



To : **SUPPLY CHAIN MANAGEMENT**

Re : **Request for Logistics and Awards Production Company for the Simon Mabhunu Sabela Awards: Cocktail event**

Date : **21 April 2022**

Request number: **REQ02351**

Specification:

Description	Qty	Unit Price	Total Price (Per Unit)
Appointment of a service provider to provide all logistics for the awards / cocktail event to be held at a date and venue (Etheekwini) Proposed venues to be sourced by service provider: OCC, Greyville Racecourse convention centre, Durban ICC or equivalent Date 23 July 2022.	300 px		
Lounge area to sit the 20 white cocktail couches & 20 burned yellow cocktail couches	40 couches		
10 1mx1m white ottomans	10		
30 Gold coffee tables	30		
35 Cocktail tables with 3 bar height seats on each	35 tables and 105 seats		
Velvet Ottoman stools – 60 white, 60 burnt yellow, 60 green	180		
50 deep buttoned ottomans velvet Cocktail table	50		
20cm x 150cm vases	20		
White flowers with green leaves to be put in the vase	1		
2m (W) x 30m (L) red carpet	1		
Gold Red Carpet Barriers with red rope	1		
5m x 15m black curtain	5		
10m round black stage with steps	1		
Stage light and golden glitter lights with gold rays, beams and falling glittering dust	4		
5 spotlights – different colour globes	5		
1 Podium	1		
4 wireless microphones	4		
3 indoor 20mx5m screens with projectors	3		
Sound & PA System	1		
6 x production team (producer x2, Line producer, director, runner and producer assistant)	6		
1 Photo Booth with branded photo card output	1		
300 wrist bands – gold 100, black 200	300		
20mx5 Simon Sabela Branded table cloths x 2	2		
2 desks to be used at registration area	2		
Pull up banners 850 x 2000 mm (Artwork to be provided by KZNFC)	4		

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Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, 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



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Simon Sabela Wall Banner 3.75mx 2.25m (Artwork to be provided by KZNFC) Branded /equivalent for a DJ Booth	4		
Nominee certificates the hard paper to print certificates.	65		
Winners certificates	25		
Transport of the statue from AFDA Durban Campus to the Event and Back to AFDA Durban Campus) (2 Hidale Road Glen-anil Durban North)	1		
Camera crew and equipment to document the show.	1		
The Service Provider is also requested to provide catering for the below menu			
Cold Canapes (300)			
Chicken Caesar Bites served on Cos Lettuce			
Sliced Smoked Sausage, served with dips and separate bread			
Bruschetta topped with tomato, basil & mozzarella	300		
Fruit skewers			
Warm Canapes (300)			
Prawn tempura with sweet chilli mayo			
Vegetable Spring roll with soya, chilli, and coriander source			
Bite size boerewors rolls, served with tomato & onion relish			
Crispy chicken strips, crumbled & ready to be dipped			
Beef samosas	300		
Sliders served with French Fries			
Bowl Meals (300)			
Butter chicken with Jasmine rice			
Deboned oxtail stew served with vegetables couscous			
Beef stir fry with soba noodles and oyster sauce	300		
Fish poached in coconut milk served with mash potato			
Desserts (300)			
Lemon tartlet with meringue			
Mini creme Brule	300		
Blueberry cheese cake			
Non-alcoholic welcome cocktail drinks served in 300 cocktail glasses	300		
300 bowls	300		
Gold Cutlery – 300 forks	300		
300 Gold mini forks for dessert	300		
300 servettes	300		
100 Crystal Champaign glasses	100		
100 Crystal wine glasses	100		
250 normal glasses	250		
5 waiters	5		
Assortment of 300 ml soft drinks (3 per person)	500		
250 sparkling water, 250 still water	500		
4 artists – 1 R&S (in memoriam), 1 Hip hop, 1 Durban Gqom + Sexophonist.	4		
1 DJ to play for 4 hours at the after party (from 10pm)	1		

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Total Price (Exclusive of VAT)	
VAT @ 15%	
Grand Total (VAT Incl)	

Contact Person: buhlen@kznfilm.co.za

SCM Enquiries: scm@kznfilm.co.za

EVALUATION CRITERIA:

- Prequalification Criteria (Disqualifying Criteria)**
an EME or QSE
- Local production and Content: (If Applicable)**
N/A
- Mandatory Requirement: (If Applicable)**
N/A
- Functionality (If Applicable)**
N/A
- 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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