



The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

REQUEST FOR QUOTATION – PHOTOGRAPHY AND VIDEOGRAPHY

BID DESCRIPTION	For the appointment of an Event Service Provider for photography and videography services for the SACPCMP Conference and Masterclasses in November 2026		
RFQ Number	RFQ10-2026		
ADDRESS	Gallagher Convention Centre 19 Richards Dr, Halfway House, Midrand, 1685		
REQUEST DATE	19 OCTOBER 2026	Time	12h00
CLOSING DATE	27 OCTOBER 2026	Time	12H00
Name of the Bidding Entity			
Bidding entity representatives			
Official Email of the bidder			
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to nyiko.mthombeni@sacpcmp.org.za	
	Technical queries	Natasha van der Berg communicationsmedia@sacpcmp.org.za	

YOU ARE HEREBY INVITED PROVIDE A QUOTATION FOR PHOTOGRAPHY AD VIDEOGRAPHY SERVICES:

Please note:

1. Quotations should strictly be emailed to nyiko.mthombeni@sacpcmp.org.za not later than 27 OCTOBER 2026, 12:00.
2. Quotations should be valid for at least 90 working days.
3. Is the offer strictly to specification? Yes/No
4. If not specifications, state deviation(s)
5. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
6. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office.
7. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below.

Reason for no quote:

1. SCOPE OF WORK

The SACPCMP invites proposals from suitable Service Providers in the fields of videography and photography for the provision of video and photography requirements for the SACPCMP 2026 Conference and Masterclasses, and SACPCMP Anniversary Dinner, all to be held on 10 and 11 November 2026.

The Council will provide, on the 11th of November, its conference and anniversary dinner, of about 600 and 200 persons respectively, and 600 people at the masterclasses on the 11 of November, all at Gallagher Convention Centre in Midrand, Gauteng.

2.1. TECHNICAL SERVICES

The service provider shall, for the pre-event coverage, the conference, anniversary dinner and masterclasses, the following services:

- Photography of the full SACPCMP conference, anniversary dinner and masterclasses (including break-away sessions).
- Videography of the conference presentations/speakers and masterclass sessions (including break-away sessions of 4 x 2 streams).
- Some videography of the anniversary dinner
- Development of a launch 30 second video the day ahead of the event (8th or 9th), as an event teaser.
- 30 to 60 second video coverage and 10 to 15 photos provided on the two days (10th and 11th) of the event no later than midday for social media release.
- Two short video compilations of approx. 60 seconds (of people commenting) for each of the events (masterclasses x 2 shorts, and conference x 2 shorts), as well as a short 60 second video with comments/congratulations re the anniversary dinner.
- Provision of a selection of photos immediately following the conference and anniversary dinner for social media placement purposes.
- Additional lighting and sound as and where needed to ensure good quality video recording and photos.

3. BID EVALUATION PROCESS

The evaluation of quotations will be conducted in **two stages**:

Stage 1 – Administrative Compliance

Stage 2 – Price and Specific Goals (80/20 Preference Point System)

Only bidder(s) who successfully pass each stage will proceed to the next stage.

a. STAGE 1: ADMINISTRATIVE COMPLIANCE

During this stage, bids will be evaluated for compliance with the submission requirements.

Bids will be disqualified if the following documents are not submitted.

Requirements	Status
1. Compliant and Valid Tax Clearance Certificate	Mandatory
2. CSD Registration Report	Mandatory
3. Completed Pricing Schedule	Mandatory
4. Completed and signed SDB 4 (Declaration of Interest)	Mandatory
5. Completed and signed SDB 6.1. (Preferential Points Form)	Preferential Points.

- Bidders who fail to submit the above documentation will be disqualified from further evaluation.
- Bidders who are compliant with administrative requirement will proceed to stage 2.

b. STAGE 2: PRICE AND SPECIFIC GOALS

The **80/20 preference point system** will apply in accordance with the **Preferential Procurement Regulations, 2022**

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

4. PRICE SCHEDULE

All bidders must complete the pricing schedule below. Prices must be quoted in **South African Rand (ZAR)** and **include VAT where applicable**.

- Quotation must be submitted in the bidders' letter head.

No	Deliverables	Price (Excl. VAT)
1	Photography of the full SACPCMP conference (including break-away sessions) – 10 Nov 2026	R

2	Photography of the full anniversary dinner – 10 Nov 2026	R
3	Photography of the full SACPCMP masterclasses - 11 Nov 2026	R
4	Videography of the main plenary conference presentations / speakers and small recorded snippets of the breakaway streams.	R
5	Videography of each masterclass session (3 to 4 morning sessions and 3 to 4 afternoon sessions).	R
6	Videography of the anniversary dinner.	R
7	Development of a launch 30 second video the day ahead of the event (8 th or 9 th), as an event teaser.	R
8	30 to 60 second video coverage and 10 to 15 photos provided on the two days (10 th and 11 th) of the events, no later than midday for social media release.	R
9	One short video compilation of approx. 60 seconds (of people commenting on the event) for the conference.	R
10	One short video compilation of approx. 60 seconds (of people commenting on the event) for the masterclasses	R
11	One short video compilation of approx. 60 seconds with comments/congratulations from the anniversary dinner.	R
12	Provision of a selection of photos immediately following the conference and anniversary dinner for social media placement purposes.	R
13	Additional lighting and sound as and where needed to ensure good quality video recording and photos (event is at Gallagher Convention Centre)	R
14	Provision of all photos and videography following the events; Conference main plenary videography to be provided as one full reel but also split for each of the speaker sessions.	R
15	Provision of all photos and videography following the events; Masterclass videography to be split into the class sessions.	R
Subtotal		R
VAT (15%)		R
Total Bid Price (Inc VAT)		R

QUERIES

All queries must be provided in writing and directed to communicationsmedia@sacpcmp.org.za during office hours between 09h00 and 16h00. Please note that responses will be communicated to all bidders, and it is therefore the responsibility of the bidder or their representative to ensure that they provide correct email addresses on their documents.

Authorised Signatory

Name: _____

Signature: _____

Date: _____

Company registration number: _____