

## Request for Quotation

### Provision of Event Coverage and Video Production for AITI Events

<b>Reference:</b>	AITI/8/2/EventCoverage2025
<b>Opening Date:</b>	Wednesday, 5 March 2025
<b>Closing Date:</b>	Thursday, 20 March 2025 at 1:30 p.m.
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	TBC
<b>Document Fee (non-refundable):</b>	BND5.00

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. AITI is seeking for Vendor(s) to provide event video coverage and video production for AITI's corporate events throughout Financial Year 2025/2026 ("FY2025/2026") (i.e. April 2025 – March 2026).
2. The successful Vendor shall provide event video coverage for a maximum of twelve (12) corporate events.
3. The objectives is to engage professional services to create high-quality visual content to promote AITI and document key moments through professional videography for use as promotional materials on the official website and social media channels, as well as the production of a highlight video which will be compiled and broadcasted at the end of 2025.
4. The Successful Vendor shall supply and deliver the following high-level scope of work:
  - a. Provision of videography team(s) and services for event coverage;
  - b. Production of quick-edit video reels for social media; and
  - c. Production of Highlight Video (optional).

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