



## **REQUEST FOR QUOTATION – SAE06/2015**

### **VIDEOGRAPHY AND PHOTOGRAPHY SERVICES FOR THE DURBAN ICC**

#### **1. Background**

The Durban ICC is one of the most advanced conference facilities in the world, having been voted "Africa's Leading Meetings and Conference Centre" at the World Travel Awards 14 times.

#### **2. Purpose of the request for proposal**

The purpose of the Request for Quotation is to source a service provider who will capture high-quality, digital images and High-Definition (HD) Video Footage of the Durban ICC and specific events hosted at the Centre. These events will take place over a number of months and the successful service provider will be required to attend these events on the stipulated dates.

The Durban ICC invites suitably qualified and experienced organisations to submit priced proposals / quotations in support of their applications.

#### **3. Mandatory Scope of Works**

<b>Does the service provider comply with the Mandatory Scope of works? Please tick as illustrated.</b>	<b>Yes</b>	<b>No</b>
	<b>✓</b>	<b>X</b>
• The service provider is required to have past experience in capturing HD video footage (1,920 × 1,080 progressive scan) and photographic images at high-profile conferences and events.		
• The service provider is to provide the Durban ICC all images in electronic format in both high-resolution and low-resolution versions.		
• The service provider is to provide the Durban ICC all video footage in High Definition format.		
• The Durban ICC requires images and footage of the Centre's venues and facilities, whilst the venues are vacant as well as when live events are taking place.		
• The Durban ICC requires a set of aerial photographs showing the Centre in relation to other landmarks in the City. All costs associated with the capturing of the aerial images (e.g. Helicopter rental costs and fly-over permissions) are to be included in the quotation.		
• The collection of photographs should include images in both portrait and landscape orientations.		
• The appointed service provider will provide the Durban ICC fully indexed disks of the electronic images subsequent to each shoot, as well as a visual overview of thumbnail images contained on the disk.		
• The appointed service provider must keep their own archive of all images provided to the Durban ICC.		
• The Durban ICC reserves all rights to the images and footage and will use them at its sole discretion.		

**Please note:** Failure to comply with the stipulated mandatory requirement will result in your submission being deemed non-responsive and not evaluated.



The proposed schedules for the shoots are:

<u>Date</u>	<u>Event</u>
13 September 2015	World Social Science Forum 2015
19 September 2015	World Routes Development Forum 2015
26 September 2015	Bollywood Concert
To be advised	Aerial Photo Shoot

The abovementioned dates are subject to change owing to factors beyond the Durban ICC's control. The service provider is required to provide the photographic services on replacement dates if required.

#### 4. First Evaluation Stage

The service provider is required to provide a portfolio of their previous work for evaluation of the submissions. The portfolio must include high-resolution images and HD video footage which they have shot previously. The portfolio must include at least one example of each of the following events:

Description	Weighting
• High-profile Conference	20
• Exhibition	20
• Gala Dinner	20
• Concert	20
• Aerial Shoot	20
<b>Total</b>	<b>100</b>

The first evaluation of the proposals will be based on how well the service provider demonstrates their photography and videography ability and how this is expressed in examples of previous work produced.

The scoring will be undertaken by 3 Independent Durban ICC officials.

Only submissions which achieve a minimum score of 90 in the first evaluation stage will proceed to the second stage of evaluation based on price and empowerment.





## 9. Compulsory Pricing Schedule

Description	No. of Hours	Unit Price	Total (No. of hours x Unit price)
World Social Science Forum (13/09/2015)	8	R	R
World Routes Development Forum (19/09/2015)	8	R	R
Bollywood Concert (26/09/2015)	4	R	R
Aerial Shoot (Date is weather dependent)	2	R	R
Supplying images and footage on disk			R
Total (Excl. VAT)			R
14 % VAT			R
Total (Incl. VAT)			R

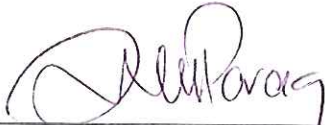
I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Signature:**

**Date:**

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

Request for proposals approved by:



Marketing, Sales and Events Director  
Mala Dorasamy

 28/08/2015

SCM Compliance Officer  
Ritesh Ramkissoon

 28/08/2015

SCM Compliance Manager  
Thenashree Naidoo

 28/8/15

Finance Director  
Melanie Rambally

 28/8/15

Chief Executive Officer  
Lindiwe Rakharebe

10. Past experience in similar assignments

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I.....being duly authorized thereto by .....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: *(Block Capitals)* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 11. Declaration of Municipals Fees

I / we do hereby declare that the Municipal fees of the company:-

.....  
(Company Name)

are, as at the date of the quotation closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

Account	Account Number *
Electricity	
Water	
Rates	

**\* To be completed by Service Provider.**

I / we acknowledge that should it be found that Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract and any income due to the Company shall be utilized to offset any monies due to the Council.

In addition to completion of the above – **please attach a copy of your Metro Bill**

**Name:** (Block Capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(of person authorized to sign on behalf of the Tenderer)

## 12. MBD4 Declaration of Interest

12.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.

12.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

12.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

12.3.1 Full name of bidder or his/her representative .....

12.3.2 Identity number: .....

12.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

12.3.4 Company Registration Number: .....

12.3.5 Tax Reference Number: .....

12.3.6 VAT Registration Number: .....

12.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

### References:

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the National Council of Provinces

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

12.3.8 Are you presently in the service of the state?  
If yes, furnish particulars:

YES	NO
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12.3.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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12.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars:

YES	NO
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12.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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12.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars:

YES	NO
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12.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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12.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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12.4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Name of Bidder