



KWAZULU-NATAL PROVINCE

OFFICE OF THE PREMIER
REPUBLIC OF SOUTH AFRICA

DETAILED SPECIFICATION:

DATE:	VENUE:	TIME:	NO. OF PEOPLE	NAME OF EVENT:
	Durban ICC	18:00	1300	Preparation day
				Premier Service Excellence Awards Ceremony

- Kindly provide Department with price breakdown,

DESCRIPTION & SCOA ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
PREMIER SERVICE EXCELLENCE AWARDS CEREMONY			
SCOA Item:			
GIFTS FOR ADJUDICATORS Red Cellini Flexilite Medium 4 Wheel Trolley Case with Office of the Premier Logo red in color	1		
SUB TOTAL:			
SCOA Item:			
GIFTS FOR PROGRAMME DIRECTORS & A 1ST LADY Purple roses bouquet with a goodies hamper/basket which includes various chocolates, sweets, non-alcoholic champagne, and snacks, (1 ST LADY)	1		
Orange roses bouquet with goodies hamper/basket which includes various chocolates, sweets, non-alcoholic champagne, and snacks (2 Programme Directors)	2		
SUB TOTAL:			
SCOA Item:			
BEST PRACTICE BOOK - Research, visit and interview all finalists to compile a one-page story on each of them and two pages for the Best Batho Pele Team of the Year winners. - All stories to be included on the booklet called The Best Practice Book for the Premier's Service Excellence Awards - Design booklet and edit stories to be in line with the objectives of the Premier's Service Excellence Awards project. - Finalists are located throughout the province to be interviewed - Cover page 250 gsm – mongani glossy paper - Inside paper 128 gsm – mongano glossy paper - Design cover page and inside layout - Submit a copy of final booklet to OTP before printing the rest of the booklets for approval - Print and deliver to the Office of the Premier	500 copies		
SUB TOTAL:			
SUB TOTAL:			
Description & SCOA item			
SCOA Item: Cons:			
TROPHIES FOR FINALISTS 16cm X 8cm - METAL CASTED - COAT OF ARMS - RHODESIAN TEAK (WOOD) - DOUBLE BASE	19 GOLD		

• TOP 6,5cm X 3cm • BOTTOM 12cm X 8cm X 1,5cm • PLATE 10cm X 2,5cm			
16cm X 8cm • METAL CASTED • COAT OF ARMS • RHODESIAN TEAK (WOOD) • DOUBLE BASE • TOP 6,5cm X 3cm • BOTTOM 12cm X 8cm X 1,5cm • PLATE 10cm X 2,5cm	19 BRONZE		
16cm X 8cm • METAL CASTED • COAT OF ARMS • RHODESIAN TEAK (WOOD) • DOUBLE BASE • TOP 6,5cm X 3cm • BOTTOM 12cm X 8cm X 1,5cm • PLATE 10cm X 2,5cm	17 SILVER		
X- LARGE SIZE: TROPHIES FOR THE HONOURABLE PREMIER'S DISCRETION 16cm X 8cm • METAL CASTED • COAT OF ARMS • RHODESIAN TEAK (WOOD) • DOUBLE BASE • TOP 6,5cm X 3cm • BOTTOM 12cm X 8cm X 1,5cm • PLATE 10cm X 2,5cm	5 GOLD		
PSEA Trophy Plaques to be pasted on wooden bases of trophies (9X6 cm)	60 Plaques		
SUB TOTAL:			
Description & SCOA item			
SCOA Item:			
VIDEO PRODUCTION (video production of all finalists to be delivered 1 week before the event date) SCOPE OF WORK PRE-PRODUCTION & FILMING (DISTRICT FINALISTS) • Research, administration, and pre-production planning • Video production for 10 district finalists (site visits) • 3 x professional Full HD / 4K cameras with lighting, sound, and accessories • Directing and filming (cost per shoot to be specified) • Professional production crew (number to be specified) • Crew transport, subsistence, and accommodation where required POST-PRODUCTION • Off-line and on-line editing (Final Cut Pro, Premiere Pro, or equivalent) • Graphics, titles, animations, and branding • Professional voice-over recording (studio and artist included) • Licensed music (SAMRO/SAMPRA or equivalent) • Colour grading and final audio mix			

