

FROM : REGISTRAR'S OFFICE

SUBJECT : REQUEST FOR PROPOSAL FOR SUPPLY OF GRADUATION VIDEO & PHOTOGRAPHIC SERVICES FOR 36 MONTHS

GRADUATION VIDEO & PHOTOGRAPHIC SERVICES SPECIFICATION

Mangosuthu University of Technology seeks photographic and video services for its annual graduation ceremonies from April 2025- May 2027. The University's graduation ceremonies run over a period of three days and are hosted at the Pixley Seme Hall, MUT main campus. The graduation period may be extended at the discretion of the University and the appointed service provider will be advised accordingly.

A. PRICING:

Quotations must state clearly whether the price quoted is fixed, the duration, and/or whether it is subject to escalation. Failure to indicate this information will result in the pricing being considered as fixed for the duration of the agreement.

Description	Size	Price (vat incl.)
1. Official stage photograph, mounted and framed		
2. Off stage single portrait, mounted and framed		
3. Family photograph, mounted and framed		
4. Electronic format of 1 – 3 above presented on a USB or downloadable link		
Total Package		



CONSESSIONS TO THE UNIVERSITY

1. Supply a digital album of photographs which includes speeches, crowd interaction, group photographs, staff in the robing room, guest speakers, stage procession, actual presentation of certificates to graduates.
2. Supply and mount at least 3 fast fold screens/ plasma screens, with live projection of the graduation proceedings.
3. All photography / video footage will be the property of MUT and should be made available to the University upon request.
4. A non-negotiable contribution of **R20,000** for each graduation session payable to the University in whole or in part before the ceremony commences.
5. Provide video recording of all graduation ceremonies and livestream these videos on the University's Facebook account and provide a YouTube format to be uploaded to the University's YouTube channel.

B. MANDATORY REQUIREMENTS FROM SERVICE PROVIDERS

1. The service providers must have capacity for processing and mailing orders to students in South Africa and other countries.
2. Provide own marquee for use as a mobile studio for the duration of the graduation ceremonies. Convenient space for mounting the mobile studio will be provided by the University.
3. Must have a system for online administration of orders, payments and coordination of the graduation supply process to the more than 3 000 graduates annually (please provide evidence).
4. Provide convenient address for graduates who wish to collect at the supplier's premises (please provide evidence of premises within 20km radius of MUT Main campus).
5. Provide a uniform and suitable backdrop for head-and shoulder photographs to be used in the mobile studio area and at station inside the graduation hall.
6. Quotation must provide a full list of equipment you will use to provide the required services.
7. Articulate how you will elevate graduation photography and make it trend on social media other platforms.