

Ref: 5th Term Council photos

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REQUEST FOR QUOTATIONS

Fifth Term Council Photoshoot

November 2018

A. INTRODUCTION AND BACKGROUND

The **Council for the Built Environment (CBE)**, located in Pretoria, is a statutory body established in terms of the Council for the Built Environment Act (No. 43 of 2000). It is an overarching body that coordinates six professional councils (architecture, engineering, landscape architecture, project and construction management, property valuation and quantity surveying). The Council for the Built Environment is bound by its mandate to ensure sustainable built environment professions, which serve public and national interests.

The CBE is seeking the services of a professional photographer with experience in taking work oriented photographs for its new Council and creation of the photo frame collage.

1. Specification

1.1 Professional photoshoot for the new 20 CBE Council members as follows:

- 1.1.1 2 Individual photos (full photo, and head and shoulder)
- 1.1.2 1x CBE Council group photo
- 1.1.3 1x CBE Council and CBE Executives group photo
- 1.1.4 1x CBE Council, executives and management photo
- 1.1.5 Produce a full colour, and black and white version photos

1.2 CBE will coordinate the date, time and availability of members of the photoshoot.

1.3 The photoshoot will take place at the CBE office or venue to be communicated by the CBE.

1.4 The photographer should give creative input to the overall photo shoot.

1.5 The photographer should provide the technical equipment needed for the shooting and editing including cameras, background material etc.

1.6 The photographer should provide a make-up artist (to be discussed prior to the photoshoot).

Make-up artist must be able to prepare male and female of different races for good photo production.

1.7 Photographer will be responsible for the overall look of images, so he/she needs to be mindful of how makeup will contribute to the look of the final images, and the platforms where these photos will be used.

2. Picture Frame Collage

2.1 The photographer will be required to produce and install a picture frame collage of the Fifth Term Council as per the standard of the CBE.

2.2 The sample frame is available for viewing at the CBE offices, for ease of reference and proper preparation of the quotation.

3. Delivery format

3.1 All photos must be sent to the CBE for approval prior to editing and finalisation by the photographer

3.2 The photos must be in the following format: - PSD (high resolution for printing) as well as in JPEG (in a resolution for website use) format.

3.3 The appointed supplier is required to supply the CBE with edited, print ready softcopies, in order to close off the project.

4. Cost

The price proposal should include a clear breakdown of the pricing, taking into account all relevant expenditure necessary for the delivery of requested services, including VAT (if applicable). Pricing for this service must be **firm**.

5. Conditions to be respected during the contracting period

The service provider will work with the CBE Communications Unit on the project. The delivery of the photo materials, all records shall pass into the exclusive ownership of the CBE, including all use and distribution rights connected to this.

IMPORTANT NOTES FOR THE SERVICE PROVIDER:

A. QUALITY ASSURANCE

- The appointed service provider will ensure the delivery of quality work, within agreed timelines for the scope of work outlined above.
- The appointed service provider will take the responsibility to ensure that all work conforms to the highest professional standards.

B. INTELLECTUAL PROPERTY

- All photographs must be in high resolution in a format as mentioned under point **3.Delivery Format**.
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B. EVALUATION PHASE

The following evaluation process shall be followed:

Basic Compliance:

- Potential service providers must ensure that they are registered on the National Treasury Central Supplier Database (CSD). The CSD registration report must be submitted. Prospective bidders must be tax compliant. **This quotation will not be awarded to any bidder who is not registered on the CSD, whose tax matters are not in order and is a restricted supplier.**
- All Supply Chain Management compliant (required) documents must be completed in full and submitted. These include: SBD 1, 4, 6.1, 8 & 9. Failure to fully complete these documents and failure to return one or more with your proposal will result in the disqualification of your quotation. **The onus is on bidders to make sure that all SBD forms are completed in full and returned with your quotation.**
- The General Conditions of Contract are to be acknowledged and returned with your quotation.

- An original or certified copy of the B-BBEE certificate or original sworn affidavit must be submitted to substantiate claims for preference points with respect to SBD 6.1. Failure to submit the relevant document will result in the forfeiture of preference points.
- The CBE reserves the right to disregard a bidders' quotation should it be found that work was previously undertaken for the entity to which poor performance was noted during the execution of such contract.
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SUBMISSION INSTRUCTIONS

By submitting the quotation, the bidder will be bound by the General Conditions of Contract.

Bids must be hand delivered to 169 Corobay Avenue, Corobay Corner (Block A – 2nd Floor), Menlyn, Pretoria and deposited into the bid box.

Closing Date: 28 November 2018

Closing Time: 11:00am

Telephone: 012 346 3985

ENQUIRIES

All SCM queries are to be directed to Ms Sthembile Madonsela on sthembile@cbe.org.za, while technical enquiries may be directed to Lulu Dube via e-mail at lulu@cbe.org.za