



The Durban University of Technology invites suitably Qualified Photographic service providers for the upcoming Spring Graduation Ceremonies 2026 (16 and 17 September 2026) - Durban

Closing date for the RFI is 06 July 2026. Submissions must be emailed to roq@dut.ac.za by 11am on 06 July 2026

Requirements

Background

The Durban University of Technology is embarking on appointing a suitable photographer support the annual Autumn Graduation Ceremonies.

The Spring Graduation Ceremonies will be held on the 16 and 17 September 2026 at the venue to be advised. 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 Spring Graduation Ceremonies in Durban center. 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.

NB: The University will only consider service providers with proven relevant experience, capacity, and technical expertise in the required services; general dealers or intermediaries without demonstrable capability and direct knowledge of the transaction will not be considered.

The service providers are to provide a portfolio of evidence (POE) where they have provided services for graduation photography at other Higher Education institutions. Failure to provide the POE will result in the submission not being considered.

Technical Specifications

- Standard digital cameras with lenses ranging from 55mm to 200mm focal length
- Two sets of back up camera equipment
- Studio pack capable of high-speed flashing at a distance of 10m and delivering flashes every 3 sec.
- Suitable, portable backdrop to cater for head and shoulders photographs and also family photographs.
- Digital printers to ensure high quality prints with a minimum 300dpi
- Visible photographic display at the ceremony, indicating

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

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.

Site visits:

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

All technical enquiries must be directed to

VK Govender

Corporate Affairs

Durban University of Technology

Email : govenderv@dut.ac.za