



REQUEST FOR QUOTATION

Title:	Videography & Photography Service
Type of Contract	Service
Contract No	IEK/RFP/IC/2/2026
Language of Notice	English
Deadline	19 th October 2026

Contents

TERMS OF REFERENCE 3

1. Background..... 3

2. Objective of the Assignment 3

3. Scope of Work..... 4

4. Key Deliverables 5

5. Daily Turnaround Requirements..... 6

6. Video Production Requirements..... 7

7. Photography Requirements..... 7

8. Technical and Professional Requirements..... 8

9. Personnel Requirements 9

10. Experience and Eligibility..... 9

11. Ownership and Usage Rights10

12. Confidentiality and Professional Conduct.....10

13. Financial Proposal10

14. Evaluation Considerations11

.....11

15. Expected Assignment Period.....12

16. Reporting and Coordination.....13

16. Risk Assessment.....13

SUBMISSION FORMS16

FORM 1A: SUBMISSION FORM.....16

RE: RFP NO. _____16

FORM 1C: FINANCIAL SUBMISSION FORM17

TERMS OF REFERENCE

Provision of Professional Photography, Videography and Digital Content Production Services the 33rd IEK International Convention and Media Launch

1. Background

The Institution of Engineers of Kenya (IEK) is the premier professional body for engineers in Kenya, established to promote the advancement of engineering practice and uphold professional standards in engineering. IEK brings together engineers from government institutions, private sector entities, consultancies, academia, manufacturing, and other engineering-related sectors.

As part of its mandate, IEK organizes the IEK International Convention, a flagship event that serves as a national platform for dialogue, innovation, and thought leadership in engineering. The 33rd IEK International Convention, themed “**Intelligent Systems for Accelerated & Sustainable Growth**,” is scheduled for 24th to 27th November 2026 at **PrideInn Paradise Beach Resort & Spa**, in Mombasa County.

The Convention will bring together engineers, policymakers, industry leaders, researchers, development partners, young professionals and other stakeholders for technical discussions, exhibitions, networking, professional development and related Convention activities.

As part of the build-up to the Convention, IEK will also hold a Media Launch on 5th November 2026 in Nairobi. IEK therefore seeks to engage a competent and experienced photography and videography service provider to professionally document both events and produce high-quality visual content for institutional communication, media engagement, digital platforms, publications and future archival use.

2. Objective of the Assignment

The objective of the assignment is to provide comprehensive professional photography and videography coverage of the Media Launch and the 33rd IEK International Convention, while ensuring timely delivery of high-quality content for daily communication and post-event use.

The successful service provider will be expected to capture not only formal proceedings but also the broader Convention experience, including participant engagement, technical sessions, exhibitions, networking, leadership engagements, branding, partner visibility and other significant moments.

Real-Time Digital Content Production: To provide timely, high-quality, publication-ready photographs, short-form video content, interviews and daily highlights for IEK’s website, social media platforms, media partners and other communication channels throughout the Media Launch and Convention.

3. Scope of Work

The assignment will cover two components:

A. Media Launch – Nairobi

Date: 5th November 2026

Timing: Morning event 7A.m-10A.m

The service provider shall:

1. Photography and Videography Coverage: Provide professional photography and take short key segment videos of the entire Media Launch.
2. Event Documentation: Capture arrivals and registration, IEK leadership, invited guests, sponsors, partners, media representatives, speeches, official launch activities, interviews, networking and event branding.
3. Edited Photographs: Provide high-quality edited photographs suitable for immediate media, website and social media use.
4. Media Launch Summary Video: Produce a comprehensive summary video highlighting key sessions, presentations, speeches, key messages from speakers, sponsor acknowledgements and branding, audience engagement, and other significant moments from the event.
5. Promotional Interview Videos: Produce 15-20 short promotional interview videos for sponsors and key convention stakeholders for the 33rd IEK International Convention. Some videos will be recorded during the media launch and other videos recorded at a later date at locations within Nairobi, as coordinated with IEK. These recordings may take place over multiple days, with a maximum of three (3) recording days. Each video shall be 20–45 seconds long and feature interviewees briefly speaking about the Convention, their participation, support or expectations. All clips shall incorporate IEK-themed branding, including relevant logos, graphics and visual identity, and be professionally edited for use in convention publicity and social media campaigns.
6. Real-Time Content: Capture and provide selected photographs and short video clips during or shortly after the Media Launch to support real-time IEK communication.
7. Final Deliverables: Deliver all final photographs and video files through organised, downloadable online links.

