

Terms of Reference (ToR)

Procurement of Media and Production Equipment for Youth Innovation Circles (YIC) 2025

Issued by: HapaSpace

Project: Youth Innovation Circles (YIC) 2025

Submission Deadline: 15th May 2025

Contact for Clarifications: derrick@hapaspace.com

1. Background

The Youth Innovation Circles (YIC) programme is a youth empowerment initiative implemented by HapaSpace with support from development partners. The programme aims to build the capacity of youth across five regions in Ghana by providing technical mentorship, innovation support, and visibility through high-impact storytelling and media coverage.

As part of efforts to enhance the quality of media production and documentation, HapaSpace seeks to procure a set of professional media and photography equipment. The procured items will support event documentation, content creation, and videography across various YIC locations.

2. Objective

To engage a qualified supplier to provide high-quality media equipment for YIC 2025 project implementation.

3. Equipment List

Interested vendors are invited to submit quotes for the supply of the following equipment:

Item Description	Quantity
Canon EF 70mm–200mm F2.8 USM Lens	1
Godox AD 600BM Strobe Light	1
Godox QR 120cm Softbox	1

Item Description	Quantity
Pro LED 800 RGB Light	1
Godox X2T-C TTL Trigger	2
Tripod Stand	1
Light Stands (Big, Heavy-Duty)	1
Light Stands (Normal, 280F)	2
DJI RS3 Mini Gimbal	1
Hollyland (Ark M2 Microphone)	1

All items should be brand new..

4. Submission Guidelines

- Interested vendors are required to submit a **detailed quote** that includes the itemised cost of each product and the total cost including taxes.
- Quotes should be valid for a minimum of **30 days**.
- Vendors must indicate **estimated delivery timelines** and **warranty terms**.
- All quotes and enquiries related to this ToR should be sent via email to:
derrick@hapaspace.com

5. Deadline for Submission

All quotes must be submitted **on or before Wednesday, 15th May 2025**.

6. Evaluation Criteria

Quotes will be evaluated based on the following:

- Cost competitiveness
- Equipment authenticity and brand specification
- Delivery timeline
- Warranty and after-sales service

For any clarification, kindly contact derrick@hapaspace.com.

9. Contact for Clarification

All questions or requests for clarification must be sent via email to evelyn@hapaspace.com no later than **5th January 2025**.