

**Date Issued:** 2025-08-22

**Deadline for Submission:** 2025-10-31

**RFQ Number:** SDLF-0925

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## 1. Introduction

SelfDesign Learning Foundation is inviting competitive quotations for video production and editing services to support our online learning environment.

We are seeking a video production partner with proven experience in creating story-driven content, capable of collaborating closely with our team from storyboarding and scheduling through to final production. Vendors must also have access to a network of videographers across BC to capture video content in multiple locations.

Interested vendors are asked to submit a company profile, background, examples of relevant work, and detailed pricing and availability.

## 2. Scope of Work

- **3-5 videos** (3-5 minutes each), including:
  - Pre-production (storyboarding, planning)
  - Production (b-roll, interviews, still photography)
  - Post-production (editing, graphics, sound design)
- **Social Media Cuts:** 6-8 short edits (60-90 seconds) per video
- **Additional Editing Services:** repurposing existing content into short videos and social media clips
- **Still photography** as part of production
- **Timeline:**
  - Pre-production: Nov-Dec 2025
  - Production & Post-production: Jan-June 2026

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### 3. Submission Requirements

Vendors must provide:

- **Company profile** and introduction of team members who would work on the project
- **Approach to video production** (e.g., how you collaborate with clients, what is your process for video production, how do you manage projects, and deliver story-driven content).
- **Sample of a typical workback schedule** for a video production
- **Three relevant work samples** similar to the scope outlined above
- **Pricing structure**, including:
  - Cost per video (broken down into pre-production, production, post-production, social media cuts)
  - Hourly rate for additional editing services
- **Payment terms**

### 4. Selection Criteria

Submissions will be evaluated based on:

- Quality and approach to video production
- Ability to provide the full scope of services at a competitive rate
- Delivery timeline and capacity to meet deadlines
- Vendor reputation, reliability, and client references

### 5. Submission Instructions

Quotations must be submitted by email to: [communications@selfdesign.org](mailto:communications@selfdesign.org)

Deadline: October 31, 2025