Request for proposals for audio-visual production services for SFC

The Sustainable Futures Collaborative (SFC) is a New Delhi-based independent and not-for-profit research organisation analysing frontier issues in climate change, energy, and the environment. SFC is requesting proposals from video producers and editors for empanelment for the following scope of work.

Area of work	Description	Cost	Timeline
1. Thematic/Explainer reels up to 90 secs for SFC's social media and YouTube (primarily vertical/portrait orientation)	1.1 Only shoot the video and b-roll at our office/location	Please provide a rate for the total shoot cost	
	1.2 Shooting and editing	Please provide a rate per video	
	1.3 Edit only - This will include stitching the footage together, adding relevant b-roll and visuals, transition effects, background music, text overlays, subtitles, and creating a video thumbnail	Please provide a rate per video	
2. Long videos up to 5-7 mins	2.1 Only shoot the video and b-roll at our office/location	Please provide a rate for the total shoot cost	
	2.2 Edit only This will include stitching the footage together, adding relevant b-roll and visuals, transition effects, background music, text overlays, subtitles, and creating a video thumbnail	Please provide a rate per video	

	2.3 End-to-end production (Scripting, shooting, and editing) based on the brief provided by SFC	Please provide a rate for the total shoot cost	
3. Event coverage and collaterals	3.1 Photography only	Please provide the following rates: 1. For 1-2 hours 2. Half-day event 3. Full-day event	
	3.2 Video coverage/recording	Please provide the following rates: 1. Half-day event 2. Full-day event	
	3.3 Quick cuts from the event footage	Please provide the per-video rate	
	3.4 Standee printing	Please provide the rate per standee	

All edits will follow the brand identity, which will be shared with the vendor.

SFC may empanel additional firms/designers for this work. The cost quoted by you will be valid for one year from the confirmation of empanelment. We understand that cost may vary based on inputs and the complexity of the editing. A variation in cost up to 20% above the quote can be pre-negotiated on a case-by-case basis with SFC on the provision of an appropriate rationale.

Please send us your proposal to hello@sustainablefutures.org, marking kartikeya@sustainablefutures.org and sonali@sustainablefutures.org in CC, with the following information:

1. Portfolio of your video work
2. The total number of employees in your organisation, the year of setting up the organisation, the management structure, and the annual turnover for the past 3 financial years.