



Request for Quotation (RFQ)
Pre-Conference Video Editing 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.

As part of the conference marketing and outreach strategy, inABLE seeks a qualified and creative video production company to develop high-quality, accessible, and engaging pre-conference marketing video assets. The selected vendor will work closely with the inABLE Communications Team to produce promotional videos that drive registrations, increase awareness, and amplify the Inclusive Africa Conference brand across digital platforms.

2. Scope of Work

The assignment will include concept development, editing, animation, branding integration, accessibility optimization, and final delivery of all pre-conference promotional videos.

2.1 Pre-Production & Creative Development

- Attend a creative briefing session with the inABLE Communications Team.
- Develop a production plan and content calendar aligned with the conference marketing rollout timeline.
- Support script refinement and storyboard development where necessary.
- Provide creative direction for influencer-led video content.
- Align all outputs with Inclusive Africa Conference branding guidelines.

2.2 Marketing Videos (10 Videos)

Using existing conference footage (session recordings, speaker interviews, highlight videos, sound bites), the vendor will:

- Edit 10 marketing videos.
- Each video must be 30 – 60 seconds long.
- Integrate inABLE logo and Inclusive Africa Conference branding.
- Include:



- Name straps (Speaker Name, Title, Organization, Country)
 - Animated motion graphic registration call-to-action poster
- Optimize all videos for accessibility, including:
 - English closed captions
 - Audio descriptions (where applicable)
- Utilize royalty-free, commercial-use music where necessary.
- Deliver in both landscape and portrait formats optimized for social media platforms.

2.3 Influencer Videos (5 Videos)

The vendor will:

- Support ideation and creative direction for influencer marketing videos encouraging registration.
- Provide filming guidance to influencers on framing, lighting, audio, and branding alignment.
- Edit 5 influencer videos:
 - 30 – 60 seconds long.
 - Include name straps and conference branding.
 - Include animated registration call-to-action graphics.
 - Are optimized with closed captions and audio descriptions.
 - Use royalty-free commercial-use music where applicable.
- Deliver both landscape and portrait formats.

2.4 Animated Marketing Videos (2 Videos)

The vendor will create 2 promotional videos that:

- Highlight key conference details (dates, location, registration link).
- Showcase keynote speakers (photos and details provided by inABLE).
- Present impact data and statistics from past conferences.
- Include motion graphics, infographics, and dynamic transitions.
- 45 – 60 seconds long.
- Are delivered in both portrait and landscape formats.
- Include English closed captions and audio descriptions.
- Use royalty-free commercial-use music.



3. Deliverables

Category	Description	Specifications
Marketing Videos	10 edited promotional videos	30–60 seconds each, branded, captioned, landscape & portrait
Influencer Videos	5 edited influencer videos	30–60 seconds each, branded, captioned, landscape & portrait
Animated Videos	2 animated promotional videos	45–60 seconds, captioned, landscape & portrait
Accessibility Assets	Closed captions and transcript	English (.SRT or .VTT format)
Raw & Project Files	Editable project files	Clearly organized and labeled

4. File Organization and Delivery

- All final videos must be delivered via a secure cloud folder.
- Files must be clearly labeled by category and sequence (e.g., MarketingVideo_01, InfluencerVideo_03).
- Landscape and portrait versions must be delivered separately.
- Caption files must be provided in .SRT or .VTT format.
- Vendor must provide organized editable project files upon completion.
- All deliverables must be retrievable for at least 90 days after final submission.

5. Timelines

Task	Deadline
Creative briefing	March 2026 (Date TBC)
Submission of draft concepts/storyboards	Within 5 business days after briefing
Rolling submission of edited videos	March – May 2026
Final delivery of all assets	No later than 15 th May 2026

6. Qualification Requirements

Interested vendors must demonstrate:



- Proven experience producing marketing and promotional video content.
- Strong portfolio of short-form social media videos and animated content.
- Capacity to deliver accessible and captioned video content.
- Expertise in motion graphics and professional editing software (Adobe Premiere, After Effects, Final Cut Pro, DaVinci Resolve, etc.).
- Strong understanding of brand storytelling and audience engagement strategies.
- Ability to meet strict marketing timelines.

Tenderer Eligibility

Tenderers must submit the following:

- Company Profile
- Minimum of 5 client references of similar projects
- 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 – Pre-Conference Video Editing 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 video materials, 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 footage without prior written consent.