



BREED-OLIFANTS
CATCHMENT MANAGEMENT AGENCY

Quotation details (Terms of Reference)

**PROFESSIONAL BOARD AND MANAGEMENT TEAM
PHOTOGRAPHY SERVICES**

**RE: REQUEST FOR A QUOTATION FOR A PROFESSIONAL PHOTOSHOOT SESSION
FOR BOCMA BOARD MEMBERS AND MANAGEMENT TEAM**

SPECIFICATION FOR PROFESSIONAL BOARD AND MANAGEMENT TEAM PHOTOGRAPHY SERVICES

1. PURPOSE

The Breede-Olifants Catchment Management Agency (BOCMA) requires the services of a professional photographer to undertake an official photography session for its newly appointed Board and the existing Management Team.

The photographs will be used for BOCMA's **website, Annual Reports, corporate publications, media releases, presentations, social media and other official communication platforms.**

2. ASSIGNMENT DETAILS

Requirements	Details
No. of Board & Management	26
Location	Worcester, Western Cape
Setting	Indoor and Outdoor
Photography Style	Professional corporate/executive
Exact Venue	To be confirmed by BOCMA
Preferred turnaround	14-21 working days

The photographer must be suitably equipped to conduct a professional indoor corporate photography session, including appropriate professional lighting and backdrops/equipment where required.

3. REQUIRED PHOTOGRAPHY

The assignment must include:

A. Individual Headshots

- **2 professionally edited headshot options per Board and Management member.**
- Consistent background, lighting, framing and overall style.
- Suitable for website profiles, publications, reports and media use.

B. Individual Portraits

- One professional full-length portrait per Board and Management Team member.

C. Board Group and Management Team Photographs

- Formal full-Board group photograph.
- **2 professionally composed options.**
- 5 Alternative/less formal group compositions where practical.
- Images must be suitable for both digital use and high-quality print.

4. QUALITY REQUIREMENTS

The photographer must provide:

- Professional-grade camera and lighting equipment;
- Professional corporate portrait photography;
- Consistent lighting, exposure, colour and composition;
- High-resolution, sharp and print-ready images;
- Professional colour correction and natural retouching;
- Appropriate guidance to Board and Management Team members on positioning and posing; and
- A consistent corporate look and feel across all photographs.

The final photographs should portray the BOCMA Board and Management Team as **professional, credible, approachable and cohesive**.

5. FINAL DELIVERABLES

The quotation must include delivery of:

- **2 edited headshots per Board and Management member;**
- One edited full-length portrait per Board and Management member, where practical;
- **2 edited full-Board and Management group photographs;**
- 5 Alternative group photographs, where practical;
- High-resolution/print-ready images;
- Web/digital-resolution images; and
- Digital delivery via a secure download link or agreed electronic platform and also made available on a memory stick. Images should preferably be supplied in **JPEG format**, with other formats available where required.

6. POST-PRODUCTION

Professional editing must include, where appropriate:

- Colour and exposure correction;
- White balance;
- Cropping;
- Image sharpening; and
- Natural, minor skin retouching.

Editing should remain professional and natural and must not materially alter the appearance of Board/Management Team members.

7. COPYRIGHT AND USAGE RIGHTS

The quotation must clearly specify copyright and image usage arrangements.

BOCMA requires the right to use the final commissioned photographs for **all official organisational and communication purposes**, including digital, print, media, publications, Annual Reports, website, social media and presentations.

The photographer must not publish or use the photographs for promotional purposes without BOCMA's prior written approval.

The photographer should indicate whether **RAW/original files** can be made available to BOCMA upon request and without watermark.

8. PHOTOGRAPHER REQUIREMENTS

It is **mandatory** that service providers should submit a portfolio demonstrating:

- Experience in corporate/executive photography;
- Experience photographing senior management, boards or public-sector institutions, preferably;
- Professional photography equipment and lighting capability.

9. QUOTATION REQUIREMENTS

Service providers are requested to submit an **all-inclusive quotation** clearly indicating:

1. Professional photography fee;
2. Number of photographers, if applicable;
3. Equipment and lighting costs;
4. Travel/transport costs to Worcester;

5. Editing/post-production costs;
6. Any additional costs;
7. VAT status, where applicable;
8. Expected turnaround time;
9. Copyright/usage arrangements; and
10. Any other conditions applicable to the quotation.

Please include a **portfolio or examples of relevant corporate photography work.**

10. EXPECTED OUTCOME

BOCMA requires a professional and consistent collection of photographs that can serve as the **official corporate photographs of the newly appointed BOCMA Board** and be used across the Agency's communication and corporate platforms.

Service providers are encouraged to indicate any additional recommendations that would enhance the quality and outcome of the photography session.

Please note that closing date for submission of quote is the 22nd September 2026 @ 10h00.