



Request for Information (RFI)

The Durban University of Technology invites suitably Qualified Photographic service providers for the upcoming Autumn Graduation Ceremonies.

Introduction

Durban University of Technology (DUT) invites interested and suitably qualified service providers to submit information regarding the provision of professional photographic services for the 2026 Autumn Graduation Ceremonies. The ceremonies will be held at the Midlands Campus (Indumiso Hall) and Durban Campus (Olive Convention Centre), across all faculties.

The autumn graduation ceremonies will be held on the 11-13 (Midlands, Indumiso Hall) and 18-27 May 2026 at the Olive Convention Centre (Durban). There will be 3 graduation ceremonies per day. The times are 9am, 2pm and 6pm.

The service provider will provide their services in accordance with the above date which will be for the Autumn Graduation Ceremonies (May in Durban and Midlands). Travel and accommodation costs incurred by the service provider will be for his or her own account.

The service provider will have a studio inside the graduation venue for stage photographs as well as stalls where orders can be placed. The photographer and his or her staff will be identifiable on site by means of their corporate attire.

The service provider must have their own facilities for processing and mailing large orders. Services will be provided in accordance with the University's technical specifications and requirements.

This RFI is issued solely for information-gathering purposes and does not constitute a formal tender, Request for Proposal (RFP), or Request for Quotation (RFQ).

Purpose

- Identify potential suppliers capable of providing graduation photographic services.
- Gather information on service offerings, technology, and pricing.
- Assess supplier capacity for quality, efficiency, and scalability.

Scope of Services

- Professional photography during ceremonies.
- On-site studio setup and ordering stations.
- Capture of official graduation moments (podium, kneeling, handshake, hooding).
- Backdrops for individual and family photos.
- Image processing, printing, and distribution.
- High-volume handling across multiple ceremonies.
- Ordering systems and payment methods.
- Staffing and equipment details.

- Pricing models (e.g., per-gown hire, bundled packages) and turnaround times.

Package deals and pricing

Ordering procedures

- Two processors capable of printing 30 x 40 cm enlargements from digital images.
- Photographer's references and name to appear on the reverse of photograph.
- Credit card, cash, cheque and electronic banking facilities available to students at the ceremony

Pricing

- The tenderer must state whether the price quoted is fixed for the duration of the agreement or whether the price is subject to escalation. In the absence of an indication in this regard the price will be considered as fixed for the full duration of the agreement.
- All pricing must be quoted in South African Rand (ZAR) including VAT
- The pricing must remain valid for 90 days from the closing date of the tender

- Pricing/costing template must be completed
- All pricing not included in the pricing template will not be considered
- Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his tender, and any variance will render the contract null and void.

Package Requirements

There will be 4 photographs taken of the graduand inside the graduation venue. The photographs are: -

- Introduction of the Graduand at the podium
- Kneeling to the Chancellor of the University
- Shaking Hand of the Vice-Chancellor and Principal
- Hooding of the graduand by the Registrar

Supplier Information Requested

- Company profile (including legal name, years in operation, ownership structure, and relevant experience).
- Experience with large-scale events.
- At least (2) reference letters on client's letter head and must be signed.
- Capacity confirmation to handle large-scale events (including the maximum number of gowns available per ceremony).

Submission Guidelines

- Responses should be submitted electronically in PDF format only.
- Deadline for submission: **17 April 2026**
- Submissions must be sent to: rog@dut.ac.za
- Late submissions will not be considered.

Sub-Contracting

- No sub-contracting will be allowed.

Joint Arrangements

- No joint arrangement will be allowed.

Video Recording

- There will be no video recording of the graduation ceremonies. This service will be provided by the DUT's Department of Audio Visual.

Capacity and Infrastructure

- Own in-house admin. Facilities
- Software capable of comparing candidate's digital images to names and other reference details
- Archive function to trace photographic and video recordings
- Registered mail system with internet track and trace facilities
- At least 2 photographers and 5 admin support staff
- The service provider must be fully compliant with the POPI Act

Disclaimer

This RFI is issued solely for information purposes. DUT reserves the right to issue a formal Request for Proposal (RFP) or Request for Quotation (RFQ) based on the information received. Submission of information does not guarantee inclusion in future procurement processes.

The Durban University of Technology reserves the right, at its sole discretion, to issue a formal Request for Proposal (RFP) or Request for Quotation (RFQ) based on the information received. **Submission of a response to this RFI does not guarantee inclusion, shortlisting, or participation in any future procurement process, nor does it create any obligation on the part of DUT.**

Confidentiality

All information submitted by respondents in response to this RFI will be treated as confidential and used solely for the purpose of information gathering and market assessment by the Durban University of Technology.

Respondents are advised to clearly identify any information that is considered confidential or proprietary. DUT will take reasonable steps to protect such information; however, DUT does not guarantee that the information will not be disclosed where disclosure is required by law, regulation, or institutional policy.

By submitting a response, respondents acknowledge and accept these conditions.

Contact Details

All enquiries relating to this RFI must be directed to the following contact person:

Submission Method Email: Only Bids e-mailed to roq@dut.ac.za will be accepted and considered.

No verbal or written communication with any other staff member of DUT regarding this RFI will be permitted. Failure to comply with this requirement may result in disqualification from any future procurement process.