



Contact Information

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Request for Quotes: Business Awards Photography Services For the Medicine Hat & District Chamber of Commerce

Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Chamber of Commerce also provides many benefits to the business community, one of which is recognition. The Chamber is proud to recognize business success in our region through the annual Business Awards. Held annually in conjunction with National Small Business Week, the Business Awards provide recognition for exceptional Medicine Hat and Area businesses, with many local nominees moving on to be recognized and compete at the prestigious Alberta Business Awards of Distinction hosted by the Alberta Chambers of Commerce. Businesses and organizations can be nominated in 14 different categories, with winners being chosen by various adjudicating committees who meticulously review and grade the applications submitted to select the best possible recipient based on the information provided. With anywhere from 500-600+ attendees, the Chamber's Business Awards has becoming one of, if not 'the', largest event of its kind in southern Alberta.

The Medicine Hat & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide photography services for our Business Awards in accordance with the terms of this proposal.

It is the intention of the Chamber to award a contract to one or more bidders who are members in good standing with the Medicine Hat & District Chamber of Commerce.

Photography Service Requirements

The Medicine Hat & District Chamber of Commerce typically requires the following standard photography services for the Business Awards:

- Photos of all speakers and sponsors on stage
- Photos of all award recipients on stage and in the photo op area
- Photos of board members and staff in attendance
- Various photos of event, décor, entertainment, staging, food, attendees and other elements that capture the event highlights
- Online link of photos taken at the event
- Downloadable file option or final digital copy
- Full access and right to re-use all photos taken for the purpose of the event

Other Proposal Requirements

Please provide any requirements and the turnaround time for production.

Please provide a portfolio link of photographs taken at similar events.

Please provide a flat rate fee for the above services, inclusive of editing and preparation of final copy.

Please provide any proposal for in-kind or contra service arrangements and the value of the services offered in kind.

Please provide a minimum of three references.

Acceptance, Rejection or Selection of Proposal

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the firm.
4. Quality of portfolio.
5. Costs quoted to perform the specified services, including in-kind opportunities.

Duration

The contract will be for the duration of the event on Friday, October 16, 2020 and prices bid must be held firm for the services provided.

Incurred Proposal Costs

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

Unacceptable Work

If the Firm fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Business Awards Photography Services" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to events@medicinehatchamber.com no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Events Coordinator, Medicine Hat & District Chamber of Commerce events@medicinehatchamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Quotes. The Chamber accepts no responsibility for, and the bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.