

REGISTRATION/ PREQUALIFICATION OF SUPPLIER & CONSULTANTS FOR SUPPLY OF

VIDEOGRAPHY AND PHOTOGRAPHY SERVICES

FOR THE YEARS 2026 - 2028.

ISSUED ON TUESDAY 30TH MARCH 2026

CLOSING DATE: 17TH APRIL 2026 AT 5:00PM (EAT)

REGISTRATION REFERENCE NO: - TJNA/PREQ/2026 - 2028.

SECTION 1: INSTRUCTIONS TO BIDDERS

Title of Tender	PREQUALIFICATION OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - https://taxjusticeafrica.net/
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Amendment of RFP Documents	At any time before the submission of proposals, Client TJNA may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The addenda shall be sent by mail to all invited consultants and will be binding on them. The Client may, at his discretion, extend the deadline for the submission of proposals, if deemed necessary, allow bidders reasonable time to take the amendment into account.
Email address for submission of Proposals	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Deadline for submission of questions and clarifications	14th APRIL 2026
Deadline for Answering questions and clarifications	16th APRIL 2026
Deadline for submission of Proposals	Please include the subject line "TJNA/PREQ/2026 - 2028" in the email.
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<p><u>Preliminary Mandatory Requirements</u> Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps.</p> <p>Registered Firms</p> <ol style="list-style-type: none"> 1. Certificate of registration or Incorporation 2. Copy of List of Directors, Shareholders, and beneficial owners (CR12) 3. Tax Compliance Certificate 4. Valid business permit from country of jurisdiction 5. Submission Technical Proposal 6. Submission of the financial proposal 7. Previous Experience (Reference letter/LSO/Contracts/POs) 8. Company Profile 9. CVs for the proposed team

1. **INTRODUCTION**

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organisation established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organisations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJN-A advocates for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilisation (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture.

TJNA seeks to establish a pool of qualified, reliable, and creative **videographers and photographers** to support its communication, documentation, and storytelling needs across various projects and events.

2. **OBJECTIVE**

To identify, pre-qualify, and onboard skilled visual content creators who can be engaged on a need basis to deliver high-quality photography and videography services.

3. **PROPOSAL SUBMISSION**

Interested and Eligible consultants/consortiums are required to submit their application in the English language with the following specific information: -

- Experience in similar assignments.
- Availability of appropriate key staff to be involved in the assignment.
- A brief profile of the firm, including a description of the firm.
- A Technical and Financial Proposal

a. Grounds for Exclusion

Organizations or Individuals are to be excluded from participating in this RFP if: -

- a) They are declared prohibited by TJNA because of their involvement in corrupt or Fraudulent practices in Procurement.
- b) TJNA staff or management involved in the procurement process have a financial interest in, or close relatives working with, the organization or individual.
- c) They are bankrupt or being wound up, whose affairs are being administered by a court, who have entered an arrangement with creditors, who have suspended business activities, or who are subject to an injunction against running a business by the court.
- d) They are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors, or of any other similar proceedings.

- e) They have been convicted of an offense concerning their professional conduct by a court.
- f) they have been found guilty of grave professional misconduct or
- g) They have not fulfilled obligations relating to payments of taxes or social security contributions.

b. Validity of Proposal

The proposal must remain valid for **90 calendar days** after the proposal submission deadline.

c. Communication

Communication between bidders or their agents and any official of TJNA is strictly forbidden except as provided for in the relevant sections of this RFP. Infringement of this clause may lead to automatic disqualification from the bid process.

d. Taxes

The financial proposal shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, TJNA shall consider that they are included in the prices provided.

2.8 Currency

The financial proposal shall be **in Kenya Shillings (KES)** or **US Dollars (USD)**.

