



**NAMIBIA
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To Whom It May Concern

Re: Request for quotation – photography for Technology Innovation Bazaar 22-23 May 2019

Background: The Technology Innovation Bazaar is a new national event, which helps Namibians to succeed in technology innovation. We will showcase promising local tech inventions to an audience comprising private sector, government, academia, students and civil society. This is important for Namibia, as we urgently need to connect inventors to potential partners and financiers in order to ensure that great ideas do not remain just ideas but actually make it onto the market. We also strongly believe that the Bazaar inventions provide viable business opportunities for participating companies and investors. We expect a minimum of 300 participants for the two-day event, which will be held at the Namibia Business Innovation Institute (NBII) in Windhoek West. The programme offers a rich mix of information and fun. The NUST Faculty of Computing and Informatics will be presenting their cutting-edge research relevant to business and innovation. Our interactive sessions engage the participants in a Dragon's Den, an auction to buy inventions, and different hands-on workshops.

General description of deliverables: We are now looking for a reliable service provider with an established track record of event photography to deliver photography from the event.

Event venue: Namibia Business Innovation Institute (NBII) in Windhoek West.

Event dates and programme: Event dates are 22-23 May 2019 and detailed programme can be found here <https://ictechhub.com/technology-innovation-bazaar-2019/>. Prior to the event, we require a short shoot to capture a limited number of portrait photos (see below). The date for the portraits is not yet confirmed but will be between 14 and 17 May.

Deliverables requested:

1. Edited portrait photos of approximately 15 inventors and close-ups of their inventions. (No need for studio-quality portraits but no murky snapshots either.) All inventors and inventions will be in the same place, so just one location.

2. A selection of a minimum of 70 edited high-resolution images from the Bazaar. All images must be sharp and purposefully composed. The selection must cover the themes listed below.
 - General atmosphere
 - Interaction between inventors and potential investors / partners
 - Inventors (especially female inventors and inventors representing marginalised communities and groups)
 - Dragon's Den
 - Pitching session
 - Sponsors
 - High-level speakers
 - Images that can be used
 - in low horizontal format (header type)
 - to highlight work with marginalised communities
 - to highlight the potential of Namibian youth
 - to highlight the Tech Hub as a professional partner for Namibian corporates

Some general attributes we need the photography to mediate: energetic, creative, inclusive, happy, professional, reliable.

3. All raw photo files captured at the portrait session and the Bazaar

KINDLYNOTE: while the points 1–3 above describe all requirements, the client and service provider will agree on final job specifications in person.

Ownership of footage: All raw and edited images to be owned by the Tech Hub. Photographer may use the material for portfolio purposes, not for other circulation or selling to other clients.

Equipment: The Tech Hub does not provide equipment for this assignment. The service provider should supply their own equipment, including whatever they will need for post-production.

Deadline and submission details for proposals:

- **Deadline:** 23h59 on 12.5.2019.
- **Delivery:** All proposals to be submitted electronically to Mr. Riundja Ekandjo ekanjo@ictechhub.com with a copy to info@ictechhub.com
- **Format of proposal**
 - Name and contact details
 - Short description of relevant work experience
 - Portfolio of earlier relevant photography work (as a link or attachment)
 - Short description of equipment in your use
 - Quotation (list your price for portrait photography and your price for event photography separately)

More information available from: Mr. Riundja Ekandjo, ekanjo@ictechhub.com, tel. 0812279965.