



ETHEKWINI MUNICIPALITY
Request for Quotations

Date: 25/07/2016

ENQUIRY NUMBER: 2016-17/022

SHOOTING AND EDITING OF 1 MINUTE MARKETING AND COMMUNICATION CLIPS

The Communications Unit invites eligible and accredited service providers to submit written and detailed quotations for the following services:

QUANTITY	DESCRIPTION / SPECIFICATIONS	UNIT COST (incl vat)	TOTAL COST (incl vat)	DELIVERY DATE
1	<p>Shooting and editing of 1 minute marketing and communication clips for broadcasting on the web and social media.</p> <p>The size of the video clip must allow it to be forwarded via MMS, WHATSAPP and other similar applications.</p> <p>The videographer must attend identified events to collect the content.</p> <p>The quote will have to be for 1 unit only. The appointment will be based on the unit cost.</p> <p>The final quantity of clips will be determined on a needs basis.</p> <p>Requirements:</p> <ul style="list-style-type: none">• Own equipment• Shooting and editing skills• Voice over artist to be sourced by the service provider• Ability to do subtitles and captions			

IDENTIFIED EVENTS WILL BE PROVIDED BY THE COMMUNICATIONS UNIT			
	TOTAL COST :-		
<u>Name of the company</u>	<u>P R Number</u>		

The submission must include the following:

- I. Valid Tax Clearance certificate
- II. BBBEE certificate
- III. Declaration of Municipal Fees
- IV. Declaration of Interest (MBD 4)
- V. Certificate of Independent Bid (MBD 9)
- VI. Declaration certificate for local production and content (MBD 6.2)
- VII. Portfolio of Evidence

After the submission of quotations, shortlisted candidates will be contacted via telephone. If you have not been contacted, consider your application as unsuccessful.

Sealed quotations, marked “**ENQUIRY NUMBER: 2016-17/022, SHOOTING AND EDITING OF 1 MINUTE MARKETING AND COMMUNICATION CLIPS**” must be placed in the quotation box located in the Reception Area, 7th Floor; Rennies House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **10h00 on Monday , 01 August 2016.**

Enquiries:

Zanele Njapha – 031 311 4828, Zanele.Njapha@durban.gov.za

Collin Pillay – 031 311 4824/27, Collin.Pillay2@durban.gov.za

(Vote Allocation: Comms)

PLEASE NOTE THAT YOU ARE NOW REQUIRED TO REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR ALL SPHERES OF GOVERNMENT.

ACCESS THE CSD SITE ON: WWW.CSD.GOV.ZA