B. 33rd IEK International Convention – Mombasa

Dates: 23rd –27th November 2026

Venue: PrideInn Paradise Beach Resort & Spa, Mombasa

The service provider shall provide full daily coverage throughout the Convention, including, where applicable:

- Registration and delegate arrival.
- Opening and closing ceremonies.
- Plenary and keynote sessions.
- Technical and parallel/breakout sessions.
- Future Leaders Summit and related activities.
- Panel discussions.
- Exhibitions and sponsor activities.
- IEK leadership engagements.
- Partner and stakeholder meetings.
- Networking sessions.
- Award or recognition ceremonies.
- Social functions, cocktail events and gala activities.
- Corporate Social Responsibility (CSR) event, Industrial visits or other official off-site Convention activities were included in the programme.
- Interviews and short testimonials with selected delegates, speakers, sponsors and IEK leadership where requested.
- Venue branding, exhibition stands and sponsor visibility.
- General delegate interactions and candid moments that communicate the experience and atmosphere of the Convention.

4. Key Deliverables

The successful service provider will be required to provide the following:

Deliverable	Requirement
Media Launch Photography	Professionally edited high-resolution photographs covering the 5th November Media Launch
Media Launch Video	High-quality video coverage and a short professionally edited recap/highlights video
Daily Convention	Comprehensive edited photography for each day from 23 rd –27 th

Deliverable	Requirement
Photography	November
Daily Photo Links	A clearly labelled cloud/download link for each day's edited photographs
Daily Highlight Video	One professionally edited recap video for each day summarising the day's major activities including one final recap video to cover entire convention.
Social Media Content	Selected photographs and short video clips supplied promptly for same-day IEK digital communication
Interviews/Testimonial Clips	Short recorded interviews with selected speakers, delegates, IEK officials, sponsors or partners as directed
Final Convention Highlights Film	One professionally produced video capturing the entire 33rd IEK International Convention
Raw Footage and Images	Complete organized archive of usable original photographs and video footage
Final Content Repository	Organised download links/folders containing all final photographs, videos and other agreed media assets
Promotional Interview videos	Produce 15-20 short promotional videos for sponsors, council members and key stakeholders. The videos shall be 20-45 seconds long that will speak briefly about the convention and welcoming members at the convention. You shall edit them. The videos will be captured within Nairobi, during the Media Launch and others will be done at a location advised by the individual or organization.

5. Daily Turnaround Requirements

Because IEK will undertake daily communication throughout the Convention, timeliness will form an important part of the assignment.

The service provider shall therefore:

- Provide a selection of edited photographs during the day for immediate social-media and media use.
- Provide the complete selection of edited photographs from each day's activities through a downloadable link preferably by the end of the day or early the following morning.

- Provide the daily recap video within a reasonable period after the conclusion of each day's programme, preferably on the same evening or by the following morning.
- Maintain organized folders clearly indicating the date, session and type of content.

6. Video Production Requirements

The daily recap videos should be concise, engaging and professionally produced and should capture the character of each day rather than merely presenting a sequence of clips.

They should, where appropriate, incorporate:

- Establishing shots of the venue.
- Convention branding.
- Key speakers.
- Technical sessions.
- Delegate engagement.
- CSR & Exhibition activities.
- Networking.
- Short soundbites or interviews.
- Partner and sponsor visibility.
- Appropriate background music.
- IEK branding, titles and approved graphics.

Video Quality: All video content shall be professionally produced to a high broadcast and corporate standard, with clear and stable footage, appropriate exposure, accurate colour, good composition and high-quality audio. Video shall be free from excessive camera shake, distracting background noise, poor focus, clipping, distortion and other technical defects and shall be suitable for digital, media and institutional publication.

The final Convention video should provide a coherent overview of the entire five-day event, communicating its scale, technical relevance, stakeholder participation and overall experience.

The supplier should be able to produce content suitable for IEK's website, LinkedIn, Facebook, Instagram, YouTube, media partners and future promotional use.

7. Photography Requirements

Photography should capture a balanced range of:

- Formal leadership photographs.

- Speakers and presentations.
- Audience engagement.
- Panel discussions.
- Exhibitors.
- Sponsors and partners.
- Delegate networking.
- Candid interactions.
- Group photographs.
- Venue and Convention branding.
- Awards and recognitions.
- Social & CSR events.
- Technical and industrial activities.

