

SINGAPORE CENTRE FOR CHINESE LANGUAGE LIMITED
565 Balestier Road, #05-05, Singapore 329927
Tel: 64675667

Invitation to Quote

Date of Invitation: 13/04/2026

Ref No. ITQ-FY27-01-000003

To:

Address:

Tel No:

- 1) Please let us have your quotation (**exclusive of GST**) for the services specified below in your company letterhead and returning it to us by 17:00 (Time) on **26/04/2026** (Closing Date).
- 2) Where applicable, please attach brochures/catalogue/samples when submitting your quotation.
- 3) The quotation shall remain valid for 30 days from the closing date as stated above. On expiry of the offer, the vendor shall, if SCCL so requires, extend the validity of offer for a further period of 60 days from the aforesaid date of expiry.
- 4) SCCL reserves the right not to accept the lowest or any proposal and shall not be bound to assign any reason for the rejection. SCCL also reserves the right to award full quotation or part thereof and shall not be bound to assign any reason for the award.

S/No	Description	Remarks (if any)	Total Amount S\$
1.	Provision of photography and videography services for International Conference event organised by the Singapore Centre for Chinese Language (SCCL) on 8th September 2026 (Tuesday) at Ngee Ann Polytechnic .		
	<u>Scope of Work</u>		
2.	Photography (Duration: 8.00am – 4.00pm*)		
2.1	a) The Contractor shall cover the entire event photography for all sessions of ceremonies, including concurrent activities happening at different venues (on campus) at any one time. b) The concurrent activities are such as, but not limited to: i) Participants' registrations and interactions; ii) Arrival of GOH/ VIPs before the ceremonies; iii) Receptions; iv) Plenary and breakout sessions; and v) Other key shots as identified by SCCL's person-in-charge (POC). c) The Contractor shall provide a photo montage (with music, captions will be provided), compiling all photos taken on 8 th September 2026, to SCCL before the end of event on 8 th September 2026.		

2.2	<p>Videography (Duration: 8.00am – 4.00pm*)</p> <ul style="list-style-type: none"> a) To take highlights of events and visits/ engagements. b) Footages of GOHs, VIPs as well as the event branding. c) Capture interactions and artistic shots. d) Other key shots as identified by SCCL’s person-in-charge (POC). 		
	<p><u>Requirement Specifications</u></p>		
3.	<p>Photography Services</p>		
3.1	<ul style="list-style-type: none"> a) The Contractor shall self-supply all photography equipment and manpower to achieve the desired effect of professional photography. b) The photos shall be digitally enhanced and clearly labelled by date. c) The photos shall be delivered to SCCL, via the media agreed during the post-appointment meetings, within three working days. d) Final digitally enhanced images shall be in high-resolution (minimum 3840 x 2160 with 300dpi) JPEG format. e) A PDF of thumbnails of all images must also be provided (price inclusive). 		
3.2	<p>Videography Services</p>		
	<ul style="list-style-type: none"> a) The Contractor shall self-supply all videography equipment and manpower to achieve the desired effect of professional videography. b) The video shall be in high definition (1080p, 25fps) format. c) Raw footages must go through post-production such as colour and audio correction before it is delivered. The footages must capture the video brief. d) The video shall be delivered to SCCL, via cloud storage with password access agreed during the post-appointment meetings, within five working days. 		
4.	<p><u>Price Schedule</u></p>		
	<ul style="list-style-type: none"> a) All prices quoted shall be in Singapore Dollars and shall exclude Goods and Services Tax (GST). b) The cost for photography shall include set-up, photography, editing and producing a photo montage. c) The cost for videography shall include set-up, filming, sound recording, editing and post-production. d) Prices quoted shall be inclusive of all cost associated with the delivery of goods and/ or performance of the services as stipulated in the requirement specifications. 		

5.	<u>Documents to be submitted</u> a) The Contractor shall provide the quotation. b) Provide Contractor’s company profile (ACRA file). c) Portfolio of proposed photographer and videographer with such similar event photography/ videography projects undertaken over the past years. d) Softcopies samples of past works done that are relevant to the project.		
6.	<u>Copyrights of photos and video clips</u> a) All rights, titles and interests of the photographs shall be wholly owned by SCCL. For avoidance of doubt, all copyrights and other intellectual property rights in the photographs, images, pictures and any other works created or produced by the photographer and/ or creative agencies for the performance of this project shall vest in and be the absolute property of SCCL, and the Contractor/s shall do all things necessary to ensure the same. b) SCCL reserves the right to have unlimited usage of the photographs in various marketing and promotional campaigns, regardless of medium (video or print). SCCL shall not be charged any usage or ownership fees by the photographer, the photo studio, or the Contractor/s. The photographer’s “loading fees” shall not be applicable under any circumstances. c) SCCL reserves the right to all raw footages and video that has gone through post-production taken under this contract for SCCL’s future use. d) The Contractor is prohibited to reproduce or redistribute any images commissioned under this project, unless with the written permission from SCCL.		
7.	<u>Subcontracting</u> The Contractor may be permitted to subcontract/ outsource some elements of work to freelancers and shall be responsible and accountable for the quality of such subcontracted/outsourced works, as specified by SCCL. All fees/ payment made to subcontracted/ outsourced photographers or videographers shall be managed by the Contractor.		
8.	<u>Payment term</u> Payment will be made upon satisfactory delivery of goods/ services and 30 days upon presentation of the bill(s) by the Contractor and receipt by SCCL.		
		Total amount (exclude GST)	

***Note:** The duration is subject to changes, and it will only be confirmed at a later date.

Quotation requested by

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