

<b>Summary Specification</b>	
BIL. SEBUTHARGA/QUOTATION REF.:	<u>UBD/Q/095/2024 (CCO) - [G]</u>
BIL. TAWARAN/TENDER REF. :	_____
TARIKH DIKLANKAN :	<u>02 Julai 2024 [Selasa]</u>
TARIKH TUTUP :	<u>09 Julai 2024 [Selasa]</u> JAM: 2 Petang
DOCUMENT FEE : B\$ 10.00	

**IMPORTANT**

The Official PDF quotation/tender form will be send via email once UBD Official receipt issued and send to vendors/supplier for confirmation of payment received.

Mode of Payments > REFER IN UBD WEBSITE

Please take note that the document fee for each of the New and Extended quotations will be BND 10.00 each

**Important Note:** Please ensure that you provide the correct details when making the payment.

Please email proof of the above payment to [helpdesk.epay@ubd.edu.bn](mailto:helpdesk.epay@ubd.edu.bn), [finance@ubd.edu.bn](mailto:finance@ubd.edu.bn), [eprocurement.support@ubd.edu.bn](mailto:eprocurement.support@ubd.edu.bn).

TITLE :		<u>PHOTOGRAPHY SERVICES FOR UBD CONVOCAATION CEREMONY</u>
No.	Quantity	SPECIFICATIONS
1		<p><b>Event Details:</b></p> <ul style="list-style-type: none"> <li>• Event: UBD Convocation Ceremony</li> <li>• Date: 12 August 2024</li> <li>• Time: 6 am – 4 pm</li> <li>• Location: Chancellor Hall, UBD</li> </ul> <p><b>Job Specifications:</b></p> <p><b>1. Pre-Ceremony:</b></p> <ul style="list-style-type: none"> <li>o Candid shots of graduates and families.</li> <li>o Photos of the venue, decorations, and preparations.</li> </ul> <p><b>2. Ceremony:</b></p> <ul style="list-style-type: none"> <li>o Coverage of some parts of the ceremony, including Titah and VC's speech</li> <li>o Photos of graduate and guests sitting during the ceremony</li> <li>o Group photos of graduates with friends and family</li> </ul> <p><b>3. Post-Ceremony:</b></p> <ul style="list-style-type: none"> <li>o Can did shots of graduates, families, and faculty members.</li> </ul> <p><b>4. Editing:</b></p> <ul style="list-style-type: none"> <li>o Professional editing of all photos.</li> <li>o Delivery of high-resolution digital images.</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• A minimum of two trained, professional photographers.</li> <li>• A minimum of 500 high-quality photos.</li> <li>• Deliverables to be provided within one week of the event.</li> </ul> <p><b>Additional Information:</b></p> <ul style="list-style-type: none"> <li>• Please include details on your team's size and the equipment you will be using.</li> <li>• Indicate any additional services you offer that may enhance the event experience.</li> <li>• Provide a timeline for the delivery of the final edited photos.</li> <li>• Include any references or previous work examples relevant to large-scale events or university ceremonies.</li> </ul> <p><b>Submission Details:</b></p> <ul style="list-style-type: none"> <li>• Please ensure your quotation includes all costs, including travel, equipment, and any other expenses.</li> </ul> <p><b>Ownership and Copyright:</b></p> <ul style="list-style-type: none"> <li>• All photos taken during the event will be the property of Universiti Brunei Darussalam.</li> <li>• Universiti Brunei Darussalam will hold the copyright for all images.</li> </ul>