Images should be professionally framed, properly exposed and edited while retaining a natural and authentic appearance.

All photographs shall be professionally captured and processed to a high editorial and corporate standard, with appropriate exposure, sharpness, focus, composition, color balance and image clarity. Images shall be free from excessive noise, motion blur, distortion, over-processing and other technical defects and shall be suitable for high-resolution print, website, media and social-media publication.

Branding of Photographs -All official photographs captured during the Convention shall carry an IEK logo watermark and the hashtag #IEKConvention2026# in a consistent and professionally positioned format.

The IEK logo watermark shall be clear and legible but shall not obscure or materially interfere with the subject, faces, presentations, sponsor branding or other important visual elements.

8. Technical and Professional Requirements

The successful bidder shall demonstrate capacity to provide:

- Professional high-resolution photography equipment.
- Professional video cameras capable of producing high-quality Full HD and/or 4K content.
- Suitable professional audio recording equipment for interviews and speeches.
- Appropriate lighting equipment.
- Stabilization equipment such as gimbals and tripods.
- Adequate data storage and backup arrangements.

- Editing equipment and software capable of supporting daily turnaround.
- Sufficient personnel to cover simultaneous Convention activities where required.

The service provider shall maintain backup equipment to minimize the risk of interruption arising from equipment failure.

9. Personnel Requirements

The bidder should propose a competent team capable of covering a multi-day international Convention with simultaneous activities.

The proposed personnel should include appropriate experience in:

- Event photography.
- Corporate videography.
- Conference documentation.
- Video editing.
- Interviews and audio recording.
- Rapid production of digital and social-media content.

The bidder should indicate the number and roles of personnel who will be deployed for the Media Launch and Convention.

10. Experience and Eligibility

Interested service providers should demonstrate:

- Proven experience covering major conferences, conventions, corporate events or similar assignments.
- A strong portfolio of professional photography and videography work.
- Demonstrated ability to produce event recap and highlight videos.
- Capacity to provide rapid daily editing and delivery.
- Experience working with professional institutions, government agencies, corporations or large membership organizations will be an added advantage.
- Availability for both the 5th November 2026 Media Launch in Nairobi and the full 23rd –27th November 2026 Convention in Mombasa.

11. Ownership and Usage Rights

All photographs, edited videos, raw footage, interviews and other material produced under this assignment shall become the property of the Institution of Engineers of Kenya upon completion and payment for the assignment.

IEK shall have unrestricted rights to reproduce, edit, publish, archive and use the material for institutional, promotional, media, educational and communication purposes.

The service provider shall not commercially use or distribute IEK event content without prior written authorization.

12. Confidentiality and Professional Conduct

The selected supplier will be expected to:

- Maintain professional conduct throughout the assignment.
- Observe IEK event protocols and directions.
- Respect the privacy and dignity of participants.
- Protect confidential or sensitive information encountered during the assignment.
- Coordinate closely with the IEK Designated communication team.
- Avoid disrupting technical sessions or formal proceedings while obtaining content.

13. Financial Proposal

The financial proposal should provide an all-inclusive quotation covering:

- Media Launch photography and videography in Nairobi.
- Photography coverage for 23rd –27th November 2026.
- Videography coverage for 23rd –27th November 2026.
- Daily editing and recap videos.
- Final Convention highlights video.
- Personnel costs.
- Equipment.
- Editing and post-production.
- Data transfer/cloud hosting.
- Travel to and from Mombasa.
- Accommodation and subsistence, where applicable.

- Any applicable taxes and statutory charges.

Any assumptions or costs expected to be met separately by IEK should be clearly stated.

14. Evaluation Considerations

Proposals may be assessed on:

- Demonstrated understanding of the assignment.
- Quality and relevance of previous work.
- Experience covering comparable events.
- Technical approach and proposed equipment.
- Strength and adequacy of the proposed team.
- Ability to provide rapid daily turnaround.
- Quality of proposed video production.
- Availability for both events.
- Financial competitiveness and overall value for money.

