

Oman Tower Company

Confidential

RFQ

Managing Oman Towers Social Media Accounts

RFQ Ref: RFQ/24/023	Date: July,09, 2024
To:	Open RFQ
	<p>Oman Tower Company PO Box 3819, PC 111, Ruwi, Muscat, Sultanate of Oman Office Location: Al Sahwa Square, Building B2, Al Mawalih, Muscat, Sultanate of Oman</p>
	<p>Buyer Details: Supply Chain Management Department Name: Mudathir Al Esri. Tel: E-mail : procurement@omantowerco.om</p>
Bid Closing Date: Tuesday 16 July, 12 PM	

A) RFQ Process

Oman Tower Company would like to invite you to participate in this RFQ.

1. Offers must be submitted to procurement@omantowerco.om before the submission deadline.
2. Clarification queries must be submitted to the same email address at least 1 working day before the bid submission deadline.
3. Offers must be valid for at least 30 days.
4. OTC will first check the compliance scope of work, technical requirement, then award the work to the compliant bidder with the lowest price.
5. This RFQ does not commit OTC to award any work.
6. Bidders shall fill in their quotes in the schedule of price "Page 2".
7. Oman Tower at its discretion is not bound to award to the lowest bidder.
8. The RFQ shall only be for bidders registered under the services of this categories and provide relevant document assuring the services.
9. The bidder who will be awarded shall pay a registration fee; this is only applicable to unregistered bidders.

B) Scope of Work:

Managing social Media account (Instagram, LinkedIn, twitter):

1. The Bidder shall design and provide graphics for posts on weekly basis which shall be shared to the client as options (minimum 4) and finally 2 posts shall be uploaded to the social media by the service provider.
2. The Bidder shall provide one motion or video each month (video length between 30 sec –1 min).

3. The Bidder shall provide social media management by providing creative content such as (Oman Towers Assets, Oman National Day, Events & ceremonies) for the agreed duration of the requirement moreover, work in activating story highlights. Content must be in Arabic & English the meets Oman Tower Company standard.
4. The Bidder shall arrange monthly meetings for content planning.
5. The Bidder shall develop the OTC Web and doing 3D Mockup Designing (Static)

D) SCHEDULE OF PRICE:

S.No.	DESCRIPTION	Duration "Months"	RATE <small>per month</small>	AMOUNT
1	Managing social Media accounts (Instagram, LinkedIn, twitter). as per above scope of work.	12		
OPTIONAL ITEM				
1				
2				
3				
4				
GRAND TOTAL				

NOTE:

The Service provider may add other additional items if any.

E) Evaluation Criteria:

1. Technical Evaluation:

- OTC will first check the compliance of the scope of work, where bidder shall provide evidence such as compliance letter and technical requirement such as samples of similar previous works completed.

2. Commercial Evaluation:

- Then award the work to the compliant bidder with the lowest price.

F) Payment terms:

- The payment terms shall be as follows:

MILESTONE	PERCENTAGE
On monthly invoices	100%

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