



Georgetown International Academy

Request for Proposal

Agreement Number: GIA_2024/25_001
Contract Description: Provision of Photography Services

Issue Date: March 21, 2025
Responses Due: April 11, 2025

Contact

Position: Lower * Upper School Principals
Name: Cathy Allen or Jim Heister
Telephone: 226-1595 Ext: 103 / 203
Email: lsprincipal@giagy.org , heister@giagy.org

Confidential Information

The information contained in this Request for Proposal is confidential and proprietary to GIA and is to be used by the recipient solely for the purpose of responding to this RFP.

GIA: Background for Request

The Georgetown International Academy (GIA), formerly known as the Georgetown American School is a private coeducational day school that offers an educational program compatible with the United States system for Nursery through Grade 12.

The Georgetown International Academy, located at Tract C, Block XXX, South Railway Embankment, Pattensen is seeking the services of a professional photographer to capture high-quality images of our students, staff, and school events for the current academic year. We are committed to preserving memories and creating a visually appealing representation of our school community. We invite qualified photographers to submit proposals for consideration. Our school has approximately three hundred and fifty students and one hundred staff. Our academic year begins in August of one calendar year and ends in June of the following calendar year. Our school's academic year has intermittent breaks based on internal school and national holidays. Our students range from the Nursery to High School level and are from diverse cultural backgrounds globally. We have on average one event per month (see attached calendar).

Objective – Provision of Photography Services

The objective is to safely and efficiently provide photography services for all the school's social events and also capture images of our students and staff for various other needs. The service will be required for a period of one (1) year. The Photography Services must meet the minimum requirements specified in the Bid Documents. GIA intends to start the service by August 1, 2025. This request is open to both individuals and companies.

Proposals

Service providers are expected to base their Proposals on the Bid Documents which can be obtained [here](#):

I. FINANCIAL PROPOSAL

The relevant rate sheets are to be presented in the Price Proposal Breakdown Section 2B, submitted within the Bid Documents.

All costs, both direct and indirect, as well as all risks and profit to perform the Contracted services shall be included in the unit rates as presented in the Rate Sheets to be supplied.

Rates are requested in Guyana Dollars; so, will be the related payments.

II. TECHNICAL PROPOSAL

The Technical Proposal should include the information required to demonstrate that the Services as described in Section 1 Scope of Work can be provided according to the requirements.

It is the policy of GIA to insist on the best price and service capabilities possible on your initial proposal. GIA does not obligate itself to accept the lowest priced proposal and specifically reserves the right to reject any and all proposals. By submission of a bid, it is understood that the service provider has reviewed GIA's Terms and Conditions.

Neither the transmission of this RFP to the bidding company, nor acceptance or receipt of the proposal by GIA shall imply any obligation or commitment on the part of GIA to enter into a contract or agreement of any kind in respect to any contents of this RFP. This RFP is not an offer to enter into an agreement with any Contactor, but rather it is a request to receive proposals from Service providers interested in providing required services. Your response must be quoted with your best pricing option(s).

This RFP does not oblige GIA to pay for any costs of any kind or nature that may be incurred by the bidding company or any associated third parties relative to the proposal.

Non-compliance with any procedures in this RFP, any deviations from this RFP, or failure to respond by the timeline dates will be evaluated on a situational basis. If any extensions are granted, all short-listed Service providers will be notified with the same extension timelines as the Service providers who requested the time extension.

The Service providers may, without prejudice to itself, modify or withdraw its proposal by written request, provided the proposal submitted is received by GIA prior to the closing date and time at the place where the proposals are to be received. Following withdrawal of the proposal, the service provider may submit a new proposal, **provided it is received by GIA prior to the RFP closing date and time following the proper presentation.**

Service Provider Guidelines

Successful Service providers will be required to be in compliance with legal and regulatory requirements.

- Any bid responses received after the due date may be accepted at GIA's discretion.

