

RFQ2026-ICT-039
PHOTOGRAPHY SERVICES SPECIFICATION
PLANT, INFRASTRUCTURE AND TEAM PHOTOGRAPHY

1. Scope of Work

The service provider is required to conduct a professional photography session at the designated plant site(s) and deliver a curated set of high-quality images suitable for use across digital and print platforms. The scope includes:

- Photography of plant infrastructure, facilities, and operational environments
- Photography of staff members (individual and group portraits)
- Post-production editing and basic colour correction
- Delivery of final images in agreed digital formats

2. Image Quality and Coverage

- A minimum of 50 final edited images must be delivered.
- The service provider is encouraged to capture more images during the shoot to allow for proper selection and curation.
- Images must demonstrate clear variation, including:
 - Different sections of the plant
 - Wide shots, medium shots, and close-ups
 - Different angles and perspectives
 - Operational scenes where appropriate
- Repetitive images of the same area or equipment must be avoided.

3. Composition and Framing Requirements

- Images should be composed with flexibility for future use, including:
 - Adequate background space around key focal elements to allow cropping
 - Clean, uncluttered framing where possible
- Focal features should be clearly identifiable while retaining sufficient contextual background for layout adaptation across various media formats.

4. Image Quality and Technical Requirements

- Each final image must be no less than 5MB in file size.
- Images must be:
 - High resolution
 - Sharp and well exposed
 - Free from motion blur or digital noise
- Colour balance and lighting must be consistent and professionally corrected.

- Images should be suitable for use in:
 - Websites
 - Annual reports
 - Marketing material
 - Corporate presentations

5. Staff Photography

The service provider must capture:

- Individual portraits of selected team members
- Group photographs of teams or departments, as directed on site
- Portraits should:
 - Appear natural and professional
 - Be well lit and properly framed
 - Reflect a corporate but approachable tone

6. Postproduction and Editing

Basic post-production must include:

- a. Colour correction
- b. Exposure adjustment
- c. Cropping (only where required)

No heavy retouching or artistic filters should be applied unless explicitly requested.

Final images must retain a natural and authentic appearance

7. Deliverables

- Final images to be delivered digitally via secure file transfer or shared cloud folder.
- Images to be provided in:
 - High-resolution JPEG format (minimum 5MB per image)
- File names should be logical and clearly identifiable (e.g. by location or subject).

8. Ownership and Usage Rights

Full usage rights must be granted to the client for:

- a. Marketing
- b. Corporate communications
- c. Digital and print use

Images may be used indefinitely without additional licensing fees.

The client must have the right to crop, resize, and adapt images as required.

9. Schedule and Coordination

- The service provider must coordinate shoot dates and times with the client.
- The provider must comply with all site safety and access requirements.
- Minimal disruption to plant operations is expected.

10. Professional Standards

- The service provider must operate in a professional manner at all times.
- Appropriate attire and conduct are required, especially when working around operational staff and infrastructure.
- All equipment used must be suitable for industrial or plant environments.

11. Evaluation Criteria for Service Provider Selection

Service providers will be evaluated using a weighted scoring model. Only proposals that meet the minimum technical requirements outlined in this specification will be considered for final scoring.

11.1 Technical Capability and Experience (30%)

The service provider must demonstrate proven experience in delivering professional photography services in corporate, industrial, or infrastructure environments.

Evaluation will consider:

- Relevant experience in similar plant or industrial photography projects
- Understanding of the project requirements and scope
- Ability to work safely and professionally within an operational facility
- Evidence of reliability and consistency in previous work

11.2 Portfolio Quality and Relevance (25%)

Submitted portfolios will be assessed to determine the quality and suitability of previous work.

Evaluation will consider:

- Image composition, clarity, and attention to detail
- Variety of shots, including wide shots, close-ups, and contextual scenes
- Quality of lighting, colour correction, and framing
- Demonstrated ability to produce images suitable for corporate and marketing use

11.3 Compliance with Technical Specifications (15%)

Proposals must clearly confirm compliance with the technical and deliverable requirements outlined in this document.

