



**MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE
RUBBER RESEARCH INSTITUTE OF SRI LANKA**

EXPRESSION OF INTEREST (EOI)

Production of Professional Short Video Clips Highlighting the Role of Each Division of RRISL

The Rubber Research Institute of Sri Lanka (RRISL) invites **Expressions of Interest (EOI)** from qualified and experienced video production firms to produce short video clips and photographs highlighting the role, functions, and contributions of each research division of the Institute to be uploaded to the official website of RRISL and used for public awareness and promotional purposes.

Eligible firms with proven experience in similar assignments are requested to submit proposals in line with the **Terms of Reference (TOR)** including company profile, relevant project portfolio, proposed approach, technical capabilities, and details of key personnel, with supporting evidence.

Submission of EOI

Potential local investors are invited to submit sealed Expressions of Interest (EOI) to the Rubber Research Institute of Sri Lanka to be reached on or before **10:30 hrs. on 12th November 2025** by Registered Post / Courier or placing by hand in the tender box kept at the **Procurement Division of Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta**. At the top left-hand corner of the envelope, it should be clearly written as **“EOI - Production of Professional Short Video Clips Highlighting the Role of Each Division of RRISL**

Interested Investors may obtain further information from Network Administrator **Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta**, on tell +94 34-2247426 (Ext: 257) email: priynthap@rrisl.gov.lk during normal working hours.



Chairman
Department Procurement Committee
Rubber Research Institute of Sri Lanka
Dartonfield,
Agalawatta
29.10.2025



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE
RUBBER RESEARCH INSTITUTE OF SRI LANKA

**Production of Professional Short Video Clips Highlighting the Role
of Each Division of RRISL**

RRISL/PRO/CAPITAL/AVIT/2025/42

Request for Proposal (RFP)

Production of Professional Short Video Clips Highlighting the Role of Each Division of RRISL

1. Introduction

The Rubber Research Institute of Sri Lanka (RRISL), under the Ministry of Plantation and Community Infrastructure, plays a vital role in the research and development of Sri Lanka's rubber industry. RRISL is seeking proposals from qualified and experienced video production firms to produce short video clips (approximately 3 minutes each) and photographs highlighting the role, functions, and contributions of each research division of the Institute.

The objective of this project is to develop a series of engaging, informative, and visually appealing videos and professional photographs to be uploaded to the official website of RRISL and used for public awareness and promotional purposes.

Scripts will be provided by RRISL for each video.

2. Scope of Work

The selected service provider will be responsible for producing high-quality multimedia materials that effectively showcase the work and capabilities of the Rubber Research Institute of Sri Lanka (RRISL).

- Produce professional-quality video clips (approximately 3 minutes in duration) and high-quality professional photographs for each research divisions of RRISL.
- Number of divisions to be covered: **13**
 - **G & PB** – Genetics & Plant Breeding
 - **PS** – Plant Science
 - **PP & MB** – Plant Pathology & Microbiology
 - **SPN** – Soils & Plant Nutrition
 - **BC** – Biochemistry
 - **BM** – Biometry
 - **AEU** – Agricultural Economics Unit
 - **ARU** – Adaptive Research Unit
 - **ASD** – Advisory Services

- **PC** – Polymer Chemistry
- **RR & CA** – Raw Rubber & Chemical Analysis
- **RT & D** – Rubber Technology & Development
- **RRPD & CE** – Raw Rubber Process Development & Chemical Engineering
- Utilize **scripts provided by RRISL** to guide narration and content flow.
- Conduct **on-site filming** at RRISL locations, capturing:
 - Staff in action
 - Laboratory environments and research activities
 - Fieldwork and experimental plots
 - Equipment and scientific instruments
- Include **voice-over narration in English**.
- Perform **comprehensive editing and post-production**, including:
 - Background music
 - Transitions and animations
 - Subtitles and on-screen graphics
- Deliver **final videos in web-compatible formats** (MP4, Full HD 1080p or higher / 4K).
- Provide **social media-ready versions** of each video optimized for online platforms.
- Provide **high-quality professional photographs** featuring:
 - Laboratories and fieldwork
 - Staff activities
 - Scientific instruments and equipment captured during filming sessions

3. Deliverables

- **Professionally produced quality short video clips** (approximately 3 minutes in duration) for each research division (Full HD (1080p) or higher/4K, MP4 or similar format).
- Full video
- Clean version (without Narration)

- Compressed version (for mobile sharing)
- Social-media ready versions.
- All raw footage and project files.
- Three (03) rounds of revisions per video.
- **High-quality professional photographs (Soft Copy)** featuring:
 - Laboratories and fieldwork
 - Staff activities
 - Scientific instruments and equipment captured during filming sessions

4. Eligibility Criteria

Interested bidders must:

- Be a legally registered company in Sri Lanka.
- Have a minimum of 3 years of experience in professional video production. (Proof documents should be attached)
- Have successfully completed at least 3 similar projects with government organizations or/and reputed private companies.
- Possess all necessary equipment and personnel for video production.

5. Proposal Submission Requirements

Your proposal must include the following:

1. **Company Profile**
2. **Portfolio** (links or samples of previous similar work)
3. **Technical Proposal** – outlining approach, timeline, and production methodology.
4. **Financial Proposal** – detailed cost per video and total project cost (inclusive of taxes and exclusive of taxes).
5. **Completed Technical Data Sheet** (See Section 6)
6. **List of equipment and software to be used**

7. Details of key personnel involved in the project

6. Technical Data Sheet (To be filled by Bidder)

Description	Minimum Specification	Bidder's Response
Company Name	Please Specify	
Number of Years in experience in professional video production	Please Specify	
Number of Similar Projects Completed	Please Specify	
Links to 3 Similar Projects	Please Specify	
Proposed Equipment for Production	Please Specify	
Proposed Editing Software	Please Specify	
Languages Available for Voice-over in English	Yes / No	
Number of Revisions Offered	03	
Timeframe for Project Completion	Within 6 weeks	
Any Value-added Services Offered	Please Specify	
Video Length	~3 minutes per division	
Resolution	1920x1080 (Full HD) / 4K	
Frame Rate	25/30 fps	
Format	.MP4 / .MOV	
Aspect Ratio	16:9	
Language / Narration	English	
	Yes / No (Specify languages)	
Background Music	Yes / No	
Motion Graphics / Titles	Yes / No	
Submission of High-resolution photographs (soft copies) of each division -JPEG /RAW file format	Yes / No	
Cost per Video Clip (including photographs) per Research Division (LKR)*	Please specify	

Total Project Cost (LKR) for 13 Nos. of video clips (including photographs)	Please specify	
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***The quoted price should indicate the cost per research division, covering both the production of the video clip and the related professional photographs (in LKR).**

7. Similar Work Experience

Provide at least 3 projects of similar video productions with government organizations or/and reputed private companies.

***Please use separate sheet with following format:**

Project Name	Client	Duration	Year	Link / Reference

8. General Terms and Conditions

- Costs include travel, lighting setup, editing, and color correction.
- All video clips and photographs will be copyright property of RRISL upon project completion.
- RRISL reserves the right to accept or reject any or all proposals without assigning any reason.
- The selected firm must sign a formal agreement with RRISL.
- Confidentiality: The selected firm must maintain strict confidentiality.
- All intellectual property rights of the produced videos shall remain with RRISL.
- Payments will be made based on milestones agreed upon in the contract.

The decision of the Procurement Committee of RRISL shall be final.