



OFFICE OF THE DEPUTY PRIME MINISTER  
MINISTRY FOR EUROPEAN AFFAIRS  
PARLIAMENTARY SECRETARIAT  
FOR THE EU PRESIDENCY 2017 AND EU FUNDS

**Cohesion Policy 2007 -2013**  
**Operational Programme II PA 4**  
*Empowering People for More Jobs and a Better Quality of Life*

**REQUEST FOR QUOTATIONS – ref. GRTU 091015.2**

**Request for Videographer Services – SME event 13<sup>th</sup> October 2015**

ISSUED ON: 06/10/2015

DEADLINE: 09/10/2015



Operational Programme II – Cohesion Policy 2007 – 2013  
*Empowering People for More Jobs and a Better Quality of Life*  
Project may be part- financed by the European Union  
European Social Fund (ESF),  
Co-financing rate: 85% EU Funds; 15% National Funds



*Investing in your future*

## 1. Objective

GRTU is requesting quotations for the provision of Videographer services for the SME conference taking place on the 13<sup>th</sup> October 2015.

The cost of this initiative may be part financed by the European Union European Social Fund Operational Programme II PA 4 and results of selected provider would be communicated after the 1<sup>st</sup> October 2015 pending results from this project.

The selection of the successful bidder will take place on who would be the most technically compliant, able to handle initiative within the required timeline and cheapest bidder.

## 2. Dates

Videographer is required on the 13<sup>th</sup> October 2015 between 9.00 – 13.30 hrs.

## 3. Activities

Videographer would be capturing footage of the conference. This footage will then need to be edited into a professional 2-3 minute professional promotional video of the event.

Promotional video will need to be delivered to GRTU within a week by means of a CD or USB stick in high resolution format without watermark.

## 3 Timeframe

Quotations must reach GRTU offices via electronic mail on [admin@grtu.eu](mailto:admin@grtu.eu) by no later than **9<sup>th</sup> October 2015 by noon**. All prices must quote VAT separately and in full where applicable.

The invoice related to the event is to reach our offices by not later than 30<sup>th</sup> November, 2015. All prices must quote VAT separately and in full, which must not be added to the price or shown as a percentage.

Clarifications and further information are to be sought through the contact details [admin@grtu.eu](mailto:admin@grtu.eu) hereunder by 8<sup>th</sup> October 2015. Any clarifications received after this deadline will not be considered. The cheapest technically compliant bidder will be chosen.

**Quotations are to be submitted by 9<sup>th</sup> October 2015 at noon via email to the following contact details [admin@grtu.eu](mailto:admin@grtu.eu)**

**Only quotations submitted in the stipulated format below will be considered**

Quotation date: \_\_\_\_\_



**Supplier's details:**

Company's name:

Contact person's name and surname:

Company's Address:

Telephone number:

Email Address:

**Videographer services: SME Conference**

**Price for edited promotional video:**

Final price:

Net:		€
Any Discounts (specify rate)	%	€
Vat (specify rate)	%	€
<b>TOTAL:</b>		€

Company Rubber Stamp:

Signature:

Name and Surname: \_\_\_\_\_



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