



GOVERNANCE Communications Unit

7th Floor, Rennie's House,
41 Margaret Mncadi Avenue, Durban, 4001
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Tel: 031 311 4800, Fax 031 332 8051
www.durban.gov.za

Date: 01 OCTOBER 2016

REQUEST FOR QUOTATIONS

ENQUIRY NUMBER: 2016-17 / 055 – PROFESSIONAL PHOTOGRAPHS FOR SERVICE DELIVERY BOOK

1. Purpose

EThekweni Municipality's Communications Unit invites eligible, qualified, experienced and accredited service providers to submit written quotations for the "Professional Photographs for Service Delivery Book".

2. Scope and Specifications

The scope and specifications is the following:

- 1) Photos showcasing EThekweni Municipality in the relevant areas as indicated,
- 2) Land pictures, Aerial pictures,
- 3) Pictures must be supplied on a disc : raw and edited,
- 4) Photo's to capture all sectors in the Municipality,
- 5) Estimated quantity : 200 pictures
- 6) High resolution, not less than 300 dpi
- 7) J-peg file, close ups
- 8) Camera angles (creative thinking), good lighting, composition and sharp focal point,
- 9) Minimum and maximum depth of field,
- 10) Correct exposure,
- 11) Different tones, ie colour, black and white, sepia – colour balance
- 12) Sunrise, sunset, dawn and dusk,
- 13) Storytelling images

Requirements

- Freshly taken not stock images
- Experience in photography
- Portfolio of previous work
- Own / access to equipment and studio facilities

After the submission of quotations, shortlisted candidates will be contacted via phone and requested to produce samples of their previous work. They will have to showcase work of a similar nature which they have done.

3. Preconditions

A written quotation will not be considered unless the service provider provides the following documents:

- a. A company profile
- b. Valid Tax Clearance certificate

- c. Valid BBBEE certificate
- d. Declaration of Municipal fees
- e. Completed Declaration of interest (MBD4)
- f. Certificate of Independent Bid (MBD9)
- g. All guarantees on workmanship/products used to be supplied upon completion of the project
- h. Photo's submitted by service provider and paid for, will be the property of EtheKwini Municipality.

4. Compulsory Pricing Schedule

Description	Estimated Quantity	Unit Cost (incl vat)	Total Cost (incl vat)
Professional photographs for Service Delivery Book	200		

5. Contact persons

- Mandla Nsele on 031 311 4801 or email: Mandla.Nsele@durban.gov.za
- Zanele Njapha on 031 311 4828 or email: Zanele.njapha@durban.gov.za
- Collin Pillay on 031 311 4824 or email: Collin.Pillay2@durban.gov.za

6. Closing Date

Sealed quotations addressed to the Administration Section and marked: **“Enquiry Number : 2016-17 / 055 Professional photographs for Service Delivery Book”** must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban, not later than 16:h00 Tuesday the **11 October 2016**.

7. Areas

Service delivery Photo-shoot list

Water and Sanitation

1. Standpipes in informal settlements- Cato Crest
2. Ablution facilities in informal settlements – Park station
3. Wyebank pressure tank construction, Pioneer Road, Kloof

Transport

1. Go Durban construction- Pinetown
3. Bus Fleet- Alice Street
3. Dial-a-ride bus fleet, Alice Street
5. Bridge City transfer station-KwaMashu
6. Eastern Cape taxi rank, CBD next to DUT City campus

Clinics

1. Overport Clinic
2. KwaMashu Clinic

Sizakala Centres

1. KwaMnyandu Sizakala Centre, Mnyandu Mall, uMlazi
2. Mhlanga Sizakala centre

Business support

1. Durban Fresh produce market, Clarewood
2. Trading stalls, Mangosuthu High way, Umlazi

Emergency services

1. Fire truck fleet, CBD, next to DUT

Museums

1. Cato Manor museum, Cator manor

Computer lab

1. Old fort road Computer lab, CBD opposite Metro police

(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