

## REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	NGAP Videography and Photography services
<b>SPECIFICATIONS/ DESCRIPTION</b>	
<b>ITEM/ SERVICE</b>	<b>QUANTITY</b>
<p>We are seeking quotations from experienced multimedia production companies that can provide videography and photography services for the ICAO NGAP Summit.</p> <p><b>Event Details:</b>          Date: 11 – 15 August 2025          Type of Event: International conference with side entertainment events          Main Venue: Durban International Convention Centre          Time: Times are detailed below          Pax: 600-800 people for the main summit, small groups for the side events (refer to the details below), and +/- 600 students attending exhibitions.</p> <p><b>Key Deliverables:</b></p> <ol style="list-style-type: none"> <li>The supplier needs to conduct photography and videography of the following events at the ICAO NGAP Global Summit:             <ul style="list-style-type: none"> <li>✓ 11 August 2025 – CEO Dinner; Umhlanga; 10 pax; 18:00 – 19:00</li> <li>✓ 12 – 14 August 2025 - Summit Plenary; Durban ICC; 600 pax 08:00 -17:00</li> <li>✓ 12 – 14 August 2025 - Exhibition; Durban ICC; 600 pax 08:00 -17:00</li> <li>✓ 12 August 2025 – Culture Evening; Umlazi; 350 pax; 17:00 – 23:00</li> <li>✓ 13 August 2025 – Gala Dinner; Durban ICC; 17:00 – 22:00</li> <li>✓ 14 August 2025 – Airshow and Culture Carnival; Suncoast Hotel; 500 pax 09:30 – 15:00</li> <li>✓ 15 August 2025 – International Guest Tours x 3; Various Locations and Times as detailed on the table below; 50 – 100 pax.</li> </ul> </li> <li>Develop a 10-minute highlights video featuring compilations of filmed events.</li> </ol> <p><b>Delivery Format and timelines:</b></p> <ul style="list-style-type: none"> <li>✓ The plenary photos need to be edited onsite on the same day to be posted to SCAA social media and other media outlets.</li> <li>✓ All material must be submitted within 5 days after the last event.</li> </ul>	As specified

- ✓ The videos need to be shot and edited in high-resolution TV quality.
- ✓ 3 x 4k video cameras with lighting. (1 x wide shot and 2 x roving). 2 x photographers in the plenary.
- ✓ 360 rotating camera for the gala dinner
- ✓ 2 x videographers and 2 x photographers for the side events, and one photographer and videographer per tour
- ✓ Dress code of crew: Smart-casual and look professional (non-negotiable). No white sneakers, or t-shirts.

For the international tours – 15 August 2025

Ricksha City Bus Tour	Depart from the Durban ICC at 9:30 am and return by 2:30 pm.
Phezulu Cultural Village	Depart at 09:00 from the Durban ICC, and return by 15:00
Sunset Boat Cruise	Depart from Durban ICC at 4:30 p.m. and return by 7:30 p.m.

**Submission Requirements:**

- ✓ All suppliers must send a digital portfolio of similar high-quality journalistic work with their quotations.

**GENERAL/ COMMENTS:**

Budget: Yes	Cost Centre Code: 01-01-00
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