



**NAMIBIA
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To Whom It May Concern

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

Background: The 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 videography and editing to deliver a short video 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/>.

Deliverable requested:

Edited 3–4-minute event video with music. The exact length will be defined later but will be between 3 and 4 minutes. This fast-phased video will be used for promotional and inspirational purposes in social media and when sourcing sponsorship for future events. Should cover general atmosphere, highlights from Dragon's Den and pitch auction, presence of communities, high-level speakers and sponsors.

KINDLYNOTE: while the description above describes the general requirement, the client and service provider will agree on final job specifications in person.

Ownership of the final product: The final product to be owned by the Tech Hub. Videographer may use it for portfolio purposes, not for 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 videography work (as a link or attachment)
 - Short description of equipment in your use
 - Quotation (including at least one round of revisions)

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