

REQUEST FOR PRICES

Creative Production Services

Request for Prices — One-Year Long Term Agreement

Background

Lapis Group is seeking eligible service providers to submit price offers for the services listed in this Request for Prices (RFP). The purpose of this exercise is to establish one-year Long Term Agreements (LTAs) with qualified vendors across key service categories. LTAs allow Lapis Group to engage pre-vetted providers at pre-agreed rates, reducing procurement lead times and ensuring consistent quality across creative production engagements.

Objective

To obtain competitive and transparent price offers from qualified service providers in order to establish one-year Long Term Agreements. Vendors awarded an LTA will be engaged on a per-assignment basis at the rates submitted. When Lapis Group requires a service, it will contact the relevant LTA vendor to confirm availability and agree on the specific scope prior to proceeding. This TOR covers creative production services including video and photography production, podcast production, and influencer engagement.

Scope of Work

- Provide pre- and post-production services as described per item, including concept development, scripting, production, editing, and subtitling where applicable.
- Accommodate filming, recording, or content creation across locations as specified per project.
- Include a minimum of three (3) rounds of editing per deliverable; pricing for additional rounds must be provided separately.
- Provide pricing for additional filming locations or production days beyond those listed.
- Ensure all content meets quality standards and is delivered in agreed formats and within agreed timelines.
- For influencer engagement: manage full coordination with influencers including contracting, briefing, content review, and posting confirmation.

Price Schedule

Service providers are requested to provide unit prices (in JOD, excluding sales tax) for the items below using the Excel price schedule template provided alongside this Request for Prices.

Important: Companies that cannot fulfil all items in this Request for Prices are still encouraged to submit an offer. Leave the unit price blank for any item that is outside your scope or capacity. Partial offers will be considered.

Section A — Video and Photography Production

No.	Item	Services Included	Notes	Unit Price (JOD)
1	Live video under 1 minute	Pre and post production including concept development, story boards,	1–2 locations	

		scripts, filming, editing, and subtitles if needed	
2	Live video 1–2 minutes	Pre and post production including concept development, story boards, scripts, filming, editing, and subtitles if needed	1–2 locations
3	Live video 2–4 minutes	Pre and post production including concept development, story boards, scripts, filming, editing, and subtitles if needed	1–3 locations
4	Live video 4–8 minutes	Pre and post production including concept development, story boards, scripts, filming, editing, and subtitles if needed	1–3 locations
5	Animation 2D <1 min (no characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
6	Animation 2D 1–2 min (no characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
7	Animation 2D 2–4 min (no characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
8	Animation 2D <1 min (with characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
9	Animation 2D 1–2 min (with characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
10	Animation 2D 2–4 min (with characters)	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
11	Animation 3D <1 minute	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
12	Animation 3D >1 minute	Pre and post production including concept development, story boards, scripts, animation, editing, and subtitles if needed	—
13	Reel <1 minute	Short-form reel production including filming or sourcing footage, editing, and subtitles	—
14	Reel >1 minute	Short-form reel production including filming or sourcing footage, editing, and subtitles	—
15	1 day of photography	Full-day photo shoot with edited	Without

		deliverables in high resolution	transportation
16	Live event coverage — 1 camera	On-site filming of a live event, edited highlights package	—
17	Live event coverage — 2 cameras	On-site filming with multi-angle setup, edited highlights package	—

Note: Service providers should also provide pricing for additional locations or filming days beyond those listed. Pricing must account for three (3) rounds of editing; separate pricing for each additional round of edits is required.

Section B — Podcast Production

No.	Item	Services Included	Notes	Unit Price (JOD)
1	Podcast (audio only) — 5–15 minutes	Pre and post production including scripting, moderation, recording, and editing	Studio recording	
2	Podcast (audio only) — 15–30 minutes	Pre and post production including scripting, moderation, recording, and editing	Studio recording	
3	Podcast with video (2 cameras) — 5–15 minutes	Pre and post production including scripting, moderation, video production, and editing	Studio recording	
4	Podcast with video (2 cameras) — 15–30 minutes	Pre and post production including scripting, moderation, video production, and editing	Studio recording	
5	Social media promotional clips — 3–5 clips	Short-form clips derived from episode content, optimized for social media distribution	Per episode	
6	Motion graphics package — intro / outro / overlay	Branded animated graphics package for use throughout the series	Per series	

Section C — Influencer Engagement

Influencer agencies and talent management companies are invited to submit offers on behalf of their roster. Pricing should be inclusive of the agency coordination fee and influencer compensation. All content is subject to client approval prior to publication.

