

REQUEST FOR TENDER

Video Clips – Swift Current and District Chamber of Commerce

SUMMARY

The intent of the project is to showcase the work of the Chamber of Commerce as we promote the businesses in our community/region and the special events we host throughout the year. Topics for work of the Chamber are: introducing our CEO, member visits, advocacy on behalf of and promotion of business to municipal, Provincial and federal governments, and Chamber insurance packages for small and medium size businesses. Topics for the six main Chamber events are: Chamber on Tap and Uncorked, SCBEx Gala, Farmer Appreciation Night, State of the City Breakfast, and Lunch 'n' Learn.

PURPOSE, DESCRIPTION & OBJECTIVES

Purpose

The Swift Current and District Chamber of Commerce is accepting proposals to create a series of 9-10 three-minute video clips representative of the work the Chamber does for businesses and events we host in our area. Tenders should include all associated costs to create, produce and edit a series of videos over the course of several months by working in close association with the Chamber staff and Board of Directors. All work must be completed prior to June 30, 2018.

Description

The tender will include:

- 1) Consultation with the Board of Directors to plan the video content
- 2) Cost of all components of the videos through to completion of a satisfactory final product.
- 3) Cost per video.
- 4) Payment schedule.
- 5) Approximate number of hours of work involved to complete the project.
- 6) Qualifications of bidder
- 7) Representative sample of your work
- 8) References.

BUDGET

The tender should include all costs for the job, including consultation, materials, taxes, labor, travel, etc.

TIMELINES

August 4, 2017 at 5 PM– Invitation to Tender closes
August 9, 2017 – Bidders notified of decision
September 1, 2017 – Consultation begins
November, 2017 – SCBEx video is completed
December, 2017 – Farmers' Appreciation video completed
January, 2018 - Advocacy video completed

February, 2018 – Chamber on Tap and Uncorked video completed
March, 2018 – Chamber insurance video completed
April, 2018 – Member growth video completed
June 30, 2018 – All edits are completed and videos are in use

QUALIFICATIONS

- Provide current reference information for two previous or current clients.
- Describe your firm's capacity and qualifications to complete the work in the timelines provided.
- Provide terms and conditions.

SELECTION PROCESS

The proposals will be reviewed by a panel of several of the Board of Directors. All tenders will be evaluated on price, quality, creativity, content and visual impact. The proposal with the lowest bid will not necessarily be selected. The Swift Current and Region Chamber of Commerce retains the right to accept or reject any or all of the proposals received or negotiate with any bidder.

INQUIRIES AND PROPOSAL SUBMISSION

Inquiries concerning terms of this request for tender shall be directed to:

Karen Richmond, Director
Swift Current and District Chamber of Commerce
145 1st Ave. N.E.
Swift Current, SK S9H 2C6

Direct: 306-750-1219
Email: richmondkm@gmail.com

Proposal submissions will be accepted until 5 PM on August 4, 2017. They can be submitted electronically.