INDIGENOUS TOURISM ASSOCIATION OF CANADA
INVITATION TO QUOTE (ITQ)

ITQ # 082019 – IITC Photo: - ISSUE DATE: AUGUST 21, 2019

QUOTATIONS MUST BE RECEIVED BEFORE 2:00 P.M. (Pacific Time) ON date September 4, 2019 AT THE FOLLOWING LOCATION:

ATTN: Melanie Bingham
Via email: melanie@IndigenousTourism.ca
Or
Location: 333 Seymour Street, 8th Floor
Vancouver, BC V6B 5A7

THIS QUOTATION IS SUBMITTED BY:

NAME OF BIDDER: __________________________________________________________ (FULL LEGAL BUSINESS NAME OR INDIVIDUAL’S NAME)
ADDRESS: ____________________________________________________________________________
__________________________________________________________________________________
PHONE: ___________________ EMAIL: ________________________________________________
SIGNATURE: ___________________ DATE: ________________________________

NAME OF AUTHORIZED REPRESENTATIVE (PLEASE PRINT): ________________________________

I’M A MEMBER OF ITAC: YES [ ] NO [ ]
I’M AN INDIGENOUS BUSINESS: YES [ ] NO [ ]

CHECKLIST FOR BIDDERS:

1. Read all the terms and conditions.
2. Complete the following pages that make up your quotation:
   - A signed front cover page of this ITQ (or signed cover page with the ITQ number and information requested in this ITQ front cover page);
   - Description of your qualifications in relation to this project and why you would be well suited to provide the required services
   - Samples of work (online sources are ideal)
   - Resume which includes past clients
   - Detailed fee / expense schedule
   - Name and contact information for two references
3. Submit the Quotation before the closing date and time set out on the front cover page of this ITQ.
4. Quotation may be delivered by hand / courier location, or by email.
INVITATION TO QUOTE: EVENT PHOTOGRAPHY

The Indigenous Tourism Association of Canada (“ITAC”) is currently seeking a qualified photographer to shoot and edit event photos for the 2019 International Indigenous Tourism Conference (IITC) to be held in Kelowna from November 10-14, 2019.

Schedule A

Scope of Work

The Photographer will:

1. Photo Assignment
   - Photograph conference speakers, attendees, sponsors, award winners and staff. This will include presenters and award winners while they speak, casual photos of attendees as they network and attend the event and posed photos and group shots of Indigenous Tourism association of Canada as well as capturing emotions of the visitors taking part in the different pre-tours organized.
   - The dates and duration of the photo assignment are as follows:
     - November 10 -14, 2019

2. Postproduction
   - Send a selection of unedited photos to ITAC daily in the requested formats
   - Editing of photos as required
   - Deliver finished profile photo of each award winner, presenters, board member and staff by December 1st, 2019
   - Deliver finished full resolution photos on a hard drive within two weeks of the event in requested formats.

3. Copyright & Ownership
   - Copyright and ownership must rest exclusively with ITAC.

Schedule B

Evaluation Criteria

The following criteria will be used to review and select a proposal submission:

- Completeness and thoroughness of submission
- Demonstrated ability to deliver
- Relevant experience and qualification
- Proposed costs and fee schedule
- References
Schedule C

TIMELINE

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Issuance of ITQ</td>
<td>August 21, 2019</td>
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<tr>
<td>Deadline for questions</td>
<td>August 31, 2019</td>
</tr>
<tr>
<td>ITQ closing date</td>
<td>September 4, 2019</td>
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<tr>
<td>Consideration of proposals and award of contract</td>
<td>September 6, 2019</td>
</tr>
<tr>
<td>Event start date</td>
<td>November 10, 2019</td>
</tr>
<tr>
<td>Unedited photos selection submitted to ITAC</td>
<td>Daily at the event</td>
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<tr>
<td>Finished profile and group photos</td>
<td>November 18, 2019</td>
</tr>
</tbody>
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Schedule D

Submission Acknowledgement

1. By submitting a proposal for consideration, it is understood that you may be contacted by ITAC for follow up and more information on your submission, however; only those applicants selected for consideration will be contacted
2. Selection of submission will be based on the evaluation criteria as listed above
   a. ITAC reserves the right to make the final selection
3. A decision will be made by ITAC and the successful applicant notified no later than September 9th, 2019
4. Questions on submission guidelines should be directed to Melanie Bingham at Melanie@indigenoustourism.ca
5. Questions will be received until August 31st, 2019