# Annex 4 Goods and services specification

For the supply of designing, printing, photography and filming services to the British Council

## 1) Evidence required to demonstrate your experience:

(A) Designing and Printing

* Portfolio of 10 - 12 design pieces/campaigns. Portfolios should give examples of posters, invites, advertisements, info graphics, brochures, book and report designs, banners and other print material along with digital posts for social media. (preferably links)
* Links to view more of your work

(B) Photography and Film making

* Online Portfolio with links to 10 – 15 photographs on resolution 1024 x 768. Portfolios should give examples of event photography, candid portraits, documentary photography, action photography
* Details of equipment required for photography and Film making, namely Camera Model, Video camera model, Lens model and make, Accessories that you have for this, Audio recording capability
* Links of previous documentaries and animations
* Post process software and demonstrate technical capability in suggesting printing and output guidelines
* 2-3-minute show reel of documentary, animation, multi-media work (Online Link)
* Demonstrate ability to travel to remote locations, and ability to manage logistics

## 2) Goods and Services specification required are tabulated below:

| **Description** | **Specifications** |
| --- | --- |
| **Designing and Printing** |
| Flyers | A5 |
| Flyers | A4 |
| Posters | A3 |
| Posters | A2 |
| Backdrop | Per sq. ft cost (specify the material) |
| Invitation Card | 5 \* 7 |
| Standee Design | 3.5 \* 6 or 3 \* 5 (In feet) |
| Kiosk/Exhibition Stall design | Per sq. ft cost (specify material in remarks column) |
| Booklet (Cover/Title and per page) |  A4 |
| Web Designs (Animated banners different size and adaptation) | 68 \* 60 Full Banner |
| 728\* 90 leader board |
| 336 \* 280 square |
| 300 \* 250 square |
| 250 \* 250 square |
| 160 \* 600 Skyscraper |
| 120 \* 600 Skyscraper |
| 120 \* 240 Small Skyscraper |
| 240 \* 400 Flat Skyscraper |
| 234 \* 60 Half Banner |
| 180 \* 150 Rectangle |
| Reports (Cover/Title and per page) | A4 |
| Brochure (Cover/Tile and Per Page design) | A5 |
| Graphs and Illustration | Depending on design brief |
| Infographics | Depending on design brief |
| Web Banners | 68 \* 60 Full Banner |
| **Photography and Videography** |
| *Event Photography:*100-200 Raw & 50 Edited Images | 8-hour shift 1 day for one Photographer |
| *Event Video:*Edited highlight video of 3-12 minutes | 8-hour shift 1 day for one Videographer |
| *Event Video:*4-5 Short Interviews & highlighted video of 3-12 minutes | 8-hour shift 1 day for two Videographer |
| *Photography and Videography:*4-5 short interview & highlighted video of 3-12 minutes along with 100-200 Raw and 50 Edited Images | 8-hour shift 1 day for 1 Photographer and 1 or 2 Videographers |