- Cover Letter: A brief introduction, including your company name, contact information, and a summary of your experience in school photography.
- Portfolio: Provide a portfolio of your previous work, showcasing your ability to capture high-quality school portraits and event photography.
- References: Contact information for at least three references from schools or educational institutions you have worked with previously.
- Price Quote: A detailed breakdown of your pricing structure for the services mentioned in the Scope of Work. Include pricing for individual prints, packages, and any additional services.
- Online Ordering System: Describe the online ordering system you will provide, including any user-friendly features and security measures.
- Photo Editing and Retouching: Outline your process for photo editing and retouching, and provide examples of before-and-after images.
- Delivery Schedule: Detail your proposed delivery schedule for both digital and physical products.
- Customer Service Plan: Explain your approach to providing excellent customer service to our school community.
- Insurance and Licensing: Provide proof of liability insurance and any necessary licenses or permits required for photography services in our area.
- GIA is a school environment and all personnel scheduled to work at the school must have police clearances done twice per year.

- GIA may, in its sole discretion, extend the due date for any or all bidders if, in GIA's judgment, such action is necessary to satisfy the requirements of the RFP process.
- Any changes or alterations to this RFP schedule will be communicated to all participants.
- The RFP Document and all of the attachments are the property of GIA and delivered only for the purpose of enabling each bidder to prepare and submit a proposal in response thereto. The information contained or referred to in the RFP document and attachments, is not to be disclosed or released for any other use or purpose and must be returned to GIA if requested.
- Your proposal must be firm for a period of no less than ninety (90) days from submission of your Proposal.

Evaluation Criteria

Proposals will be evaluated based on the requirements specified herein and in the Bid Documents, taking into consideration the minimum requirements of the Bid Document, Service provider's experience in similar services, and the rate sheets (Section 2B. of the Bid Documents).

An interview may also be completed.

1. Portfolio Quality: The quality and diversity of your previous work.
2. Price Competitiveness: The reasonableness of your pricing structure.

3. Online Ordering System: The convenience and security of your online ordering platform.
4. Photo Editing and Retouching: The quality of your photo editing and retouching services.
5. Delivery Schedule: Your ability to meet deadlines and provide a timely delivery of products.
6. Customer Service: Your approach to providing excellent customer service.

RFP Calendar Schedules

No.	Issue	Date
1	Request For Proposal	March 21, 2025
2	Submission of Proposal	April 11, 2025 No later than 16:00hrs

Submission of Proposal

Bids **must** be submitted by email to simmons@giagy.org and

Note: Submission time for all proposals is no later than 16:00 on April 11, 2025.

GIA Representation

All contact and questions with regard to this RFP must be made by email to the GIA representatives ONLY. Discussion with other parties may result in disqualification.

For this RFP, the GIA representative is:

Name:- Cathy Allen or Jim Heister

Email: lsprincipal@giagy.org OR heister@giagy.org .

Tel: 226-1595 Ext 103/203

It is the intent of GIA to enter into an agreement with a Service provider(s) offering the best overall value meeting the needs of GIA's operations. GIA specifically reserves the right to select more than one Service provider(s) to provide the specified requirements, or to select other than the lowest bid proposal. A copy of GIA's Service Agreements will be used and can be found in the Appendix. This document has been provided for review only. The successful Service provider(s) will be required to have a fully executed agreement in place before Services begin.

Addenda to RFP.

Modifications to this RFP may only be made through a written Notice of Addendum issued by GIA.

Bid Documents

The following documents are contained within the Bid Document and are to be submitted as part of this bid as basis for the requested Proposal:

Section 1 – Scope of Services

Section 2 – A. Form of Proposal

B. Price Proposal & Breakdown

Section 3 – Exhibits

Bidders Questions

Bidders may submit any questions or requests for more information regarding technical specifications and/or proposal submission in a written format to lsprincipal@giagy.org OR heister@giagy.org.

These questions should be submitted no later than (3) days prior to the Bid closing date, April 11, 2025. All answers will be released in writing to all Bidders.