

**FEDERAL TAX OMBUDSMAN SECRETARIAT
5-A, CONSTITUTION AVENUE
ISLAMABAD**

REQUEST FOR QUOTATIONS

Sealed quotations are invited from authorized/GST Registered advertising agencies in connection with production of a documentary relating to the role, function & achievements of Federal Tax Ombudsman Office.

The requirement is as follows:-

i. Duration of documentary:	05 Minutes approx. Full HD format
ii. Voice Over (VO):	English (Rate for Urdu VO may also be quoted)
iii. Script material:	will be provided by FTO Secretariat

Note: Agency will be responsible for 2D animations, VO English & Urdu, sound/music, info-graphics, Editing & Subtitles and colorful visual representations (where needed) to convey the meaning effectively.

- Only registered advertising agencies who are on active taxpayers list (ATL) of FBR, are eligible to quote the rates.
- The firms should submit the sealed quotations in the office of undersigned located at 5-A, Constitution Avenue, Engineering Development Board's building Islamabad latest by 24-05-2021 at 10:30 hours after which no quotation shall be entertained.
- A Purchase Committee shall open the offers the same day i.e 24-05-2021 by 11:00 hours in the FTO Secretariat HQ Islamabad.
- All the bidders will have to submit proof of registration, NTN number and a certificate to the effect that the firm was never blacklisted.
- Incomplete and late submission of quotations shall not be considered.


(Muhammad Farhan Khan)
Director (Admin)
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