

Ministry of Finance and Development Planning requests the services of a photographer and videography for AAAG event to be held from 19-22 February 2024.

The terms of reference are hereby attached.

TERMS OF REFERENCE

FOR THE APPOINTMENT OF THE PHOTOGRAPHER AND VIDEOGRAPHER (THE “PHOTOGRAPHER”) OF THE AFRICAN ASSOCIATION OF ACCOUNTANTS GENERAL (AAAG) CONFERENCE

1. The Photographer will provide photographic and video coverage, as directed by MoFDP and AAAG staff, of assigned events, for immediate use on MoFDP and AAAG websites and social media accounts, as well as sharing for use by the media and the public (the “Assignment”).
2. The photographer and videographer will be recruited and engaged as per the lot the photographer is successful in from the 18th- 22nd of February 2024, during the registration of conference delegates, main conference event, closing dinner and excursions outside of Maseru to create a comprehensive photo gallery and video products.
3. Additionally, within **one** week of the completion of the Assignment, the Photographer will provide the entire take of all photographs and video clippings from the Assignment edited and optimized in high resolution with metadata in all of the photographs. Digital originals should be shot at the highest resolution that the camera permits and saved in jpeg format.
4. Photographs/Videos produced on the Assignment will successfully capture and emotionally express the core elements of the situation assigned for coverage.

Qualifications or Specialized Knowledge/Experience Required

1. Demonstrable prior experience in photographing and recording similar projects/activities, with portfolio provided upon request

2. Ability to deliver products according to the specified technical requirements
3. Valid tax clearance and trader's licence.

PRICING TEMPLATE

LOT 1

The photographer will be engaged for 4 days from 18th to 21st February 2024 for full days for approximately 1500 participants coverage.

Item No.	Item Description	Size	Quantity	Unit Price	Price
1	Drone				
2	360 booth				
3	Edited USB packaging				
4	Photography				
5	Videography				

LOT 2

The photographer will be engaged for one day on the 21st of February 2024 for a dinner session for approximately 1500 participants coverage.

Item No.	Item Description	Size	Quantity	Unit Price	Price
1	Edited USB packaging				
2	Photography				
3	360 booth				
4	Videography				

LOT 3

The photographer will be engaged for 1 day on 22nd February 2024 in Thaba-Bosiu, Semonkong, Mohale and Kome for excursion coverage.

Item No.	Item Description	Size	Quantity	Unit Price	Price
1	Edited USB packaging				
2	Photography				

NO ONE VENDER SHALL BID FOR MORE THAN ONE LOT.

The closing date for the above is Monday 12th at 12:00hrs. Quotations should be submitted at the Procurement Unit, Ministry of Finance and Development Planning, second floor, room 2004/5.