



Amt der Tiroler Landesregierung
Abteilung Südtirol, Europaregion
und Außenbeziehungen

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Geschäftszahl – beim Antworten bitte angeben

EUI-961/6-2025

Innsbruck, 04.11.2025

**Call for tenders for Photographic Services for the EUSALP General Assembly and Annual Forum,
25 November 2025**

Dear Sir or Madam,

As part of the Austrian–Liechtenstein Co-Presidency of the EU Strategy for the Alpine Region (EUSALP) 2025, the Region of Tyrol is organizing the Annual Forum and the Political General Assembly, which will take place on the 25 November 2025 in Innsbruck. In this context, we kindly invite you to submit a **binding offer for photographic services for the EUSALP General Assembly and Annual Forum 2025** in Innsbruck, in accordance with the attached service description.

The service includes in particular (for further details, see “1. Terms of Reference”):

- Photographic documentation of the EUSALP General Assembly and Annual Forum 2025
- Date of the event: 25 November 2025, from 12:00 to 19:00
- Venue: Congress Innsbruck
- Contracting authority: Region of the Tyrol (within the framework of the AT/LI EUSALP Co-Presidency 2025)

Please note:

- The offer must be submitted by **17 November 2025** via e-mail to aussenbeziehungen@tirol.gv.at at the latest
- The offer must be stated in euros, both net and gross, and must cover the entire scope of services described.
- Type of procedure: **Direct award pursuant to § 46 of the Austrian Federal Procurement Act (BVerG 2018)**
- Award criterion: **Lowest price principle** (lowest price meeting all minimum qualification requirements)
- Only offers that meet the minimum requirements will be considered.

The submission of an offer does not constitute any legal entitlement to the award of a contract. The award will be made subject to the availability of budgetary funds and in compliance with the provisions of the Austrian Federal Procurement Act 2018 (direct award pursuant to § 46 BVerG).

For any questions, please contact us at **+43 512/508-2357** or aussenbeziehungen@tirol.gv.at.

1. Terms of Reference

The EUSALP General Assembly and Annual Forum represent the main events of the Austrian–Liechtenstein EUSALP Co-Presidency 2025. An international audience of approximately 400–600 participants from across the Alpine region is expected, including high-ranking political representatives and experts.

- **Scope of Services**

The scope of this contract is the provision of Professional photographic documentation of the Annual Forum and the General Assembly.

- **Extent of Services and Requirements:**

- On-site coverage of the event on November 25, 2025, from approximately 12:00 to 19:00
- Production of a **group photo** at the beginning of the Political General Assembly in the Innsbruck Hall (requiring professional handling of low-light conditions and wide-angle equipment)
- Comprehensive **photo documentation** of the event, focusing on key programme elements, speakers, panel discussions, audience interactions, and atmospheric impressions
- **Post-production** of the photos (selection, colour and exposure correction, export for web and print use)
- Provision of the final image material for **press releases, social media, event website, and public relations** activities of the Region of Tyrol, the Austrian Federal Ministries (BMLUK, BMEIA), and the Principality of Liechtenstein
- The contractor transfers **all usage and editing rights** of the produced material to the Region of Tyrol
- The contractor undertakes to **delete all raw recordings** from all data carriers immediately after completion of the assignment and to inform the client accordingly

Given the participation of high-ranking politicians, international guests, and media representatives, the **quality requirements** are high. This entails: professional-grade equipment, experience with low-light situations, the ability to take wide-angle group photos, and capturing key moments effectively.

- **General conditions:**

- Close coordination with the organisational team
- Venue: Congress Innsbruck
- Date: 25 November 2025

- **Contract conditions:**

- One-time service provision on 25 November 2025
- Fixed total price including all incidental costs
- Any applicable travel and accommodation allowances to be specified
- Invoicing after completion of the service

2. Contents of the Offer:

Your offer should include the following information:

1. Fixed total price (including preparation and working time)

2. Any travel and accommodation allowances
3. Brief description of the scope of service and relevant references, if applicable
4. Description of the technical equipment provided
5. Confirmation of availability on the day of the event

Kind regards,
Florian Mast