



ICMA
Pakistan

Expression of Interest (EOI)

Recording & Editing of Lectures for Six Courses of Strategic Level

Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan) is one of the leading professional accounting organizations, established in 1951 and granted statutory status in 1966 under an Act of Parliament for the regulation of the profession of Cost and Management Accountants in Pakistan. Currently, the Institute has approx. 7,000 members within Pakistan and abroad and more than 15,000 students. The Institute is a founding member of International Federation of Accountants (IFAC) since 1977, Confederation of Asian and Pacific Accountants (CAPA) since 1980, South Asian Federation of Accountants (SAFA) since 1984 and the only current participant of International Integrated Reporting Council (IIRC) and International Corporate Governance Network (ICGN) in Pakistan.

The institute seeks "Expression of Interest" for "Recording and Editing of Lectures for six courses of Strategic Level comprising 450 hours (average 75 hours each course) at ICMA Pakistan Studios" from Individuals / organizations. The detailed contents of each course can be accessed on ICMA Pakistan website at <https://www.icmap.com.pk/syllabus.aspx>

EOIs No.	:	ICMAP/ADMIN/EOI-HO/06/2021/001
1) Task / Assignment	:	Recording & Editing of Lectures for six courses of Strategic Level at any of the ICMA Pakistan Studios located at Karachi, Lahore, Islamabad, Multan and Faisalabad as per following requirements: <ul style="list-style-type: none"> • Use of variety of mediums for recording e.g. Glass Board & Chroma • Instructing faculty to produce high quality lectures using Chroma and Glass Board • Video Recording with minimum 4K resolution camera • Post-production editing with color grading and review • Animations and Visual effects (VFX) to make content engaging for viewers • Music & Special effects (SFX) as per requirement • Data Management and application of online safety protocols to prevent theft of lectures • Recording Equipment (ENG Camera, MIC, Tripod stand etc) & Glass Board installation • Graphic Designing and illustration • Story & Mood Board
2) EOI Submission	:	EOI's documents with all requisite information shall be submitted on the prescribed format in a sealed envelope separately marked as "Technical EOI & Financial EOI" Clause 36 (a) of Public Procurement Rules (PPR, 2004) . EOI submitted after deadline date and timings will not be considered. The interested parties may submit all their documents within 15 days from the date of advertisement through courier / post.
3) Issuance Deadline	:	The "EOI" documents can be requested through email at: procurement@icmap.com.pk
4) Submission Deadline	:	28th June, 2021 by 1100 hours
5) EOI Opening	:	The EOIs will be opened at 1130 hours on 28th of June 2021 at ICMA Pakistan's Head Office, Karachi in front of present bidders or their authorized representatives.
6) Rejection of EOIs	:	As per Clause 33 (1) of PPR, 2004

Contact Details: Information, Issuance and Submission of EOIs
Head of Administration Department

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