



Request for Quotation (RFQ)
Photography Services
Inclusive Africa Conference 2026

The Inclusive Africa Conference is an annual convening that brings together government representatives, private sector leaders, innovators, disability inclusion advocates, and development partners to advance digital accessibility across the continent. The 2026 edition will take place in Nairobi, Kenya, from 2nd – 4th June 2026.

inABLE seeks a qualified and experienced Photography service provider to deliver comprehensive photography coverage of the three-day conference and all related activities. The selected vendor will provide high-quality, well-composed, accessible, and brand-aligned visual assets that reflect the professionalism, diversity, and impact of the Inclusive Africa Conference.

2. Scope of Work

2.1 Pre-Production

- Attend a briefing session with the inABLE Events and Communications Teams.
- Develop a photography coverage plan outlining:
 - Key moments and priority sessions
 - Staffing plan and deployment schedule
 - Equipment and lighting setup
 - Workflow for file management and delivery
- Conduct at least one venue visit prior to the event to assess lighting conditions, room layouts, and exhibition spaces.
- Align visual style with Inclusive Africa Conference branding and storytelling guidelines.

2.2 On-Site Photography Coverage

The conference will include plenary sessions, breakout sessions (up to 4 or 5 parallel rooms), workshops, exhibitions (Assistive Technology Village), networking sessions, and Gala dinner. Please refer to the tentative [Agenda Here](#).

The selected vendor will also provide full photography coverage of the pre-conference workshop scheduled for 1st June 2026.

The selected vendor will be responsible for:



- Providing sufficient professional photographers to ensure simultaneous coverage of:
 - Plenary hall
 - Breakout rooms
 - Exhibition areas
 - Side events and networking spaces
- Capturing high-quality images of:
 - Keynote speeches
 - Panel discussions and fireside chats
 - Workshops and breakout sessions
 - Assistive Technology innovators and exhibition booths
 - Audience engagement and reactions
 - Branding elements and sponsor visibility
 - Networking moments and informal interactions
 - Official ceremonies, awards, and group photos
- Capturing professional portraits of speakers, partners, innovators, and special guests as required.
- Capturing B-roll style imagery including venue setup, accessibility features, signage, and ambiance.
- Managing lighting where necessary to ensure professional-quality output.
- Sharing a curated selection of edited, media-ready images at the end of each conference day.

2.3 Post-Production and Editing

The vendor will:

- Edit and color-correct all selected images.
- Ensure images are:
 - Professionally retouched (where necessary)
 - High-resolution and print-ready
 - Web-optimized versions provided
- Organize all images by day, session, and category.
- Deliver caption-ready image descriptions where applicable (file naming aligned with session details).
- Provide a curated highlight album for communications and reporting purposes.

3. Deliverables



Category	Description	Specifications
AT Workshop Coverage	Photography coverage of AT Workshop (Pre-conference day)	High-resolution JPEG (minimum 300 DPI)
Full Conference Coverage	Photography coverage of all sessions and activities (3 days)	High-resolution JPEG (minimum 300 DPI) labeled by session
Daily Photo Highlights	Curated selection per day	Minimum 40–60 edited images per day
Speaker & VIP Portraits	Individual and group portraits	Professionally edited, print-ready
Exhibition & AT Village Coverage	Dedicated coverage of exhibition spaces	Labeled by exhibitor/session
Overall Event Album	Comprehensive curated gallery	Organized by Day and Session
Raw Images	All unedited original images	Clearly labeled folders by day/session
Web-Optimized Images	Compressed versions for digital use	72 DPI, web-ready

4. File Organization and Delivery

- All edited and raw images must be delivered via external hard drive and secure cloud folder.
- Folders must correspond to the conference program structure (e.g., Day1_Plenary, Day2_Breakout1, AT_Village, Networking, Awards).
- File names must include session title, date, and sequence number.
- Vendor must include a file index document for easy reference.
- All deliverables must be backed up and retrievable for at least 90 days after final delivery.

5. Timelines

Task	Deadline
Pre-production briefing	April 2026 (Exact date TBC)
Venue visit	April/May 2026
On-site coverage	1 st – 4 th June 2026
Delivery of daily highlights	End of each conference day



Delivery of fully edited image set	Within 10 business days after the event
Final review and submission of all assets	Within 15 business days after the event

6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience in large-scale conference or corporate event photography.
- Ability to manage multi-room, multi-day coverage.
- Strong portfolio showcasing similar assignments.
- Professional-grade photography equipment and backup systems.
- Skilled team capable of working in high-paced live environments.
- Ability to meet strict timelines for daily and final delivery.
- Experience working with international delegates and high-level stakeholders.
- At least five references or samples of similar past work.

Tenderer Eligibility

Tenderers must submit evidence of eligibility, including:

- Company Profile
- Minimum of 5 client references of similar project and scope
- Certificate of Registration/Incorporation
- KRA PIN Certificate
- Current Business Permit
- Approval or license from relevant authority to offer the said services
- Financial proposal with itemized costs (in KES), inclusive of taxes

7. Submission Process

Send submissions to: vendors@inable.org

Email Subject: RFQ – *Photography Services for Inclusive Africa Conference 2026*

Submission Deadline: 13th March 2026 by 5:00 PM EAT

inABLE is an Equal Opportunity Employer. Persons with disabilities are strongly encouraged to apply.



8. Rights and Ownership

All photographs, raw and edited, produced under this assignment are the exclusive property of inABLE and the Inclusive Africa Conference. The vendor shall not reproduce, share, or distribute any images without prior written consent.