



REQUEST FOR QUOTATION

PHOTOGRAPHY

Background

The Trinidad and Tobago Music Company Limited (MusicTT) is a subsidiary of the Trinidad and Tobago Creative Industries Company Limited (CreativeTT) which is a wholly owned state enterprise established by the Government of Trinidad and Tobago through the Ministry of Trade and Industry.

Specifications

The Trinidad and Tobago Music Company Limited invites quotations from eligible suppliers to supply professional staff photographs. These photos will be used on the MusicTT website and for professional engagements. All rights are to be assigned to MusicTT and any future incarnations of the company. Items that are required include:

1. Studio location within POS and environs
2. Two (2) professional photos for 3 MusicTT staff members and 3 Board of Directors. Totaling twelve (12) photos.
3. Provision of makeup-artist in preparation for photography shoot. Two (2) females and four (4) males.

ALL quotations must include:

1. A budget for each line item presented under specifications (as listed above).
2. 3-5 Sample pieces from both the photographer and Make-Up Artist
3. A proposed timeline of photography dates, studio location and identified make-up artist.
4. Copy of business registration

Deliverables

1. Start date: **Specific date to be confirmed**
2. Photographs **(12)** to be supplied within 1 week of session date.

Submission Deadline:

All Submissions are due by **Monday 6th June, 2022 by 4pm** and are to be submitted **ONLY** via email to **procurement@creativett.gov.tt** with the title **“RFQ – MusicTT Staff Photography – Name of Company”**

NOTE: If the supplier is found guilty of any misconduct or any breach or non-observance of any of the specifications of the Request for Quotation, MusicTT shall be entitled summarily to terminate the contract without notice and without payment in lieu of notice. MusicTT will also be entitled to receive a refund of the fees paid to the supplier on signing of the letter of engagement.

John Arnold | Chairman Directors: Martin Raymond, Francis Escayg

Trinidad and Tobago Music Company Limited

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