



Request for Quote (RFQ)

Professional Photography Services

ISSUE DATE:

January 25, 2024

DUE DATE:

February 8, 2024

ISSUED BY:

Saskatchewan Chamber of Commerce



The Saskatchewan Chamber of Commerce (SCC) is seeking quotes from professional photographers across Saskatchewan to photograph five major events in 2024.

These photographs may be used in print and digital media, including but not limited to annual reports, event brochures, sponsorship packages, and social media.

PROJECT SPECIFICATIONS

Bid Process

The purpose of this RFQ is to identify possible photographers who can provide services as described below. The successful bidder will need to be able to provide photography services in both Regina and Saskatoon and have access to a second shooter. The successful bidder will need to be a member of the Saskatchewan Chamber of Commerce upon signing the project contract.

Evaluation Criteria

- Vendor Experience (portfolio, testimonials, proof of prior similar experience)
- Budget considerations (reasonable cost, non-profit discounts or sponsorship opportunities, if applicable)

Deliverables / Quote Components

1. Organizational Background: Brief description of your organization
2. Portfolio: Website or samples of relevant work.
3. Requested Photography: The SCC would like high and web-resolution photos to use in various print and digital media. Photos should capture the essence of the evening and include various components from the event. A shot list of desired photos will be provided by the SCC prior to each event.
 - a. Access to minimum five (5) photos within 12 hours of the event
 - b. Access to all digital photos provided to the SCC within 5 business days of the event unless alternate arrangements are agreed upon by both parties.
4. *Optional: Short video clips of various event aspects to be used as promotional content on social media.*

Event Dates and Information

- April 30, 2024 (Regina) - Political Forum (*approx. 4 - 9 p.m.*)
- May 6 & 7, 2024 (Regina) - Food, Fuel, Fertilizer Global Summit **PLUS** Annual General Meeting (*May 6 from 8:30am - 4:00pm; May 7 from 8:30am - 11:30; 1:30 - 2:30pm*)
- June 6, 2024 (Regina) - Deputy Minister Breakfast (*approx. 7:30 - 9:30 a.m.*)
- September 21, 2024 (Saskatoon) - The ABEX Awards (*approx. 5 - 9:30 p.m.*)
 - Two photographers required. One for candid photography, another at photo station.

Submission of Quote

Electronic quotes will be accepted until 3:00pm on Thursday, February 8, 2024. The successful vendor will be contacted via email by February 28, 2024. Questions should be directed to Josie Fries at jfries@saskchamber.com.