

EAST AFRICAN COMMUNITY LAKE VICTORIA BASIN COMMISSION SECRETARIAT

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Our Ref: LVBC/IWRM/SVS/25-26/11

Date: 29th October 2025

REQUEST FOR EXPRESSIONS OF INTEREST / QUOTATION FOR PROVISION OF PHOTO/VIDEOGRAPHY SERVICES FOR THE KIGALI FAECAL SLUDGE TREATMENT PLANT PROJECT UNDER LVB IWRM PROGRAMME IN RWANDA

1. EAC - Lake Victoria Basin Commission (LVBC) has received funds from the European Union (EU) and the Government of the Federal Republic of Germany (BMZ), channelled through KfW, to support implementation of the Lake Victoria Basin Integrated Water Resources Management Programme (LVB IWRMP) and intends to apply the proceeds of this to eligible payments under the contract for Provision of Photography and Videography Services for LVB - IWRM Programme activities in Kigali, Rwanda.
2. This procurement process will be conducted in accordance with the price quotation procedure under KfW Guidelines for Procurement, 2024.
3. LVBC now invites eligible individuals to express their interest in providing photography and videography services and must **provide information indicating that they are qualified to perform the services** and submit a detailed CV, academic and professional certificates, description of similar assignments, experience in similar conditions, availability of appropriate skills as described in the Terms of Reference. The Expression of Interest and Price Quotation should be prepared on separate sheets.
4. The Expressions of Interest and Quotations must be delivered to the address below or emailed by **13th November 2025 at 1600 hours** EA time and mention **"PROVISION OF PHOTO/VIDEOGRAPHY SERVICES FOR THE KIGALI FAECAL SLUDGE TREATMENT PLANT PROJECT UNDER LVB IWRMP"**

EXECUTIVE SECRETARY

East African Community - Lake Victoria Basin Commission

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P.O Box 1510-40100, KISUMU - KENYA.

Tel: 254-57-2026344/3894,

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Evaluation Criteria for Photo/Videography Services

(i) Technical Evaluation

The evaluation methodology shall be based on the technical requirements as below and as per Terms of Reference attached.

	Technical Requirements	Score (Pass / Fail)
1	Proven professional experience of at least two (2) years in provision of photography and videography services and editing videos for organizations (attach a portfolio of products with references/client names and provide links where necessary)	
2	Demonstrated professional experience with coverage of development projects, preferably in water supply/sanitation and environmental initiatives (a minimum of 3 previous assignments done within the past 3 years attached and reference projects provided)	
3	Demonstrated online video publishing and file transfer skills (attach or provide a link to a minimum of 3 video published products)	
4	Knowledge of professional editing software (provide packages acquainted with)	
5	Vast knowledge of video formats, video file conversions, and the ability to convert video files across multiple formats.	
6	Possession of essential tools/equipment for effective Video Capture and Editing (Listed)	

(ii) Price Evaluation

Bidders who meet the technical requirements shall be evaluated on proposed price per item and the lowest price bidder shall be awarded the services contract.

Deliverable	Description / Technical Specs	Unit of measurement	Rate (USD or Local Currency)
1) Photography	Capture at least 30 usable, high-quality photos per event. Photos should be well-composed, color-corrected, and captioned/labeled with topic, date, location, and identity of subjects Delivered in high-resolution JPEG (600dpi) + web-optimized copies	Event	
2) Short edited event highlight Video/Reels.	3-minute edited event highlight video capturing event highlights, including supporting graphics, lower-thirds, transitions, and background music (royalty-free). Must include: (a) draft storyline/script, (b) captions /subtitles, (c) raw footage. Delivered in Full HD (1080p), MP4 format + Raw footage	Item (3-minute video)	
3) Documentary- 10-15 minutes edited	Documentary, summarizing activities or project. Should include storyline/script, voice-over, interviews, b-roll footage, graphics, and subtitles. Delivered in Full HD or 4K, MP4 format with all project files. + Raw footage	Item (10-15 min documentary)	

The currency of evaluation shall be USD. Quotations in other currencies will be converted to USD for evaluation purposes only, using the exchange rates published by the Central Bank of Kenya on the date of the quotation submission deadline.