

Request for proposal

PHOTOGRAPHY & VIDEOGRAPHY

Section A

Scope:

The purpose of this Request for Proposal (RFP) is to select a professional photographer(s) to photograph and shoot videos of The Maldives National University, its faculties, campuses & general pictures of the Maldives. The party should be able to produce promotional videos for the university.

The photos and video footages will be used to support marketing efforts of the university to promote following disciplines along with the universities vision, mission, values, disciplines, infrastructures, lecturers, students and the Maldives.

Vision:

The Maldives National University will perform and be acknowledged as the outstanding academic institution of the nation and one of the finest in the region.

Mission:

To create, discover, preserve and disseminate knowledge that are necessary to enhance the lives and livelihoods of people and essential for the cultural, social and economic development of the society so that this nation shall remain free and Islamic forever.

Values:

- Honour, Honesty and Integrity
- Service to the Nation
- Rational Inquiry and Critical Thinking
- Life-long learning, Teamwork and Leadership
- Self-discipline and Respect for the Law
- Respect for People and our Institution
- Shared Governance and Decision-making

Disciplines

Arts, Education, Business, Nursing, Health Science, Hospitality & Tourism Studies, Maritime Studies, Engineering, Information technology, Architecture, Interior design, Law, Islamic Studies

Submission of proposal

Specifications:

- The photos & video footages taken should be in its original formats and should be the original work of photographer
- The photographs should be able to communicate and bring the expected feeling as stated in vision, mission & values
- Submissions of approximate shoot schedule with a correlating budget
- Exclusive ownership of images in the form of high-quality digital photography
- All the photos should be in digital format (raw format) & JPG format of 300dpi
- All the photos taken should be individually different from each other

Required information

1. Experience of the photographer and previous work of photographers should be submitted as a reference to test the skill strength.
2. Budget: budget breakdown for photography & videography (staff, lighting, talent, vehicles, setup, tear down, equipment, etc).
3. Payment terms
4. Details of photographers including their past work & experience
5. Details of photography director(s) with past experience
6. A schedule in reference to weather & transportation
7. Duration to complete the project
8. Equipment list
9. Creative brief explaining how the vision, mission & values can be portrayed the photography & videography
10. All the photos & videos taken should be named and organized for easy identification

Section B

Details of photography & videography to estimate a budget

Locations:

1. Centre for Foundation Studies (Malé)
2. Centre for Maritime Studies (K. Vilingili)
3. Centre for Educational Technology and Excellence (Malé)
4. Faculty of Arts (Malé)
5. Faculty of Education (Malé)
6. Faculty of Law and Islamic Studies (Malé)
7. Faculty of Health Science (Malé)
8. Faculty of Hospitality and Tourism Studies (Malé)
9. Faculty of Engineering, Science and Technology (Malé)
10. MNU Business School (Malé)
11. MNU Library (Malé)
12. School of Medicine (Malé)
13. School of Nursing (Malé)
14. MNU Central Admin building (Malé)
15. L.Gan campus
16. HDh. Kulhudhufushi campus
17. S.Hidhadhoo campus
18. Gdh.Thinadhoo campus

Requirements of photography & videography

I. Aerial photos- buildings (3 Photos & 3 video shots of 30 sec) at sunrise, sunset & evening

Locations	Photos	Video (30sec)
1. MNU Central Admin building 2. Faculty of Hospitality and Tourism Studies 3. Faculty of Education 4. Faculty of Health Sciences 5. Faculty of Engineering, Science and Technology 6. MNU Business School 7. MNU Library 8. School of Medicine 9. Centre for Maritime Studies 10. L.Gan campus 11. HDh. Kulhudhufushi campus 12. S.Hidhadhoo campus 13. Gdh.Thinadhoo campus	13x3x3	13x3x3
Total	117	117

II. Entrance photos (2 photos & 2 video shots 30sec)

Locations	Details	Photos	Video (10sec)
MNU central admin building	Reception, lobby	2x3	2x3
Faculty of Hospitality and Tourism	Reception, lobby	2x3	2x3
Faculty of Education	Reception, lobby	2x3	2x3
Faculty of Health Science School of Nursing	Reception, lobby	2x3	2x3
Faculty of Engineering, Science and Technology	Reception, lobby	2x3	2x3
Centre for Maritime Studies	Reception, lobby	2x3	2x3
MNU Business School	Reception, lobby	2x3	2x3
MNU Library	Reception, lobby,	2x3	2x3
School of Medicine	Reception, lobby,	2x3	2x3
L.Gan campus	Reception, lobby,	2x3	2x3
HDh. Kulhudhufushi campus	Reception, lobby,	2x3	2x3
S.Hidhadhoo campus	Reception, lobby	2x3	2x3
Gdh.Thinadhoo campus	Reception, lobby,	2x3	2x3
	Total	78	78

