

Annex 1

## **Invitation to bid for Video Production by the Office for National Unity and Reconciliation based on Peace and Reconciliation.**

Bids are invited from creators with the qualifications and experience specified in Annex 1 for the above work. Requirements ,

### **Qualifications and Experience:**

- At least 3 years of experience in video creation.
- Information on previous video productions.

### **Conditions:**

1. Photocopies of relevant certificates and a photocopy of the National Identity Card should be attached to the application as specified in Annex 2 to prove all the qualifications specified in the application .
2. The selected video creation artist should agree to enter into a formal agreement with the Office for National Unity and Reconciliation.
3. No advance payment will be made and the bid value will be paid by check after the completion of the work.
4. Complete the work in a friendly manner with the music creator.
5. Accurately reproduce messages about society, culture and peace.
6. Create relevant themes and appropriate discourse for the video creation.
7. The task must be completed and handed over within 60 days from the date of handover.
8. In case of any discrepancy between the bid value in figures and the bid value in words, the bid value in words shall prevail.

Creators who have the above qualifications, experience and are willing to agree to the conditions should submit bids according to the format in Annexure 3.

### **Role of Videographer:**

The primary task expected of the videographer is to create a video clip that will be displayed on the back screen of the Reconciliation Symphony created by the Office for National Unity and Reconciliation, with a musical composition of approximately one hour in length that conveys national unity, and to perform all other related tasks. The video clip should be created with the approval of the Chairman of the institution in accordance with the musical script presented by the scriptwriter and the music created by the music designer, and should be Duration - 01 hour, Screen Quality - UHD/4K, Sound Quality - Surround Digital.

Also, the office will not provide the necessary frames, short video clips, transport or other requirements and should agree to work according to the guidelines provided for National Unity and Reconciliation.

**Procedure to be followed for submitting bids**

- Complete the Annexure 2 and 3 forms correctly.
- The completed applications should be placed in an envelope with the word ‘Video Creation’ written on the top left hand corner and sealed and sent by registered post to the Director General, Office for National Unity and Regional Unity, No. 40, Butgamuwa Road, Rajagiriya before 02.30 PM on 09/03/2026 or can be dropped off in the tender box kept in the room of the Deputy Director Finance.
- Applications received after the due date and time and incomplete applications will be rejected. The final decision in this regard rests with the Procurement Committee.

Director General

Office for National Unity and Regional Unity

Annexure 2

Application for Video Production created by the Office for National Unity and Reconciliation.

1. Name of the applicant - .....
2. Permanent address - .....
3. Telephone number      Landline - .....Mobile - .....
4. Email - .....
5. National Identity Card Number - .....
6. Current profession or employment - .....
7. Qualifications and experience
  1. ....
  2. ....
  3. ....

Additional qualifications - Awards received at a state, youth or other acceptable awards ceremony.

Year of Award Ceremony

1. ....
2. ....
3. ....

I hereby certify that the above information is true and correct.

Date : 2026/03/

Signature of Applicant

Annexure 3

Director General,

Office for National Unity and Reconciliation

Invitation of Bids for Video Production

- 1) Name of the Applicant - .....
- 2) Address - .....
- 3) Telephone Number - Landline - ..... Mobile - .....
- 4) Email Address - .....
- 5) National Identity Card Number - .....
- 6) VAT Registration Number - .....
- 7) Bid Value presented- .....

for the role of Videographer as mentioned in Annexure 1	Bid Value (Rs.)

Total

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- 8) Bid Value in Words - .....
- .....

I certify that all the information submitted is true and correct and I agree to the terms and conditions mentioned in Annexure 1 .

Date -        03/ 2026

Signature of Applicant