



AMERICAN ACADEMY ALUMNI FOUNDATION

(A Corporation Limited by Guarantee and founded in 1973)

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Friday, May 19, 2023

Request for quotation for the provision of Videography and Photography Services in the frame of the American Academy Alumni Foundation 50 Years Celebration

I. Introduction

The American Academy Alumni Foundation (AAAF) owner of the American Academy Larnaca aims to celebrate its 50 years in order to communicate its history, vision and mission within the school, therefore requests your quotation for the provision of videography and photography services to a maximum amount of **€7,000 euros inclusive of all taxes and fees**. The services are implemented in the frame of the American Academy Alumni Foundation 50 year's anniversary.

The Interested tenderers may be asked to submit supporting documents concerning their offer (references, certificates, publications etc.)

The interested suppliers will be invited and will be requested to share their views on the project by the AAAF Committee.

The successful tenderer must be able to deliver and fully complete all works by **23 August 2023**.

II. Background and History of AAAF

- More information you may find at the link:
<https://www.academy.ac.cy/alumni/history/>

III. Objectives of the assignment

American Academy Alumni Foundation (AAAF) celebrates its 50th anniversary and is in need of a video that represents the motto of the school "To Grow And To Serve" and the dedication of the alumni in servicing the school actively and with enthusiasm.

IV. Procedures

The successful tenderer will be expected to:

1. To carry out ALL of the required deliverables
2. To submit a Director's treatment (500-700 words)
3. To coordinate with Mrs. Despina Pastou, HR and Marketing Officer, to arrange the suitable date for filming.
4. To complete ALL of the fields as outlined on the **TABLE "A" at the tender submission page 4.**
5. The submitted offer should be valid for at least 2 months.

V. Filming

- Full day video filming for eight (8) interviews in the American Academy Larnaca premises.
- Video filming and photography also to cover the interviewees and the school premises (b roll footage)
- AAAF will provide the interview questions, input from the videographer will also be required.
- Simple video graphics to be included.
- Library music.

VI. Placement of offers

1. Tenders should be submitted in a sealed envelope by **12:00 a.m., on Friday 2nd June 2023** in the Tender Box at the American Academy Larnaca Main Office, Markou Drakou street, Graduates Centre Building, tel:24746354.
2. **Incomplete tenders will be excluded.**
3. **The AAAF is not obliged to accept the lowest or any tender.**

VII. Provision of services and payment terms

Action	Date	Payment
Initiation of filming the eight(8) interviews	TBD	50% of total payment
Completion and delivery of the long version video	TBD	30% of total payment
Completion and delivery of the cut version video and the eight (8) reels	TBD	20% of total payment

Services will be rendered and will be considered completed upon approval of the deliverables by the AAAF Committee.

For any further information and/or clarifications, please contact Mrs. Despina Pastou before the submission deadline at media@academy.ac.cy.

Noncompliance with stated criteria is subject for disqualification.

TENDER SUBMISSION PAGE

TABLE A:

ITEM (SHORT DESCRIPTION)	QUANTITY	UNIT PRICE in euro (€)	TOTAL PRICE in euro (€)
One edited 12-minute video (long version) based on new footage of the school, plans (new building) eight (8) interviews. Including simple video graphics, names and titles on screen, music background, etc.	1		
Photographs from the interviewees portraits, sitting and standing	12		
School premises photographs	8		
One 1.30-minute video (cut version), based on editing of existing footage and the addition of new captions and simple graphics with the addition of new footage. Including simple video graphics, names and titles on screen, music background, etc.	1		
Teasers 15 seconds each, one for each interviewee	8		

Company Name:

Authorized Person's Name:

Signature:

Date:

Contact telephone/mobile no:

Email address: