



**Communications Unit**  
Electronic Communications  
7<sup>th</sup> Floor Rennie House  
41 Margaret Mncadi Avenue  
Durban  
4000  
[www.durban.gov.za](http://www.durban.gov.za)  
031 311 4827

**Date: 25 April 2018**

**Enquiry Number: 2017-18/090**

### **Production of video for Budget/IDP Presentations**

The eThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written quotations for the development of a video for budget/IDP presentations.

### **Scope of Work:**

- Produce 8 x 3-minute-high quality highlights videos for social media.
- Produce 1 x 24mins high Definition and broadcast-quality summary budget/IDP hearings video with a well-designed DVD cover and sticker to be delivered to the relevant officials, 5 days after the last official shoot date (summarising the whole budget presentations).
- The videos must:
  - Establish the locations of the event
  - Establish the purpose of the event
  - Cover message from the Mayor and relevant city officials
  - Include Vox Pox Interviews
  - Professional and compelling cutting edge camera angles and shots
  - EThekweni Municipality animated logo and name straps
- Each social media video must be submitted within 2 hours upon event completion
- All videos must be Final Mixed, and color graded.
- Language – English & isiZulu (Interchangeable subtitles)
- Music: Royalty Free
- Images and Video footage: Stock

### **Requirements from applicants:**

- The company must be a fully-fledged media entity with previous experience in a similar venture.
- The company must be registered on eThekweni Municipality database / vendor portal.
- The applicant must have a valid tax clearance certificate.



- The executive producer must have 4 years' experience in the field of multimedia production.
- The company must be able to produce compelling content of projects from each of the zones mentioned in the budget presentations and put together a final video that will portray all these successes for a broadcast audience.
- The company must provide samples of similar work previously undertaken within the past 2 years.

**Kit & Crew requirements:**

- Full HD Video Camera(s) with 1080x1920 resolution
- Experienced Director of photography
- Sound kit
- LED lighting panels
- Directional microphones for crystal clear

**Post-Production**

- Fully-fledged post-production studio
- Well-written and concise script
- Experienced voice over Artist
- Dimensions: 1920 x 1080 (FULL HD)
- Frame rate: 25fps.
- Audio Final Mix
- Colour grading
- Copyright-free and appropriate background music
- The final video format should be MP4 (H264)

**Form of offer**

<b>DESCRIPTION / SPECIFICATIONS</b>	<b>UNIT COST (Excluding vat)</b>	<b>TOTAL COST (Including vat)</b>
3 minute video		
24 minute video		

**Specific conditions**

- The Municipality reserve the right to decrease or increase the number of videos.
- All applicants may be required to conduct presentations of their concepts to a panel of departmental officials before the appointment of a preferred candidate.
- Budget hearings will be taking place in various areas within the Municipal area. The appointed service provider will provide their own transport.



## 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. Bids 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.
- iii. Contact details of referees.
- iv. Original Tax Clearance certificate
- v. BBBEE certificate
- vi. Declaration of Municipal fees
- vii. Declaration of interest (MBD4)
- viii. Certificate of Independent Bid (MBD9)

For the purpose of adjudication, Communications Unit will give consideration to the responsive bidders.

Responsive tenders will be evaluated utilising the 80/20 system, where a maximum of 80 points will be awarded for tendered price and functionality, and a maximum of 20 will be awarded for procurement empowerment points.

Suppliers have to be registered via National Treasury's Centralised Supplier Database (CSD) on [www.csd.gov.za](http://www.csd.gov.za) Failing to register on the National Treasury's database will result in your business being non-compliant with the legislation and as a consequence will not be permitted to transact with eThekweni Municipality.

After successfully registering on the CSD, suppliers are to ensure that they are also registered on the eThekweni Vendor Portal on [www.ethekwinivendor.durban.gov.za](http://www.ethekwinivendor.durban.gov.za)

Sealed quotations, addressed to the Administration Section and marked "**Enquiry Number : 2017-18/090 - Social Media Videos**" must be placed in the quotation box located in the Reception Area, 7<sup>th</sup> Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban (not any other Municipal building) by no later than 12h00 on **Friday the 4<sup>th</sup> May 2018**

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

### Enquiries

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