



To : SUPPLY CHAIN MANAGEMENT

Re : Supply of Logistical Services for the Nominees announcement event

Date : 17 September 2021

Requisition: REQ02109

Specification:

Description	Qty	Unit Price	Total Price (Per Unit)
<p>Request a service provider to provide the KwaZulu-Natal Film Commission with:</p> <p>Logistics for the Nominees announcement event on the 05th October 2021 from (10am – 3pm)</p> <p>The appointed service provider will be expected to render the following services:</p> <ul style="list-style-type: none"> ○ Secure a venue (cinema in Durban CBD) Accommodate 100 people – with space for social distancing between seats. ● The venue should have a registration area which should have the following- <ul style="list-style-type: none"> ○ Table ○ Chair ○ Temperature Thermometer ○ Sanitizer ● The venue must be equipped with a regular projector ○ The service provider must ensure that all technical equipment is provided for presentations. <ul style="list-style-type: none"> a) Sound system linked to the projector, b) a podium c) 1 microphone, d) 2 extra roving microphones <p>The service provider should also be able to cater for the following:</p> <ul style="list-style-type: none"> ○ 100 regular size popcorns, 	<p>For 100 guests</p> <p>1x venue</p> <p>1xchair 1x Table 4xthermometer 4xsanitizer</p> <p>1x Sound System</p> <p>1x Podium</p> <p>1x Microphone</p> <p>1 x Roving Mics</p> <p>100x regular size popcorn</p>		

OUR KINGDOM IS YOUR STAGE

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, C. Coetzee, L. Ngcobo, S. Zondi

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za

<ul style="list-style-type: none"> ○ Provide catering for 100 guests (finger lunch, water (sparkling & still) and assorted drinks 330 ml). To be set up at the foyer and ready for consumption as guest go in. 100 Small plates with serviettes to be provided with this as guest will eat standing while networking. ● The service provider is also required to provide for the following: <ul style="list-style-type: none"> ○ Provide décor (black, white and dark orange) with a heritage touch ○ To set up red carpet outside the venue: <ul style="list-style-type: none"> ▪ Have a 1m x 5m red carpet ● The service provider is also required to secure a Facilitator that is familiar with the film industry to programme direct the session. ● Source performance within the Heritage theme, Marimba band or drummers to perform at the foyer as guest come in, and networking before the formal programme. To set the mood. ● Provide a live streaming service to broadcast to all KZNFC social platforms: Facebook. ○ Service provider to ensure that the nominee's announcement are video recorded and edited for uploading on the KZNFC Youtube platform. ● Secure a movie screening with Cinema - preferably Simon Sabela movie: DCP Format. 	<p>100x Guests</p> <p>1x red carpet</p> <p>1x Facilitator</p> <p>1x Artist/group</p> <p>1x Video Camera</p>		
Total Price (Exclusive of VAT)			
VAT @ 15%			
Grand Total (VAT Incl)			

OUR KINGDOM IS YOUR STAGE Contact Person: Naomi Mokhele

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**KZN
FILM**

Contact Number: 0611501221

EVALUATION CRITERIA:

- **Prequalification Criteria (Disqualifying Criteria)**
B-BBEE status Level 1 or 2, an EME or QSE
- **Mandatory Requirement: (Disqualifying Criteria)**
- **Local Content:**
- **Price and Preference Points:**

80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.

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