | Email Address |  |  |
| 7. | Website Address |  |  |
| 8. | Complete List of Managing Partners / Directors of the Firm |  |  |
| 9. | Sales Tax Number (attach copy) |  |  |
| 9.1 | National Tax Number (attach copy) |  |  |
| 9.2 | Volume of services rendered, last year (in Pak Rupees) |  | 5 |
| 9.3 | Company Net Worth |  | 5 |
| 10. | Number of Staff | Fulltime:Part-time: | 5 |
| 11. | Age of the Company |  | 10 |
| 12. | Registration Date and Number (attach copy) |  |  |
| 13. | Have you provided services to any of the UN agencies, donor organizations or international organizations?(attach list of your regular clients) | Yes/No (Please attach at least two recent references along with a portfolio) | 10 |
| 14. | Have you covered any corporate events? | Yes/No(Please enclose at least three corporate event reference work) | 10 |
| 15. | Do you have your own equipment for videography and/or photography and a studio? | Yes/No(Please attach complete list of equipment at your disposal) | 10 |
| 16. | What is the usual time for processing videos and photographs for an average of a 2-hour event? |  | 5 |
| 17. | Who comprises of your team, and who are the main photographers/videographers who will be present at all events. | Please provide a list of your team members, their experience and strengths in photography/videography | 10 |
| 18. | What is the amount and duration of credit you are willing to offer for this prequalification? |  | 10 |
| 19. | What formats will you be providing the end-product in? |  | 5 |
| 20. | Please list all value-added services that you may be able to provide if given an assignment. |  | 10 |
| 21. | You confirm on your letterhead that the firm is not blacklisted by government or any of its department or by any UN or donor agency? | Yes/No(Please enclose undertaking on Company’s letterhead) | 5 |
| 22. | Signature, Date and Official Stamp |  |  |

***\*Note: Only registered firms having National Tax Number will be considered for this prequalification. Kindly attach relevant certification.***

Applications must be submitted in sealed envelopes titled Pre-Qualification Application.

Your application must reach by December 20, 2017 close-of-business by postal mail or by-hand at the following address:

Admin Section

Center for Communication Programs Pakistan

BIAFO House, Plot # 23, Street 39, G-10/4,

I&T Center, Islamabad, Pakistan