



REQUEST FOR INFORMATION (RFI)

Photographic & Videography Services

For: Anglo Inyosi Coal Community Trust (AICCT)

Website: www.aicct.co.za

1. Introduction

The Anglo Inyosi Coal Community Trust (AICCT) invites qualified photographers and/or media service providers to submit information regarding their capability to provide professional photography and videography services for Trust activities.

The primary purpose of this RFI is to identify suitable service providers to capture high-quality visual content during handover events, including the distribution of donated equipment and related community initiatives.

2. Scope of Services

The selected service provider will be responsible for:

- Capturing high-quality photographs and video footage during AICCT handover events
- Documenting key moments such as:
 - Handover of donated equipment
 - Engagement with beneficiaries
 - Stakeholder participation
- Ensuring coverage reflects the impact and professionalism of the Trust's activities

3. Deliverables

The service provider will be required to:

- Professionally edit all photographs and video content
- Deliver final edited content within 72 hours of each event
- Provide content in formats suitable for:



- Newsletters
- Social media platforms
- Website publication

4. Quality Requirements

- Images must be high-resolution and publication-ready
- Video content must be:
 - Professionally edited
 - Clear, stable, and well-composed
 - Suitable for digital distribution
- Content should align with AICCT's brand image and storytelling objectives

5. Submission Requirements

Interested service providers are requested to submit the following information:

- Company/Individual profile
- Portfolio showcasing relevant photography and videography work
- Experience covering events, community initiatives, or similar projects
- Details of equipment and editing capabilities
- Turnaround time confirmation (must meet 72-hour requirement)
- Pricing structure (if available at this stage)
- References from previous clients (optional but recommended)

6. Evaluation Criteria

Submissions will be evaluated based on:

- Quality of previous work (portfolio)
- Relevant experience



- Ability to meet turnaround timelines
- Professionalism and reliability
- Value for money (if pricing is provided)

7. Intended Use of Content

All captured and edited content will be used for:

- AICCT newsletters
- Social media platforms
- Marketing and communication materials
- Website and public relations purposes

8. Submission Details

Please submit your response to this RFI to:

Info@aicct.co.za

Closing Date for submission: 24 April 2026.