Evaluation will consider:

- Confirmation of minimum image quantity and file size requirements
- Ability to deliver high-resolution images suitable for print and digital platforms
- Post-production and editing approach aligned with the specification
- Delivery format and file management methodology

11.4 Project Approach and Methodology (10%)

The service provider must demonstrate a clear and practical approach to executing the project.

Evaluation will consider:

- Proposed shoot plan and workflow
- Approach to achieving image variation and flexibility for cropping
- Coordination with client representatives on site

11.5 Pricing and Value for Money (15%)

Pricing will be evaluated in relation to the scope of work and quality of services offered.

Evaluation will consider:

- Overall cost competitiveness
- Clarity and transparency of pricing
- Inclusion of all required services, including editing and usage rights
- Alignment between price and demonstrated capability

11.6 References and Past Performance (5%)

Service providers must supply at least two relevant references.

Evaluation will consider:

- Feedback on professionalism and reliability
- Adherence to timelines and specifications
- Quality of final deliverables

12. Scoring and Selection

Proposals will be scored out of 100 based on the weighted criteria above.

The service provider achieving the highest overall score will be recommended for appointment, subject to internal approvals.

uThukela Water reserves the right to request clarifications or conduct interviews if required.

13. Preference points system and specific goals

Bids will be adjudicated in terms of the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act, 5/2000 and other application legislations. Preference points will be awarded to service providers using Specific Goals claimed on MBD 6.1 (points will be not be allocated for unclaimed points)

The municipal Entity reserves a right to accept all, some or none of the bids submitted, either wholly or in part and is not obliged to accept the lowest bid.

14. Contacts

SCM queries: Mrs Z Mhlongo via email zamantungwa.mhlongo@uthukelawater.co.za

Technical queries: Mr Rakeen Dookie via email rakeen.dookie@uthukelawater.co.za

15. Closing Day: 10 February 2026

16. Submission of the quotation

Quotes in plain sealed envelope, endorsed RFQ number should be placed place in the bid box provided by uThukela Water at 79 Harding Street Newcastle 2940 before 4pm or email to quotes@uthukelawater.co.za.

17. Important information

Service providers are required to complete the following forms below failure to do so will renders the submission invalid.

MBD4

MBD 6

MBD9

**The MDB forms are part of this RFQ , Please see below
CSD Summary report and BBBEE Certificate must be submitted.**

Name of the service provider	
Central Database number	
Company registration number	

DECLARATION OF INTREST
MBD 4

1. No bid will be accepted form persons in the service of the state
 2. Any person, having a kinship with person in the service of the state, including a blood relationship, may make an offer or offers of this invitation of bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to person connected with or related to person in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid

3.1 Full Name_____

3.2 Identity Number_____

3.3 Company Registration Number: _____

3.4 Tax Reference Number_____

3.5 Vat Registration Number_____

Item	Question	Yes	No
3.6	Are you presently in the service of the state?		
3.6.1	If so, furnish particulars		
3.7	Have you been in the service of the state of the past twelve months?		
3.7.1	If so, furnish particulars		
3.8	Do you, have any relationship (family, friend, other) with person in the service of the state and who may be involved with the evaluation and or adjudication of this bid?		



3.8.1	If so, furnish particulars		
3.9	Are you, aware of any relationship (family, friend, other) between a bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid		
3.9.1	If so, furnish particulars		
3.10	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?		
3.10.1	If so, furnish particulars		
3.11	Are any spouse, child or parent of the company's directors, managers, principal shareholders in service of the state?		
3.11.1	If so, furnish particulars		

CERTIFICATION

I, THE UNDERSIGNED (NAME) _____
(DIRECTOR /SHAREHOLDER MEMBER/TRUSTEE)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Capacity

Date

Name

MBD6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Locality : UThukela Water Jurisdiction	20	
KwaZulu Natal Province	10	
Outside KZN	5	

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. has been requested to submit a bid in response to this bid invitation;
 - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;

- e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract**

Name of the Bidder	Date	Signature
Capacity		