III. Interior (3 photos & 1 video 30 sec) of all faculties, centres, library, campuses stated in Section A as locations [with students or models provided by MNU]

Locations	Details	Photos	Video (10sec)
Faculty of Hospitality and Tourism Studies	classroom, kitchen, F&B area, Cutlery display, Restaurant, computer lab, rooms, laundry, meeting room	9x3	9x3
Faculty of Education	classroom, computer lab,	2x3	2x3
Faculty of Health Sciences	classroom, computer lab	2x3	2x3
Faculty of Engineering, Science and Technology	classroom, computer lab, work stations, equipment & tools, library, meeting room, marine lab	7x3	7x3
MNU Business School	classroom, computer lab, work stations, equipment & tools, library, meeting room, conference room, auditorium	9 x 3	9 x 3
MNU Library	classroom, reading stations, work stations, book shelves, book display	7 x 2	7 x 2
Centre for Maritime Studies	classroom, computer lab, work stations, equipment & tools, library, meeting room, conference room,	7x4	7x4
School of Medicine	classroom, computer lab, work stations, equipment & tools, library, meeting room, conference room, common area, labs	9 x 4	9 x 4
L.Gan campus	classroom, computer lab, work stations, library, meeting rooms	5x3	5x3
HDh. Kulhudhufushi campus	classroom, computer lab, work stations, library, meeting rooms, auditorium	6x3	6x3
S.Hidhadhoo campus	classroom, computer lab, work stations, library, meeting rooms	6x3	6x3
Gdh.Thinadhoo campus	classroom, computer lab, work stations, library, meeting rooms	6x3	6x3
	Total	273	273

IV. Monuments & attractions in campuses (1 photo & 1 video 30 sec) faculties, centres, library stated in Section A [with students or models provided by MNU]

Locations	Details	Photos	Video (10sec)
MNU Central Building	MNU waterfall	1x2	1x2
MNU Business School	MNU waterfall	1x2	1x2
MNU Central Admin Building	open area [with students or models provided by MNU]	1x4	1x4
Faculty of Hospitality and Tourism Studies	open area [with students or models provided by MNU]	1x4	1x4
Faculty of Education	open area [with students or models provided by MNU]	1x4	1x4
Faculty of Health Science / School of Nursing	open area [with students or models provided by MNU]	1x4	1x4
Faculty of Engineering, Science and Technology	open area [with students or models provided by MNU]	1x4	1x4
MNU Business School	open area [with students or models provided by MNU]	1x4	1x4
Centre for Maritime Studies	open area [with students or models provided by MNU]	1x4	1x4
School of Medicine	open area [with students or models provided by MNU]	1x4	1x4
L.Gan campus	open area [with students or models provided by MNU]	1x4	1x4
HDh. Kulhudhufushi campus	open area [with students or models provided by MNU]	1x4	1x4
S.Hidhadhoo campus	open area [with students or models provided by MNU]	1x4	1x4
Gdh.Thinadhoo campus	open area [with students or models provided by MNU]	1x4	1x4
Total		52	52

V. Skill (10 photos & 10 videos 10 sec each)

Shows teaching & training in all faculties, centres, library, campuses stated in Section B [with students or models provided by MNU]

Locations	Details	Photos	Video (10sec)
Faculty of Hospitality and Tourism Studies	classroom, kitchen, F&B area, Cutlery display, Restaurant, computer lab, rooms, laundry, meeting room	9x3	9x3
Faculty of Education	classroom, computer lab,	2x3	2x3
Faculty of Health Sciences / School of Nursing	classroom, computer lab	2x6	2x6
Faculty of Engineering, Science and Technology	classroom, computer lab, work stations, equipment & tools, library, meeting room, marine lab	7x3	7x3
MNU Business School	classroom, computer lab, work stations, equipment & tools, library, meeting room, conference room, auditorium	9 x 3	9 x 3
Centre for Maritime Studies	classroom, computer lab, work stations, equipment & tools, library, training rooms	7 x 2	7 x 2
MNU Library	classroom, reading stations, work stations, book shelves, book display	7 x 2	7 x 2
School of Medicine	classroom, computer lab, work stations, equipment & tools, library, meeting room, conference room, common area, labs	9 x 4	9 x 4
L.Gan campus	classroom, computer lab, work stations, library, meeting rooms	5x3	5x3
HDh. Kulhudhufushi campus	classroom, computer lab, work stations, library, meeting rooms, auditorium	6x3	6x3
S.Hidhadhoo campus	classroom, computer lab, work stations, library, meeting rooms	6x3	6x3

