



Invitation to bid:

AOS Ltd hereby invites competent companies in the field of multimedia services to submit their best bids to provide Photography & Videography Services.

More information regarding this tender is provided in detailed technical specifications.

Bids should be submitted to the address in the provided below not later than **24th September 2025, at 4pm late bids will be rejected.**

This tender is open to all interested companies in the same field and bidders will be selected according to the fulfillment of the tender requirements e.g complying with technical specifications and competitive price.

Bids will be submitted to the following email address: procurement@aos.rw and request for clarification will be made through the same email address and cc <elyse.mukundente@aos.rw>.

Yours Sincerely,

Byung Chul Kevin KOO

Chief Executive Officer

AOS Ltd



Technical Specifications for Photography & Videography Services Tender

1.0 Introduction & Purpose

This document serves as the technical specification for a demand-based tender for the provision of professional photography and videography services. The purpose is to procure a qualified and reliable supplier who can provide high-quality visual content on an as-needed basis for a specified contract period. This tender is not for a fixed number of projects, but rather for a rate card of per-project pricing for all specified services.

2.0 General Requirements

All work must adhere to the following standards. Bidders should provide details on how they will meet each of these requirements.

Requirement	Details	Notes
Equipment	All photography and videography must be captured using professional-grade, full-frame cameras and lenses. All lighting, audio, and support equipment must be provided by the bidder.	Bidders must list the primary equipment they intend to use.
Deliverables & Formats	Final photo and video files must be delivered via a secure, online portal (e.g., Dropbox, Google Drive). Photography deliverables must include both high-resolution JPEG and original RAW files. Video deliverables must include the final edited file and all original raw footage.	Ensures we have all necessary assets for future use.
Usage Rights & Licensing	The successful bidder will grant perpetual, non-exclusive, worldwide rights for the use of all delivered photos and videos for corporate marketing purposes.	This covers digital, print, and social media use.
Proofing & Revisions	A watermarked digital proof or draft video must be provided for client review and approval. The bid should include the number of revisions allowed per project.	Allows for quality control and necessary adjustments.
Turnaround Time	Bidders must specify a standard and express turnaround time for each service.	Turnaround time is a key factor in our selection process.
Team & Expertise	Bidders must demonstrate a minimum of 3 years of professional experience in corporate photography and videography. The bid should include a portfolio of relevant work.	Ensures a high level of expertise and quality.

3.0 Specific Service Specifications

Bidders are required to provide a unit price for each service listed below. Pricing should be per project, and any additional costs (e.g., travel, extra hours) should be clearly defined.

Service Type	Details	Deliverables
Event Photography	Coverage for a half-day (4 hours) corporate event, including candid shots, group photos, and speaker presentations.	Professionally edited, high-resolution JPEGs. All RAW files and a highlight video.
Corporate Headshots	On-site portrait sessions for individuals	Professionally edited, high-resolution JPEGs per person. All RAW files.
Product Photography	Still and lifestyle shots for a small product line.	Professionally edited, high-resolution JPEGs per product. All RAW files.
Corporate Video	A 2-3 minute company overview video, including B-roll, interviews, and brand messaging.	Professionally edited final video in 4K resolution (MP4). All original raw footage.
Interview/Testimonial Video	A 60-90 second video featuring a single interview subject, with accompanying B-roll footage.	Professionally edited final video in 4K resolution (MP4). All original raw footage.
Engaging Social Media Video	A 30-60 second dynamic video optimized for social media platforms (e.g., Instagram Reels, TikTok). Includes royalty-free music and on-screen text.	Professionally edited final video in a vertical format (1080x1920 MP4). All original raw footage.
Voice Over Production	Professional voice over recording for a provided script (up to 250 words), with male or female talent options.	Final audio file in high-quality WAV and MP3 format.
2D Character Animation	A 30-60 second animated explainer video with character design and motion.	Final video in 1080p resolution (MP4). All project files (e.g., Adobe After Effects).
2D Explainer Animation (No Character)	A 30-60 second animated explainer video using motion graphics and typography.	Final video in 1080p resolution (MP4). All project files (e.g., Adobe After Effects).

3D Character Animation	A 30-60 second animated video featuring 3D character modelling and rigging.	Final video in 1080p resolution (MP4). All project files (e.g., Cinema 4D, Blender).
3D Product Animation (No Character)	A 30-60 second animated or product showcase.	Final video in 1080p resolution (MP4). All project files (e.g., Cinema 4D, Blender).

4.0 Pricing & Submission Requirements

- **Pricing:** Bidders must provide a unit price for each item listed in Section 3.0. This is a demand-based contract, so a single unit price is required for each service, regardless of potential future order quantities.
- **Required Submission Documents:**
 - Completed Pricing Schedule (provided as a separate document)
 - Company profile and portfolio showcasing previous work.
 - A list of key personnel CV, and diploma/certificates in multimedia.

Administrative documents required for submission:

- **Trade license with service details**
- **Tax clearance certificate**
- **3 certificates of good completion of similar tenders executed from public institutions or NGO's.**