

EXPRESSION OF INTEREST - EOI

Recording and Editing of Lectures for three Practical training Modules

Institute of Cost and Management Accountants of Pakistan (ICMA) 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. 7,500 members within Pakistan and abroad and more than 17,000 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

The institute seeks “**Expression of Interest**” for “**recording and Editing of Lectures for following Practical Training modules of 60 lecture Hours each**” from individuals/ organizations:

- PM1 - ERP Solutions and Practical Aspects of Accounting & Auditing Procedures
- PM2 - Financial Modeling and Management Reporting
- PM6 - Communication Skills

The detailed contents of each training modules can be viewed on ICMA International website at <https://www.icmainternational.com/syllabus.aspx>

Tasks Required	:	<p>Recording</p> <ul style="list-style-type: none"> • The course comprises of total 60 recorded lecture hours which will be divided into 15 to 25 minutes lectures to complete sub topics of the contents of the syllabus. • All recordings are of high quality in 4K Resolution, with minimal background noise and other disturbances. • Vendor shall have a nationwide recording facility • Professional equipment will be used to capture the recordings and shall ensure that the final product meets professional standards for audio and video quality • Proper Logo of the Institute, Name of the faculty, and topic of the lectures will be embedded on each video. • Any animation/Effect and Transition will be developed • Sample of recording to be shared initially to ensure quality. • Electricity or other backups in case of load shedding will be provided to avoid delay. • There should be contingent planning or plan B in case of any emergency. <p>Editing:</p> <ul style="list-style-type: none"> • The recordings will be properly edited to remove any unwanted noise, pauses, or other disturbances. • Topic wise / part wise folders mapped with syllabus contents for final recordings will be shared in proper sequence. • The Complete final recordings will be delivered in a digital format instead of bit and pieces that is easily accessible and shareable. • Backup of the recordings will be available with vendor any time as and when required.
EOI Submission	:	EOI's documents with all requisite information shall be submitted on the prescribed format in a sealed envelopes separately marked as “Technical Bid” & “Financial Bid” for Recording of lectures for three practical training modules to be submitted to below-mentioned address. EOI submitted after deadline date and timings will not be considered.
Issuance Deadline	:	The EOI document/ Terms of References (TORs) can be obtained through an email request at procurement@icmap.com.pk till September 18, 2023
Submission Deadline	:	Monday, September 18, 2023 by 1100 hours;
EOIs Opening	:	The sealed envelopes of Technical Bids & Financial Bids will be opened at 11:30 hours on September 18, 2023 at ICMA Pakistan's Head Office Karachi in the presence of bidders or their authorized representatives to be connected through video link facilities at Lahore and Islamabad (in case of bidders are participating from these two cities)
Rejection	:	As per Clause 33 (1) of PPR, 2004

For Information, Issuance and Submission of EOI, please contact as follows:

Director HR & Administration
Institute of Cost and Management Accountants of Pakistan
 ICMA Pakistan Building: ST-18/C, ICMA Avenue, Block 6, Gulshan-e-Iqbal, Karachi-75300.
 E-mail: procurement@icmap.com.pk
 Phone # 021-99243900

URL: www.icmainternational.com