• Add-on edit of Awards Evening highlights DELIVERABLES • Final videos for USB playback at Awards Ceremony • Branding to include Province and relevant logos • One (1) DVD/USB copies per nominee • Backup files in MOV, MPEG-4, and ISO formats on memory stick • Graphics for DVD/USB covers and labels (if required) • Delivery for client review and approval (dates to be confirmed) AWARDS EVENING – LIVE RECORDING & PLAYBACK • Full setup, rehearsal, live recording, and teardown • 5 x broadcast-quality Full HD / 4K cameras (no handycams) • 5 x professional camera operators • Production Director, Editor, Technician, VT Operator • HD vision mixer, source & master monitors, playback machines • Wired or wireless intercom system (min. 5 units) • SDI/HDMI cabling and connectors 5. TECHNICAL COORDINATION • Crew available for full setup day and rehearsals • Liaison with venue, sound, and lighting technicians			
SUB TOTAL:			
SCOA Item:			
SOUND, LIGHTING & AUDIO-VISUAL SPECIFICATION ON THE DAY OF THE EVENT NB: This specification may be outdated. Service providers are encouraged to propose the latest available technology that meets or exceeds the requirements below. AUDIO • Professional full-range sound system for 1300 guests (gala dinner seating) • Suitable for speeches, multimedia, and live band • Uniform sound coverage up to 110 dB SPL • Digital FOH mixing console (min. 32 inputs) with signal processing • Professional monitor console (min. 32 inputs, 10 auxiliaries) • 10 bi-amped stage monitors • Multicore and all cabling • Microphones: minimum 6 wireless handheld and 2 wireless lapel/headset BACKLINE (or equivalent) • Drum kit with cymbals • 2 x lead guitar amplifiers • 1 x rhythm guitar amplifier • Bass amplifier • RD-600 piano or equivalent • Korg Trinity and Motif ES keyboards or equivalents			

LIGHTING

- Flown professional stage lighting suitable for awards gala
- Lighting console and dimming system
- Moving head wash and profile lights (or LED equivalent)
- Source Four profile lights or equivalent
- Dimmable house lighting
- Trussing for all lighting and AV equipment

AUDIO-VISUAL

- Six (6) big screens in total:
 - 1 x main centre screen
 - 5 x additional large screens positioned for maximum audience visibility
 - Screens may be LED walls or high-quality projection
- High-brightness projectors (minimum 8,000 ANSI lumens) or LED equivalent
- Professional video switching system (Watchout / Wings Platinum or equivalent)
- Media playback machines and vision mixer
- Full technical communications (comms) system

CAMERAS

- 4 broadcast-quality cameras with operators
- Live camera feed to all screens

RIGGING, POWER & STAGING

- Certified rigging, motorised hoists, and access equipment
- Power distribution and electrical compliance certification
- Main stage and stage set-up (including greenery in the front of the stage, front stage décor)
- Supplier to provide any additional stage risers or follow-spot towers, including certification

TRANSPORT & PERSONNEL

- All transport, setup, technical crew, operation, and dismantling included

SUB - TOTAL

SCOA Item:

SUB TOTAL:

SCOA Item:

NANUJA ALBUM

- Specification for Nanuja album
- Layout
- Design
- Printing
- Photographic paged printed on FUJI crystal archived page
- Mounted to thin board
- Rounded spines
- Resin covers or canvassed with embossed initials
- Design with a magazine styled layout
- Each photo must have a brief caption telling a story, names of the individuals appearing on photo, name of the organization,

50 copies of 80 side by side 16" X 20" pages

SUB TOTAL:			
SUB TOTAL:			
CERTIFICATES	81		
Design and supply A3 Certificates for Finalists			
A3 Wooden Frames with glass, that are suitable for the Certificates	91		
SUB - TOTAL			
SCOA Item:			
DECOR AND FURNITURE			
• Full decor and set-up of 2 holding rooms • Main hall draping • 130 Round tables (main hall) : 50 of them must be set-up as VIP Tables • 50 reserved signs for reserved 50 VIP tables • Poles and Ropes to demarcate the VIP Area • 130 round Tablecloths (main hall) • 130 table numbers (main hall) • 12 trestle tables (main hall) • 12 tablecloths for trestle tables (main hall) • 1350 Chairs (main hall) • 1300 Napkins (main hall) • 1300 dinner plates (main hall) • 1300 salad plates (main hall) • 1300 underplates (main hall) • 1300 set of cutlery (main hall) • 1300 water Glasses • Table centre piece fresh flowers and Greenery in the front of the stage, front stage decor • Cutlery including dinner forks, dinner knives, salad forks, soup spoons, desert forks and dessert spoons. • Red carpet runner with poles and ropes (main hall) • Registration tables • 40 cocktail tables to display & serve Non-alcoholic Welcome drinks on Arrival • Two (2) black & white menu cards per table (main hall) for all 300 tables			
STAGE DÉCOR: To include a 5-seater lounge couches with 2 coffee tables, fresh flowers, carpet, draping, Executive Couches for the Honourable Premier. Full stage decor			
A stage that is suitable for the Awards, accommodate 5 seater lounge set, Artist Performance and that will be suitable for more than 15 finalists to occupy the stage at the same time during the celebration time.			
All transport, setup, technical crew, operation, and dismantling included			
SUB TOTAL:			
SCOA ITEM: CONTRACTORS: ARTISTS AND PERFORMERS			
Artist			
DJ			
SCOA Item:			
	1300		

CATERING

- Non-alcoholic Welcome drinks on Arrival
- 3 course Menu: Starter platters to the tables with a **Buffet** Main course and Dessert selection (**menu to be discussed with the preferred service provider**)
- 2 soft drinks per person = 2600 (100% fruit juice and Fizzy drinks)
- **2 Bottled water per person = 2600: (spring & sparkling)**

SCOA Item:

EMERGENCY MEDICAL SERVICES**SUB TOTAL:****TOTAL:****DELIVERY COST****TOTAL BEFORE TAX****VAT****TOTAL QUOTATION PRICE**