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Proof of legal existence (Certificate of registration/ incorporation)		
2.	Valid relevant Business permit		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Submit a CR12 form stating the directors and % ownership of the companies		
5.	Deadline for submission of the quotation is 19 th October 2026 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

Technical Evaluation

Evaluation Area	Weight
Understanding of the assignment and technical approach	20%
Relevant experience and quality of portfolio (Share previous LPOs, LSOs and contract	20%
Proposed team and deployment capacity (Share CVs)	15%
Equipment and technical capability	10%
Turnaround time and content-production workflow	10%
Creative approach and event storytelling	10%
Financial proposal and value for money	15%
Total	100%

15. Expected Assignment Period

The engagement will principally cover:

5th November 2026 - Nairobi

Media Launch of the 33rd IEK International Convention.

23rd-27th November 2026 - PrideInn Paradise Beach Resort & Spa, Mombasa
Full photography and videography coverage of the 33rd IEK International Convention.

Final edited Convention content and the complete digital archive should be submitted within the period agreed with IEK following conclusion of the Convention.

16. Reporting and Coordination

The successful service provider shall work under the direction of the IEK team responsible for Logistics, Publicity and Communications, through responsible Team Lead who will be identified to the vendor.

The Service Provider shall designate a single responsible Team Lead/Producer who shall serve as the principal point of contact with IEK throughout the assignment and shall be responsible for ensuring compliance with the agreed coverage plan, quality standards, delivery timelines and communication requirements.

Prior to each event, the supplier will be required to participate in a briefing with IEK to agree on the programme, priority sessions, key personalities, sponsor requirements, interviews, daily content deadlines and expected final outputs.

Prior to the Media Launch and Convention, the successful Service Provider shall participate in a pre-event technical briefing and venue/site reconnaissance with the IEK Secretariat and relevant Convention teams. The briefing shall cover the final programme, priority sessions, key personalities, sponsor requirements, interview priorities, access arrangements, shot list, content workflow, delivery timelines and other operational requirements.

16. Risk Assessment

The vendor is required to undertake a preliminary risk assessment to identify potential material risks, assess their likelihood of occurrence and their impact, and state the preventive controls they would put in place for each material risk. See the format proposed for this below and the Risk Rating Method to use.

Responses must be specific to the proposed equipment, personnel, connectivity arrangements or other operating procedures for the Convention. Generic statements such as “we will resolve the issue” should not be used.

Where a risk depends on others or external service, the provider shall highlight the same and propose the backup arrangement and explain how it would be activated.

No.	Risk / Failure Scenario	Likelihood Rating 1-5 (A)	Impact Rating 1-5 (B)	Risk Score AxB	Provider's Preventive Control or Mitigation measures
1					

No.	Risk / Failure Scenario	Likelihood Rating 1-5 (A)	Impact Rating 1-5 (B)	Risk Score AxB	Provider's Preventive Control or Mitigation measures
2					

Risk Rating Method

Likelihood Score	Description	Provider Guidance
1 – Rare	Highly unlikely to occur	Exceptional circumstance
2 – Unlikely	Could occur but not expected	Limited possibility
3 – Possible	Could occur during the assignment	Credible risk
4 – Likely	Expected to occur at some point	High probability
5 – Almost Certain	Expected to occur frequently	Very high probability

Impact Score	Description	Provider Guidance
1 – Insignificant	No material effect on service	No/minimal disruption
2 – Minor	Limited disruption	Easily corrected
3 – Moderate	Noticeable service disruption	May affect a session
4 – Major	Significant disruption	Could materially affect event delivery
5 – Critical	Major failure of a key service	Could stop livestream/audio/recording or materially affect Convention

Risk Score = Likelihood × Impact.

Note: A detailed risk assessment will be undertaken upon award of tender.

SPECIAL NOTES:

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants/service company/vendors.

Contact Information/Submission address:

Please submit your RFQ via email through Chief Executive Officer

ceo@iekenya.org

procurement@iekenya.org

or hand deliver at the offices

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1st floor room 11. P O Box 41346 – 00100 Nairobi

Tel: (+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Website: www.iekenya.org

SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ *Date*]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of

Kenya, P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. _____

Provision of Photography and Videography for the 33rd Institution of Engineers of Kenya Convention.

I, the undersigned, offer to provide Photography and Videography Service for The Institution of Engineers of Kenya in accordance with your Request for quotation dated[*Date*]. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

[*Authorized Signature*]:

[*Name and Title of Signatory*]

FORM 1C: FINANCIAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide Photography & Videography services for (_____) [Title of consulting services] in accordance with your RFQ dated (_____) [Date]. My Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]