



Terms of Reference (ToRs) for Photography and Videography

Background and Context

The Pak Alliance for Maths and Science (PAMS) is a non-profit with a mandate to inform and advocate for a learning environment that keeps the interest of Pakistani students at the heart of policy and practice reform. PAMS has conducted research, piloted innovations, provided technical support to government entities, and advocated for education reform. The organization has a head office in Islamabad, with Policy Units based in Karachi, Lahore, Peshawar, and Gilgit.

As part of its community engagement and STEAM promotion activities, PAMS is organizing Provincial STEAM Competition Khyber Pakhtunkhwa in Peshawar. To support the smooth delivery of these events, PAMS requires professional Photography and Videography Services.

Scope of Work

The contracted service provider will be responsible for end-to-end event support, including but not limited to:

Sr#	Activity	Description	Quantity
1	Photography	Professional photographers for event documentation	3
2	Videography	Professional videographers for full event coverage	3
3	Media Coordinator	The contractor firm's management representative responsible for pre and at-event coordination and management	1

Deliverables and Timeline

Deliverable	Description	Quantity	Timeline
Raw video footage	Complete unedited video footage from all cameras	All footage	On the day of the event
Highlight reels	Duration between 30 to 50 seconds	1	Within 2 days of event
Testimonials	Edited testimonial videos of students, teachers and guests	15	One week after the event
Raw photographs	Complete unedited photo files captured during the event	All photos	On the day of the event

Edited Photographs	Professionally edited high resolution photographs covering all event activities	All selected photos	One week after the event
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Tentative Event Dates:

- Provincial Competition 01 –tentatively scheduled for 26th March 2026

Quotation/Proposal requirements

Applicants must submit a formal proposal (soft copy in PDF format) that clearly includes:

- Company/Service provider profile with relevant experience in event photography/videography
- List of past events managed, preferably in the education/development sector
- Proposed package with cost breakdown
- NTN Certificate, Registration certificate, and Filer/Non-filer status
- The service provider must submit a declaration that neither the firm nor the individual has ever been blacklisted or defaulted by any government department, agency, or organization
- The service provider must submit an undertaking that all the information provided in the proposal is true and correct. If any false or misleading information is found at any stage, during evaluation or after contract award, the proposal may be rejected, the contract may be terminated, or the firm may be blacklisted

Application process

Please adhere to the following guidelines:

- Applications should be sent via email to info@mathsandscience.pk no later than 5 PM (Pakistan Standard Time), 6th March 2026
- Saturdays will be included as a working day.
- Emails should be titled: Photography/Videography Proposal – KP Provincial
- Any application received after this date/time will not be accepted.
- Applications must include:
 - An outline of the proposed activities with a budgetary breakdown.
- Incomplete or late submissions will not be considered.
- Any request for clarification must be sent to the same email by 2nd March 2026. PAMS will respond to all queries received till the said date.

Terms & Conditions

The vendor must ensure timely setup and delivery of high-quality services throughout the events. All quoted charges will be considered inclusive of all applicable taxes, with no hidden or additional costs. Payments may be withheld if the quality of services provided is found unsatisfactory or inconsistent with agreed standards. Furthermore, the vendor is required to submit a judicial affidavit declaring that neither the firm nor any of its directors has ever been blacklisted by any government department, agency, or organization.