

Call for Tender

Development of Photography/Videography Materials and Visual Elements for 3 ASEF Education Projects:

- 1) [7th Model ASEM](#),
- 2) [20th ASEF Summer University \(ASEFSU20\)](#), and
- 3) [13th ASEF Classroom Network \(ASEF ClassNet\) Conference](#)

LOOKING FOR	Photographer/Videographer and Designer
DEADLINE OF SUBMISSIONS	8 March 2016
CONTACT PERSON	Ms Nathalie SAJDA (E: nathalie.sajda@asef.org)
DEPARTMENT	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, economy, governance 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

Tender for Proposal

ASEF is looking for a service provider to develop the visual elements as well as photography and videography materials for the 7th Model ASEM, ASEFSU20 and 13th ASEF ClassNet Conference in line with the [ASEF brand guidelines](#). The visual 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. The photography and videography materials serve as documentation of the projects' results on site, their impact and the further promotion of their outcomes among various stakeholders in Asia and Europe.

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:

1. Brief background of the company and samples of past work in similar projects
2. Visual elements proposals for (1 per project):
 - I. 7th Model ASEM
 - II. 20th ASEF Summer University (ASEFSU20)
 - III. 13th ASEF Classroom Network (ASEF ClassNet) Conference
3. Detailed quotation listing all items as outlined in the project brief, with payment terms, based on the requirements stipulated
4. Timeline proposal for completion by 8 March 2016
5. Terms and conditions for acceptance
6. Asia-Europe collaborations are encouraged

Please refer to the Project Brief for further breakdown of visual elements and photography/videography, as well as project backgrounds.

Submission and Contact

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