Gdh.Thinadhoo campus	classroom, computer lab, work stations, library, meeting rooms	6x3	6x3
	Total	223	223

VI. General Aerial Photos (2 photo & 2 videos of 30sec per item)

1. Ship/ Ships – open sea, at harbor
2. Hospitals,
3. Resorts,
4. Uninhabited islands,
5. Habited islands
6. Underwater photos of studying,
7. Surveying coral reefs
8. MMA,
9. Banks,
10. Financial institutions,
11. National flag at No.1 jetty
12. Dharumavantha hospital,
13. Islamic center
14. Munnar
15. Friday mosque
16. Airport, bridge
17. Recycling plants,
18. Gas oil plants,
19. Building under construction,
20. People under depressed condition
21. Shipwreck

Total	Photos	Video shots (30Sec)
	42	42

VII. Close-ups (1 photo from each item)

1. Dishes,
2. Table decorations,
3. Old spices
4. IT hardware – showing connectivity,
5. Stethoscope,
6. Medical equipment,
7. Rows,
8. Wheels
9. Compass
10. Quran
11. Maldivian law
12. Law books
13. Islamic designs & art
14. Story books

15. Coins,
16. Bank notes

Total	Photos	Video shots (30Sec)
	16	16

VIII. Landscape (3 photos & 10 sec video shots per item)

1. Pathways
2. Waterfronts -Malé
3. Waterfronts - Hulhumalé

Total	Photos	Video shots (30Sec)
	9	9

IX. Testimonies (Video30 seconds)

1. 27 students
2. 9 alumni
3. All PhD holders teaching at MNU

Total	Photos	Video shots (30Sec)
	0	36+Phd

X. Lecturer's portrait photos (1 photo)

- 260 lecturers photo in professional attire

Total	Photos	Video shots (30Sec)
	260	0

XI. Production of videos

item	Details	Video
General video for MNU	Compilation of video footages to produce a promotional video about MNU on an approved concept	(60sec)
General video for MNU	Produce of general video about MNU on approved concept – MNU STORY	3 minutes
General video for MNU	Ad for promotion	30 sec
Disciplines focused ads		
Medicine	Promotion of business courses (story based concept) (story based concept)	(30 Sec)
Business	Promotion of business courses (story based concept)	(30 Sec)
Science and technology	Promotion of business courses (story based concept)	(30 Sec)
Marine science	Promotion of business courses (story based concept)	(30 Sec)
Architecture and civil engineering	Promotion of business courses (story based concept)	(30 Sec)

Health Science	Promotion of business courses (story based concept)	(30 Sec)
Nursing	Promotion of business courses (story based concept)	(30 Sec)
Maritime studies	Promotion of business courses (story based concept)	(30 Sec)
Islamic studies & Law	Promotion of business courses (story based concept)	(30 Sec)
Foundation studies	Promotion of business courses (story based concept)	(30 Sec)
Education	Promotion of business courses (story based concept)	(30 Sec)
Tourism & hospitality	Promotion of business courses (story based concept)	(30 Sec)
Arts	Promotion of business courses (story based concept)	(30 Sec)
Humanities	Promotion of business courses (story based concept)	(30 Sec)
Journalism and political science	Promotion of business courses (story based concept)	(30 Sec)

Summary of photography & Videography

Types	Photos	Video shots (30Sec)	Video shots (10Sec)	Video shots (60Sec)	Video shots (3 min)
Aerial	117	117	0	0	0
Entrance photos	78	0	78	0	0
Interior	273		273	0	0
Monuments & attractions in campuses	52	0	52	0	0
Skill	223		223	0	0
General Aerial Photos	42	42	0	0	0
Close-ups	16	0	0	0	0
Landscape	9	9	0	0	0
Lecturer's portrait photos	260	0	0	0	0
General video for MNU	0	1	0	1	1
Disciplines focused ads	0	15	0	0	0
Total	1070	185	626	1	1