2.9 TJNA Policy and Standard Terms and Conditions

a) TJNA Employees

All proposals must indicate any/all known TJNA employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also indicate any known TJNA employees or near relatives that own or control more than a ten percent (10%) interest in your organization; If There are none, state so.

b) Conflict of Interest

The Consultant shall not hire any officer or employee of TJNA to perform any service covered by this agreement. The Consultant should ascertain that to the best of their knowledge there exists no actual or potential conflict between Consultant's family, business, or financial interest and the service provided under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise because of such change will be raised with TJNA. The Consultant shall not be in a reporting relationship with TJNA employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

c) Ethics

The Consultant will exercise extreme care and due diligence to prevent any action or conditions that could result in conflict with the best interest of TJNA. Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that creates a conflict of interest with TJNA or in any way compromises the work to be performed

under this RFP or any agreement resulting from this RFP. The Consultant and its employees will not offer gifts, entertainment, payment, loans, or other gratuities or consideration to TJNA employees, their families, other Consultants,

subcontractors, or other third (3rd) parties for the purpose of influencing such people to act contrary to TJNA's interest or for personal gain. The Consultant will immediately notify TJNA of all such violations of this clause upon becoming aware of such violations.

d) TJNA's Right to Reject or Modify

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to TJNA. TJNA reserves the right to negotiate the modification of the proposal terms and conditions prior to the execution of a contract to ensure satisfactory procurement.

e) Supplemental Terms and Conditions/Modifications

Any supplemental terms or conditions, or modification or waiver of these terms and conditions, must be in writing and signed by a Consultant and TJNA.

4. SCOPE OF WORK

Selected suppliers will be expected to provide some or all of the following services:

A. Photography

- Event photography (conferences, workshops, field activities)
- Portrait and profile photography
- Documentary and storytelling photography
- Product and branding photography

B. Videography

- Event coverage (full and highlights)
- Short documentaries and impact stories
- Interviews and testimonials
- Social media video content (short-form & long-form)

C. Post-Production

- Photo editing (color correction, retouching)
- Video editing (cuts, transitions, sound, color grading)
- Motion graphics (optional but an added advantage)
- Captioning and subtitling where required

5. DELIVERABLES

- High-resolution edited photos (JPEG/PNG)
- Raw footage and edited videos in agreed formats (e.g., MP4, MOV)
- Highlight reels and short clips for social media
- Timely delivery (typically within 3–10 days depending on assignment)
- Organized file submission (labeled and categorized)

6. ELIGIBILITY CRITERIA

Applicants must meet the following:

- Proven experience (minimum 2–3 years preferred)
- Strong portfolio showcasing relevant work
- Access to professional equipment (camera, lenses, audio gear, lighting)
- Proficiency in editing software (e.g., Adobe Lightroom, Photoshop, Premiere Pro, Final Cut Pro)
- Ability to meet deadlines under minimal supervision
- Based in or able to travel within required regions

AWARD CRITERIA

We will evaluate the bids based on the requirements above using the following weighting:

MANDATORY REQUIREMENTS CRITERIA		POINTS
NO.	FIRMS (COMPANYS)	
1.	Valid Certificate of Incorporation/registration	10
	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	
	Valid PIN and Tax Compliance certificate	
	Valid business permit from country of jurisdiction	
TECHNICAL EVALUATION CRITERIA		
1.	Submission Technical Proposal: - <ul style="list-style-type: none"> ✓ Qualification and competence of key staff (Kindly Attach CV /Resumes for the Proposed key staff and respective certificates) ✓ A cover letter outlining their relevant experience and approach to the assignment ✓ Proven experience of the proposed team in providing relevant legal services (NGOs organizations, international development or similar organizations) ✓ At least three (3) Proof of experience in providing similar services with advocacy networks or international development organisations (Provide at least three LSOs/Contracts and three Reference/Recommendation letters). ✓ Portfolio (links or sample works) ✓ List of equipment owned 	70
2.	Bidders who qualify under TECHNICAL evaluation stage proceed to INTERVIEW STAGE	10
FINANCIAL EVALUATION CRITERIA		
3.	Financial proposal - Rate card (day rate / project-based pricing)	10
5.	TOTAL POINTS	100

HOW TO APPLY:

- a) Please submit the following by **17:00 East African time on Friday, April 17th, 2026**, to tender@taxjusticeafrica.net with the email subject **TJNA/PREQ/2026 - 2028**

