



REQUEST FOR QUOTATION (RFQ)

You are hereby invited to submit a quotation for the requirements of SALGA	
Requisition Number	No
Requisition Approved by <u>All</u> Approvers on SAP	No
RFQ Description	REQUEST TO APPOINT SERVICE PROVIDER: SPECIFICATIONS FOR PHOTOGRAPHY SERVICES FOR PMA
Number of People	N/A
Venue (Address)	Eastern Cape – Winnie Madikizela Mandela
RFQ Issue Date	09 September 2025
RFQ Closing date	17 September 2025 @ 16:00
RFQ Validity Period	60 Working Days- SCM
Date of the Meeting	10 October 2025 (PMAs) 8-9 October 2025 (LG GG Summit)
Special Request	N/A
Name of the meeting	THE SALGA PMA's and LG GG
SPECIFICATIONS 1. NATURE OF PHOTOGRAPHY SERVICES REQUIRED ❖ Provide daily photography services from set up (registration) to the last day of the conference ❖ Photographs for social media use during the conference at different intervals ❖ Photography of set up décor, branding, venue, registration, exhibitions, delegates	

- ❖ Photography of event proceedings
- ❖ Capture conference venue atmosphere during proceedings
- ❖ Each day supply photographs which will be displayed the next day on all the screens

2. REQUIREMENTS

- ❖ Create clearly marked folders specifying the type of images
- ❖ e.g. Conference Décor/ Set Up; Plenary 1; Breakaway 1: Name; Stage; People; Day 1: Plenary; Day 1: Networking
- ❖ Low res and high-res pictures are required
- ❖ Pictures for social media updates are required – every 20 – 30 minutes
- ❖ Service provider must create a google link to share edited photos every 30 minutes for social media update.
- ❖ Photos for all presenters/ speakers on the podium are required including panel discussions
- ❖ SALGA to approve all images prior to final delivery
- ❖ Briefing to be held prior to event
- ❖ Programme to be supplied as soon as it becomes available

3. DELIVERY

Draft Final images to be sent to SALGA the week following the conference via an online link to allow approval
Final images to be sent in two formats – low res to enable emailing, hi res for use on digital formats. Delivery should be via WeTransfer or other suitable digital transfer formats as well as provided on memory stick/ hard drive.

NOTE

Travel

Should travel and accommodation be required, the service provider should make provision for such in the quotation

General information

- ❖ The service provider MUST have experience in taking event photography and must be reputable and reliable
- ❖ The service provider must have done similar work for SALGA or similar institutions wherein high quality products were produced which can be used as references for this one
- ❖ SALGA will be at liberty to request a demonstration of the work done should there be a need to do so
- ❖ A meeting with the appointed service provider is required prior to the event.

Please note:

1. The quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation to the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

SIGNATURE: _____

CAPACITY: _____ DATE: _____