



# Odoo Community Association

Request for Quotes

OCA Days 2020 - Video Post Production

## Presentation

The Odoo Community Association or OCA is a swiss-based non-profit organization whose mission is to promote the widespread use of Odoo and to support the collaborative development of Odoo features.

The OCA is looking for a supplier to provide the products and services described in the statement of work.

## Schedule

Description	Deadline	Invoicing
Release of the RFQ on the OCA website and contributors ML	Wednesday 30th, September 2020	
All quotes received by email before	October 7th, 2020 6pm UTC	
Signature of the contract	October 9th, 2020	
Start of the project	October 12th, 2020	
Delivery	October 30th, 2020	
End of the contract	November 13th, 2020	Invoice paid at end of delivery

## Point of contact

Should you have any questions, please submit them by email to [rfq@odoo-community.org](mailto:rfq@odoo-community.org). If you are interested to answer, please let us know so we will forward you the questions and answers from others. If you are not interested, please let us know why.

# Format

The OCA is expecting quotes to follow the format below:

1. A 2-pages pdf of your resume or company description
2. A link to your online portfolio
3. A pdf of your financial proposal
4. A contract proposal

The OCA is expecting quotes in euros (€) excluding taxes to be sent by email to the point of contact before the date stated in the schedule.

# Evaluation

Quotes will be evaluated by the OCA Board Members toward the criteria listed on <https://odoo-community.org/page/rfq-process>

# Subcontracting / Consortium

If your quote includes subcontracted work, please list all the subcontractors involved.

If a quote is presented by many companies, please list them all and explain how the responsibilities and revenues are shared.

# Statement of Work

The statement of work consists of post-production work on videos recorded during the OCA Days 2020 - 15th-16th October.

The work will cover simple video editing including audio/video post-production and insertion of start and end titles of around 55-65 videos. Also required is the final upload to the OCA YouTube Channel of the rendered videos.

Please provide a reference of work.