



Communications Unit
Electronic Communications
7th Floor Rennie House
41 Margaret Mncadi Avenue
Durban
4000
www.durban.gov.za
031 311 4827

Date: 29 August 2016

Enquiry Number: 2016-17/ 039

Development of a 10 minute Animated video on 'My World on Engineering'

The eThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the development of a 10 minute animated video on the "My world of Engineering" at eThekweni Municipality.

The objectives of the assignment are as follows:

- To showcase the job criteria of Engineer to grade 9 learners.
- Encourage learners to choose careers within the Engineering field – specifically those that the Municipality offers bursaries for;
- Create awareness about Engineering careers;
- Create awareness on the importance of Pure Mathematics and Physical science.
- Showcase the Municipality's projects which various Engineers have been part of.

Scope of Work

The video has to be educative, fun and interesting for learners.

Target Audience - Grade 9 learners

Format - .MP4 or .Mov and DVD.

Duration - 10 minutes

Language - English & isiZulu (interchangeably subtitles)

Timeframe: To be finalised and delivered by 25 October 2016

Dimensions: 1920 x 1080 (FULL HD)

Music: Royalty Free Fast paced and modern.

Images: Stock

Style: Educational Video with Character Animation intercut with Interviews.

Voice Over: Strong male voice (service provider to provide sample for voice over artist before recording)

Script: To be written by service provider with Input form eThekweni Municipality Engineering Unit: HR Shared Services and the eThekweni Municipality Communications Unit



Skills and Experience

It is essential for the interested service providers to submit comprehensive information and/or documentation showing that they have the required skills and Experience.

The capability statement should include description of similar assignments, qualifications, experience and competence to perform the assignment. Information on availability of appropriate skills among staff and any other relevant information should be disclosed.

Credibility and proven expertise in Animated audio visual production – showreel would be much appreciated as well as references of work previously undertaken. Extensive and current experience in working effectively with a range of organisations and a high level of communication skills. Effective project planning skills.

In assessing the quotations, consideration will be given to the qualifications, technical competence, experience on similar services and the capacity to undertake the assignment.

Format of Responses Required

The submission must include the following:

- i. An outline of the approach that will be taken to establishing and delivering the project, details of the individuals who will lead, manage and deliver the project and details of their experience, formal training/qualification and knowledge of MS SharePoint development
 - ii. A timetable for the project with detailed costs
 - iii. Tenders should include background material to demonstrate the previous experience and range of work of the consultant(s) and of the specific personnel proposed for the work. This can include descriptions and examples of previous relevant work.
 - iv. Contact details of referees.
 - v. Original Tax Clearance certificate
 - vi. BBBEE certificate
 - vii. Declaration of Municipal fees
 - viii. Declaration of interest(MBD4)
 - ix. Certificate of Independent Bid (MBD9)
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A compulsory briefing session will be held on 2016-09-07, at 10:00, in Communications Boardroom, 7th Floor, eThekweni Communications Unit, 41 Margaret Ave, Quotetations will not be considered from Contractors who do not attend.

Sealed quotations, addressed to the Administration Section and marked "**Enquiry Number: - 2016-17/039 'My World on Engineering'**" must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban (not any other Municipal building) by no later than 12h00 on Thursday, **12 September 2016**.

Please note that if you are **not contacted within two weeks after the closing date** your submission was unsuccessful.



Enquiries

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