No.	Item	Tier	Notes	Unit Price (JOD)
1	Instagram Static Post — Tier 1	500K+ followers	1 branded static post; to remain live for a minimum of 1 month	
2	Instagram Reel — Tier 1	500K+ followers	1 branded reel; to remain live for a minimum of 1 month	
3	Instagram Story Set (3–5 frames) — Tier 1	500K+ followers	3–5 story frames per set	
4	TikTok Video — Tier 1	500K+ followers	1 branded video posted on influencer TikTok account	
5	Cross-Platform Package (IG + TikTok) — Tier 1	500K+ followers	1 deliverable per platform	

6	Instagram Static Post — Tier 2	100K–500K followers	1 branded static post; to remain live for a minimum of 1 month
7	Instagram Reel — Tier 2	100K–500K followers	1 branded reel; to remain live for a minimum of 1 month
8	Instagram Story Set (3–5 frames) — Tier 2	100K–500K followers	3–5 story frames per set
9	TikTok Video — Tier 2	100K–500K followers	1 branded video posted on influencer TikTok account
10	Cross-Platform Package (IG + TikTok) — Tier 2	100K–500K followers	1 deliverable per platform
11	Instagram Post — Micro Influencer	10K–100K followers	1 branded static post
12	Instagram Reel — Micro Influencer	10K–100K followers	1 branded reel
13	TikTok Video — Micro Influencer	10K–100K followers	1 branded video
14	1-Month Campaign (min. 3 deliverables) — Tier 1	500K+ followers	Minimum 3 pieces of content across agreed platforms within 1 month
15	1-Month Campaign (min. 3 deliverables) — Tier 2	100K–500K followers	Minimum 3 pieces of content across agreed platforms within 1 month
16	Micro Influencer Bundle — 5 influencers (1 deliverable each)	10K–100K followers	Coordinated bundle; 1 deliverable per influencer
17	Micro Influencer Bundle — 10 influencers (1 deliverable each)	10K–100K followers	Coordinated bundle; 1 deliverable per influencer
18	Mixed-Tier Campaign (1 Tier 1 + 3 Tier 2 + 5 Micro)	Mixed	Full coordinated campaign across all tiers
19	Influencer participation in event — Physical	Any tier	On-site attendance for engagement and content creation
20	Influencer participation in event — Virtual	Any tier	Live session or digital feature

Submission Requirements

- Completed price schedule (Excel template provided alongside this Request for Prices) with unit prices in JOD, excluding sales tax. Leave blank any items you are unable to fulfil.
- Company profile (maximum 3 pages) including an overview of the organization, areas of specialization, and key team members.
- A list of relevant previous work, including a brief description of each project.
- Influencer agencies: provide a sample roster indicating tier, follower ranges, and content categories.

Submission Instructions

Interested service providers are requested to:

- Submit all required documents electronically to procurement@lapis-group.com with the subject line: [TOR Reference] – [Company Name].
- Submission deadline: 15 April 2026
- Please **download the excel sheet through the link below, fill out and attach in your email.**
LINK: [Price Schedule Creative Production.xlsx](#)
- All prices must be quoted in Jordanian Dinar (JOD) and must exclude sales tax.
- All submitted prices must remain valid for a period of one (1) year from the date of LTA signature.
- Companies that cannot fulfil all items are encouraged to submit a partial offer — leave blank any items that cannot be fulfilled.
- Lapis Group will not cover any costs associated with the preparation or submission of offers.

Evaluation Criteria

- Technical competence and relevant experience in the service category.
- Quality of portfolio and demonstrated past performance.
- Competitiveness of the financial offer relative to market rates.
- Availability and capacity to deliver within required timeframes.

Lapis Group reserves the right to accept or reject any or all offers received, and to negotiate terms with shortlisted vendors prior to finalizing any one-year Long Term Agreement.