**October 29, 2024**

# **SUBJECT: Questions and Answers in Response to Request for Proposals (RFP) No. KZN-LAA-0012** **for Photography and Videography Services**

The following are the questions submitted to the required email address within the deadline for the subject RFP. Per the RFP, all questions and the subsequent answers that are relevant to all potential offerors will be shared on the website. The wording may be changed to anonymize the parties asking the question.

**Question 1:** Will projects require onsite work across multiple locations? If so, where are these locations typically situated?

**Answer 1:** There will not be multiple locations at once in any one project. Events are normally half day or full day at one location within Addis Ababa (i.e., our project office in Bole Flamingo or a hotel – Hyatt, Haile Grand).

**Question 2:** What additional services, if any, are included in the scope, such as editing, post-production, or video subtitling?

**Answer 2:** Please include end-to-end video editing services, including the services you have mentioned, in your price quote.

**Question 3:** Who will be responsible for obtaining permissions, site access, or necessary permits for project locations—KAIZEN or the selected vendor?

**Answer 3:** Kaizen will secure site access/permissions. We typically do not require permits at the locations we use and the content we film/photograph.

**Question 4:** What are the payment terms under the blanket purchase agreement? Will payments be scheduled per project or on a recurring basis?

**Answer 4:** Payment will be on a per project basis and successful vendors will have the chance to submit a price for each engagement.

**Question 5:** How can we differentiate rates for videography and photography on a project basis when they're typically given as half-day or full-day rates?

**Answer 5:** Please include a menu of price options that includes full-day photography, full-day videography, half-day photography, and half-day videography (inclusive of all fees).

**Question 6:** For events, videography might be just one day but involve 3 or more cameras. Would you prefer us to quote rates per project instead? If so, how should we structure our pricing?

**Answer 6:** For now, please include the price for one camera for a comparison of reasonableness across vendor submissions. Successful offerors will have the chance to submit quotes for each project that is released under the blanket purchase agreement.