

# Call for Tender

Development of photographic elements for 6 Asia-Europe Foundation (ASEF) Education Projects :

1. [13<sup>th</sup> ASEF Classroom Network Conference \(ASEF ClassNet13\)](#)
2. [2<sup>nd</sup> ASEF Young Leaders' Summit](#)
3. [21<sup>st</sup> ASEF Summer University \(ASEFSU21\)](#)
4. [6<sup>th</sup> ASEF Rectors' Conference & Students' Forum \(ARC6\)](#)
5. [8<sup>th</sup> Model ASEM](#)
6. [14<sup>th</sup> ASEF Classroom Network Conference \(ASEF ClassNet14\)](#)

<b>LOOKING FOR</b>	Photographer
<b>DEADLINE OF SUBMISSIONS</b>	15 January 2017
<b>CONTACT PERSON</b>	Mr Peter MACKENNEY (E: <a href="mailto:peter.mackenny@asef.org">peter.mackenny@asef.org</a> )
<b>DEPARTMENT</b>	ASEF Education Department

## About the Asia-Europe Foundation (ASEF)

The **Asia-Europe Foundation (ASEF)** promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, sustainable development, governance, economy, and public health. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

Together with about 750 partner organisations ASEF has run more than 700 projects, mainly conferences, seminars and workshops. Over 20,000 Asians and Europeans have actively participated in its activities and it has reached much wider audiences through its networks, web-portals, publications, exhibitions and lectures. [www.ASEF.org](http://www.ASEF.org)

## Tender for Proposal

6 ASEF education projects in line with [ASEF's brand guidelines](#). The 6 projects are: 1) 13<sup>th</sup> ASEF Classroom Network Conference (ASEF ClassNet13); 2) 2<sup>nd</sup> ASEF Young Leaders' Summit; 3) 21<sup>st</sup> ASEF Summer University (ASEFSU21); 4) 6<sup>th</sup> ASEF Rectors' Conference & Students' Forum (ARC6); 5) 8<sup>th</sup> Model ASEM; 6) 14<sup>th</sup> ASEF Classroom Network Conference (ASEF ClassNet14). The photography materials serve as documentation of the projects' results on site and wider their impact, as well as promote further the project outcomes among various stakeholders in Asia and Europe.

There are separate calls for tender for the visual design and videography elements. The videography materials will also serve as documentation of the projects' results on site and wider their impact, as well as promote further the project outcomes among various stakeholders in Asia and Europe. The visual design

elements aim to enhance the understanding of the specific project topic and format among the general audience, increase the visibility and provide a relevant graphic identity for each separate project.

Through this Open Call for Tender, ASEF is soliciting quotations from service providers based in [ASEM partner countries](#)

## Requirements

To indicate interest, the service provider shall prepare the following items by 15 January 2017:

1. Brief background of the company and samples of past work in similar projects
2. Proposals for on-site photography, followed by the editing of the materials for each of the 6 ASEF projects listed
3. Detailed quotation listing all project and respective design items as outlined in the project brief, with payment terms, based on the requirements stipulated
4. Timeline proposal for completion by 15 January 2017
5. Terms and conditions for acceptance
6. Asia-Europe collaborations are encouraged

Please refer to the Project Brief for further breakdown of photographic elements, as well as project backgrounds.

## Submission and Contact

Mr Peter MACKENNEY  
Project Executive, ASEF Education Department  
E: [peter.mackenney@asef.org](mailto:peter.mackenney@asef.org)