

TERMS OF REFERENCE FOR THE PROVISION OF FILMING AND PHOTOGRAPHY SERVICES

INTRODUCTION

Kigali Public Library (KPL) is an open and public platform that inspires communities to read, discover, and learn. We provide access to educational, cultural, and inspirational materials in digital and physical formats. We also host and create programs, workshops, and events that foster literacy, creativity, and innovation. To enhance our digital content and document key activities, KPL is seeking a qualified and experienced service provider to offer professional filming and photography services. The selected provider will be responsible for capturing high-quality images and videos of KPL's events, programs, and special occasions.

ADMINISTRATIVE INFORMATION

Purpose of the Service

Kigali Public Library is looking for a professional photography and videography service provider to document various events and activities. The provider will deliver high-resolution photos and videos suitable for digital platforms, print publications, and archival purposes. The contract may be extended for an additional year based on performance.

Scope of Work

The service provider will be responsible for covering KPL events by delivering the following services:

- **Filming:** Recording high-definition video footage of events, including speeches, performances, workshops, and interviews.
- **Photography:** Taking high-resolution images of events, speakers, participants, and key moments.
- **Editing and Post-production:** Professional editing of videos and images, including color correction, sound design for videos, and enhancement of photographs.
- **Delivery:** Providing edited materials in appropriate formats for social media, websites, and print use.

Work Details

The service provider will be responsible for providing equipment and personnel to execute the following:

1. Videography

- Use of high-definition cameras (minimum 1080p resolution) for event coverage.
- Recording of key sessions, panels, and interviews.

- Providing necessary audio equipment (lapel microphones, handheld microphones) to capture clear sound.
- 2. Photography**
 - Use professional cameras with high-resolution lenses to capture quality images.
 - Covering various aspects of the event, including portraits, group shots, and candid moments.
- 3. Editing**
 - Editing video footage into final clips, highlights, or promotional videos as required.
 - Enhancing photographs with necessary touch-ups, including cropping, lighting adjustments, and filters.
 - Submitting videos in both raw and edited formats (MP4, MOV, or any specified formats).
 - Submitting photographs in high-resolution digital format (JPEG, PNG, or as requested).
- 4. Post-event Delivery**
 - All edited images and videos must be delivered within the agreed timeline after the event.
 - Delivery of content via cloud storage or external hard drive, as agreed.

Event Frequency

KPL holds multiple events each month, and the service provider must be flexible to cover both scheduled and urgent events. The provider should be available for urgent requests with a 24-hour notice period.

HEALTH AND SAFETY

The service provider is responsible for ensuring that all photography and filming equipment is safely installed and operated. Cables must be managed to avoid tripping hazards, and equipment should not interfere with the audience's movement during events. The provider must ensure the team is aware of any additional health and safety protocols required by KPL.

SELECTION CRITERIA

The selection of the photography and videography service provider will be based on the following criteria:

- **Company registration:** The service provider must be a legally registered entity with expertise in filming and photography.
- **Technical capability:** The service provider must possess high-quality equipment and have skilled personnel to handle events professionally.

- **Portfolio and Experience:** The service provider must have a portfolio showcasing work from similar events, such as conferences, workshops, or public gatherings.
- **Post-production expertise:** The service provider must demonstrate strong skills in photo and video editing.
- **Pricing:** Competitive pricing will be a key consideration. The service provider must provide a detailed cost breakdown.
- **References:** At least three references from past clients, particularly those who have hosted similar events.

AWARD AND PAYMENT

Award

The contract will be awarded to the service provider whose proposal best meets the selection criteria. KPL reserves the right to review and evaluate all submitted proposals and may conduct interviews or request additional materials from shortlisted providers before making a final decision.

Payment

The service provider will be required to submit an invoice after each event, detailing the services rendered, payment will be made within 30 days of receiving the invoice, subject to approval of the deliverables.

CONTRACT DURATION AND EXTENSION

The initial contract period will be for one year, with an option for extension based on satisfactory performance. Any contract extension will be subject to mutual agreement and a review meeting to assess service quality and continued suitability.

PRICE PROPOSAL

The service provider must submit a detailed price proposal, which includes the following:

- **Daily or hourly rates** for filming and photography services.
- **Costs of editing and post-production** for both videos and photos.
- **Additional charges** for extra services (drone footage, extra photographers, etc.).
- **Any other incidental costs** that may arise.

REJECTION OF PROPOSALS

KPL reserves the right to reject any or all proposals, waive informalities and irregularities in the proposals received, and accept the proposal deemed most suitable for KPL's needs. Bidders with a history of project delays, cost overruns, or failure to meet performance standards will not be considered.