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Education

## Request for Quotation

November 20, 2023

**Subject:** Request for Quotation (RFQ)-Photography Services for KAUST Convocation  
RFQ # 090922/DO

**Event Dates:** January 12-14, 2024

**Event Location:** Philadelphia Marriott Downtown  
1200 Filbert St,  
Philadelphia, PA 19107

The Institute of International Education, Inc. ("IIE") is requesting quotations for Photography Services referenced below. Please provide a price quote by no later than **Friday, December 8, 2023 by 5:00 PM EST** to [aroden@iie.org](mailto:aroden@iie.org). Late quotations will not be evaluated.

Quotation requested for photography services at the 2024 KAUST Gifted Student Program (KGSP) Convocation. Almost 430 undergraduate students currently studying at various institutions across the United States will be in attendance for this annual convocation. Executive management, faculty from KAUST, and KGSP team members will bring final attendance numbers closer to 500. IIE seeks proposals from experienced event photographers. A small portfolio of work including: a headshot, crowd/speaker shots, poster presentation photos (if applicable) and candid should be provided as part of the proposal.

### **SPECIFICATIONS/REQUIREMENTS**

#### **Anticipated Staffing Requirements:**

- Three photographers for duration of the event
- One or two assistants on days one and two (headshots), other days optional

#### **Tentative Event Outline:**

##### **Day 1: Friday, January 12<sup>th</sup>, 2024**

- 2:00 PM – 5:00 PM
- Headshots
  - 2 photographers and 2 assistants to take headshots of KGSP Staff and Faculty
  - Staff will be wearing large name badges
  - Photographer should take 1 photo of badge, then 1 of staff member for identification purposes
  - Photographer will need to provide final headshots **with file name as name of staff member**

##### **Day 2: Saturday, January 13<sup>th</sup>, 2024**

- 8:00 AM – 8:00 PM
- Headshots
  - 2 photographers and 2 assistants to take headshots of 500 students
  - Students will be wearing large name badges
  - Photographer should take 1 photo of badge, then 1 of student for identification purposes
  - Photographer will need to provide final headshots **with file name as name of student**
  - 1 photographer + 1 assistant continues taking headshots while sessions taking place



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- Sessions
  - Multiple concurrent sessions; during General Session take multiple angles
  - 2 photographers roaming through all sessions
- Minimum 5 edited shots from day provided by 8 PM same day (can be selected by photographer)
  - Additionally, there may be some specific requests from the KGSP team.

### **Day 3: Sunday, January 14<sup>th</sup>, 2024**

- 8:00 AM – 8:00 PM
- Multiple concurrent sessions; during General Session take multiple angles
- 1 photographer + 1 assistant continues taking headshots throughout the day
- 2 additional photographers roaming through all sessions
- Anticipate a group photo with 500 people; exact location TBD
- Minimum 5 edited shots from day provided by 8 PM same day (can be selected by photographer)
  - Additionally, there may be some specific requests from KGSP team

### **Final Delivery**

Digital photos provided on a physical drive(s) supplied by IIE in advance, will be due no later than the second week of February 2024.

- Photos should be grouped by day
- At each new session, photographer should take photo of session name (posted outside room) to identify session
- All headshot files will need to be named as the name of the person being photographed. Special attention to detail will be required as names can be similar.
- Images cannot be watermarked with photographer's logo.

### **Additional Details**

- Photographers will be included in meal counts; only a few photos of meals requested
- Parking will not be included.
- Photographers will need to travel to/from the hotel daily; guest rooms will not be available.
- Hours indicated are for start time and end time of photography. Please build necessary setup time into quote as appropriate.
- Sole ownership of photographs will be retained by IIE and cannot be used for promotional purposes or posted publicly

### **PRICING AND EVALUATION CRITERIA**

Quotations will be evaluated based on:

- Price
  - Quote should include breakdown of all costs, with separate line items per service
  - Please include an hourly rate for all staff
- Portfolio of work
- Attention to details of RFQ Specifications/Requirements

### **TERMS AND CONDITIONS**

The successful Bidder will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at: <https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services>. The terms and conditions may be changed, added to, deleted, or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Bidder, at IIE's discretion.



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Any questions regarding this RFQ should be submitted to IIE in writing by **Friday, December 1, 2023 by 5:00 PM EST** to [aroden@iie.org](mailto:aroden@iie.org) . Responses to questions IIE deems relevant to this RFQ will be posted on or around **December 4, 2023**, on IIE's website under Solicitation for Goods and Services at <https://www.iie.org/en/Work-With-Us/Subawards-Procurements/Solicitations-for-Goods-and-Services>

**Please send questions and your bid to:**

Alison Roden  
[aroden@iie.org](mailto:aroden@iie.org)