



IISJ/ADMIN/RFQ/021/2024-25

Date: 09<sup>th</sup> October 2024

## Request for Quotation

### Annual Service Contract – Photography, Videography, Sound system and Setup for live Video conference.

We are pleased to invite you to submit a quotation for an Annual Service Contract for photography and videography services for the academic year 2024-25. Our school aims to enhance its visual documentation through professional photography and videography for various events.

#### Scope of Services:

- 1. Photography Services:**
  - Coverage of all major school events.
  - High-resolution images delivered in a timely manner.
  - Photo editing and enhancements as needed.
- 2. Videography Services: (1 Cameras & 1 moving camera)**
  - Full video coverage of significant events.
  - Highlight reels (5 min) for key activities.
  - Professional editing to produce high-quality videos.
  - Set up the LED Screen (4 x 2)
- 3. Sound System Services:**
  - 4 - Speakers with 4 - Standing mics.
  - 4 color mics
- 4. Deliverables:**
  - Digital copies of all photographs and videos.
  - Online gallery or access for parents and staff.
  - Physical copies of key events (if applicable).



**INTERNATIONAL INDIAN SCHOOL - AL JUBAIL**

Eastern Province - Kingdom of Saudi Arabia  
Licenced By Ministry of Education K.S.A. Vide Lic. No. Jeem - 5  
Affiliated to Central Board of Secondary Education  
Delhi, India. Affin. No. 5730007 - School No. 90002  
E-mail: Info@iisjubail.org  
VAT: 310156908100003

**المدرسة العالمية الهندية - الجبيل**

المنطقة الشرقية - المملكة العربية السعودية  
تصريح وزارة التعليم بالمملكة العربية السعودية رقم ج - ٥  
بالتعاون مع مجموعة الوسط للتعليم الثانوي  
دلهي الهند، رقم ٥٧٣٠٠٠٧ - مدرسة رقم ٩٠٠٠٢  
Website: www.iisjubail.org

**Requirements:**

Please provide a detailed quotation by filling the below table outlining your pricing structure, including any packages or rates,

ITEM	QTY.	UOM	DESCRIPTION	UNIT PRICE (SR) / HOUR	UNIT PRICE (SR) / HALF DAY (approx. 05 hours)	UNIT PRICE (SR) / FULL DAY (approx. 10 hours)
1	1	Lot	Photography			
2	1	Lot	Videography (1 Cameras & 1 moving camera)			
3	1	Lot	Video Editing (5 minutes glimpse & full video)			
4	1	Lot	Sound System			
5	1	Lot	LED Screen (4x2)			
6	1	Lot	Setup for live Video conference			

**General Notes:**

1. Quotation should reach the administration section during office hours (7:30 am to 2:30 pm - Sunday to Thursday & 8:30 am to 11:30 pm - Saturday) on or before Wednesday, 16/10/2024
2. Include information on your team's experience, portfolio, and any relevant certifications.
3. Detail your turnaround time for deliverables.
4. Kindly mention if any additional services you offer (e.g., live streaming, drone footage).
5. State your terms and conditions, including cancellation policies and payment terms.
6. Quotation should be addressed in the name of Principal IISJ.
7. For more details and any clarification please contact, Mob - 0554334314 / 0555025435.

Thanks & Regards

  
ADMIN OFFICER  
IIS JUBAIL, KSA

