



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

ENVISION2030 transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence

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EXPRESSION OF INTEREST: PHOTOGRAPHY SERVICES FOR DURBAN UNIVERSITY OF TECHNOLOGY GRADUATION CEREMONIES

INTRODUCTION

The Durban University of Technology (DUT) is seeking expressions of interest from qualified service providers for the provision of photography services during its 2025 Spring graduation ceremonies. Taking place as follows: 18 and 19 September (venue to be confirmed) . There will be approximately 6 graduation ceremonies .

It is imperative that the appointed service providers meet specific criteria to ensure the university and graduates are safeguarded from any potential financial loss or reputational damage. This document outlines the specifications, technical requirements, pricing guidelines, and other pertinent details for interested parties.

BACKGROUND

DUT will hosts 6 graduation ceremonies in Durban. To adequately cover these events, the university intends to appoint a service provider/s for the spring graduation ceremonies. The service provider/s will be responsible for capturing memorable moments of the ceremonies, adhering to a provided schedule, and maintaining professional standards throughout the process. While the Department of Audio Visual

will handle video recording, the photography services will include stage photographs, order processing, and printing facilities.

TECHNICAL SPECIFICATIONS

- Standard digital cameras with lenses ranging from 55mm to 200mm focal length.
- Two sets of backup camera equipment.
- Studio pack capable of high-speed flashing at a distance of 10m and delivering flashes every 3 sec.
- Portable backdrop for various types of photographs.
- Digital printers ensuring high-quality prints with a minimum 300dpi resolution.
- Visible display indicating package deals, pricing, and ordering procedures.
- Processors capable of printing 30 x 40 cm enlargements.
- Photographer's references and name to appear on the reverse of photographs.
- Payment facilities including credit card, cash, cheque, and electronic banking.

PRICING

- All pricing must be quoted in South African Rand (ZAR) inclusive of VAT.
- Prices should remain valid for 90 days from the closing date of the Expression of Interest (EOI).
- The Service Provider must specify whether the quoted price is fixed for the duration of the agreement or subject to escalation.

PACKAGE REQUIREMENTS

Each graduand will have three photographs taken inside the venue:

1. Introduction of the graduand at the podium.
2. Kneeling to the Chancellor/Vice-Chancellor and Principal of the University.

3. Hooding of the graduand by the Registrar.

SUB-CONTRACTING AND JOINT ARRANGEMENTS

- Sub-contracting and joint arrangements are not permitted.

VIDEO RECORDING

- Video recording services will not be required as they will be provided by the DUT's Multimedia services unit.

SERVICE PROVIDER IN-HOUSE ADMINISTRATIVE FACILITIES REQUIREMENTS

- Software capable of managing candidate's digital images and reference details.
- Archive function for photographic and video recordings.
- Registered mail system with internet track and trace facilities.
- Adequate staffing including a minimum of 2 photographers and 5 administrative support staff.
- Full compliance with the Protection of Personal Information (POPI) Act.

SUBMISSION REQUIREMENTS

Interested service providers are required to submit the following documentation along with their Expression of Interest:

1. SARS Tax Clearance Certificate.
2. Central Supplier Database (CSD) Report.
3. Broad-Based Black Economic Empowerment (BBBEE) Certificate.
4. Relevant qualifications and certifications in photography or related fields.
5. Evidence of operational experience for a minimum of 5 years.

6. Portfolio of previous work demonstrating proficiency in event photography.
7. Reference letters highlighting the quality of the supplier's work and reliability.

SERVICE PROVISION AND OPERATIONAL GUIDELINES

SERVICE PROVIDERS AND REGIONS:

- service provider/s will be appointed for Pietermaritzburg and Durban graduation ceremonies.

OPERATIONAL GUIDELINES:

- DUT will provide a Service schedule for each graduation series.
- Travel, accommodation and catering expenses are the responsibility of the service provider/s.
- Utilities fees at the venue also borne by the service provider.
- DUT will designate and provide studio space and stalls for photography services.
- Service providers and staff must wear identifiable corporate attire.
- Service providers and their respective staff are to adhere to DUTs ENVISION2030 values and principles at all times.
- Service providers should ensure that professionalism is maintained at all times throughout the transaction process.

FACILITIES AND COMPLIANCE:

- Service providers must have facilities for processing and mailing large orders.
- Strict adherence to University's technical specifications and requirements.
- Only one service provider per graduate venue allowed within the venue premises.

CLOSING DATE AND SUBMISSION

Expressions of Interest with **ALL SUPPORTING DOCUMENTS** must be submitted no later than **14 July 2025 at 11:00 via roq@dut.ac.za**

CONCLUSION

The successful service providers will play a vital role in capturing the memorable moments of DUT's graduation ceremonies. It is imperative that all interested parties thoroughly review the requirements outlined in this document and ensure full compliance with the specified criteria.

Any inquiries or requests for clarification should be directed to:

Contact person	Ms Vasantha Govender
Contact number	031 373 2108 / 0725965250
Email addresses	govenderv@dut.ac.za