



**To : SUPPLY CHAIN MANAGEMENT**

**Re : Request for Logistics and Awards Production Company for the Simon Mabhunu Sabela Awards: Cocktail event**

**Date : 21 April 2022**

**Requestion number: REQ02351**

**Specification:**

| Description   | Qty                            | Unit Price | Total Price (Per Unit) |
|---|--------------------------------|------------|------------------------|
| Appointment of a service provider to provide all logistics for the awards / cocktail event to be <b>held at a date and venue (Ethekewini) Proposed venues to be sourced by service provider: OCC, Greyville Racecourse convention centre, Durban ICC or equivalent</b> Date 23 July 2022. | 300 px                         |            |                        |
| Lounge area to sit the 20 white cocktail couches & 20 burned yellow cocktail couches  | <b>40 couches</b>              |            |                        |
| 10 1mx1m white ottomans   | <b>10</b>                      |            |                        |
| 30 Gold coffee tables   | <b>30</b>                      |            |                        |
| 35 Cocktail tables with 3 bar height seats on each  | <b>35 tables and 105 seats</b> |            |                        |
| Velvet Ottoman stools – 60 white, 60 burnt yellow, 60 green   | <b>180</b>                     |            |                        |
| 50 deep buttoned ottomans velvet Cocktail table   | <b>50</b>                      |            |                        |
| 20cm x 150cm vases  | <b>20</b>                      |            |                        |
| White flowers with green leaves to be put in the vase   | <b>1</b>                       |            |                        |
| 2m (W) x 30m (L) red carpet   | <b>1</b>                       |            |                        |
| Gold Red Carpet Barriers with red rope  | <b>1</b>                       |            |                        |
| 5m x 15m black curtain  | <b>5</b>                       |            |                        |
| 10m round black stage with steps  | <b>1</b>                       |            |                        |
| Stage light and golden glitter lights with gold rays, beams and falling glittering dust   | <b>4</b>                       |            |                        |
| 5 spotlights – different colour globes  | <b>5</b>                       |            |                        |
| 1 Podium  | <b>1</b>                       |            |                        |
| 4 wireless microphones  | <b>4</b>                       |            |                        |
| <b>3 indoor</b> 20mx5m screens with projectors  | <b>3</b>                       |            |                        |
| Sound & PA System   | <b>1</b>                       |            |                        |
| 6 x production team (producer x2, Line producer, director, runner and producer assistant)   | <b>6</b>                       |            |                        |
| 1 Photo Booth with branded photo card output  | <b>1</b>                       |            |                        |
| 300 wrist bands – gold 100, black 200   | <b>300</b>                     |            |                        |
| 20mx5 Simon Sabela Branded table cloths x 2   | <b>2</b>                       |            |                        |
| 2 desks to be used at registration area   | <b>2</b>                       |            |                        |
| Pull up banners <b>850 x 2000 mm (Artwork to be provided by KZNFC)</b>  | <b>4</b>                       |            |                        |

**OUR KINGDOM IS YOUR STAGE**

Board members: N. Malange, J. Wills, M. Mzimela, N. Mthembu, L. Berning, V. Senna, L. Ngcobo, S. Zondi

KZN Film Commission • 10th floor Musgrave Towers, 115 Musgrave Road, Berea 4001, South Africa Tel: +27 31 003 9000 Email: info@kznfilm.co.za



|   |     |  |  |
|---|-----|--|--|
| Simon Sabela Wall Banner 3.75mx 2.25m ( <b>Artwork to be provided by KZNFC</b> ) Branded /equivalent for a DJ Booth   | 4   |  |  |
| Nominee certificates the hard paper to print certificates.  | 65  |  |  |
| Winners certificates  | 25  |  |  |
| Transport of the statue from AFDA Durban Campus to the Event and Back to AFDA Durban Campus)<br><b>(2 Hidale Road Glen-anil Durban North)</b>   | 1   |  |  |
| Camera crew and equipment to document the show.   | 1   |  |  |
| <b>The Service Provider is also requested to provide catering for the below menu</b>  |     |  |  |
| <b>Cold Canapes (300)</b><br>Chicken Caesar Bites served on Cos Lettuce<br>Sliced Smoked Sausage, served with dips and separate bread<br>Bruschetta topped with tomato, basil & mozzarella<br>Fruit skewes  | 300 |  |  |
| <b>Warm Canapes (300)</b><br>Prawn tempura with sweet chilli mayo<br>Vegetable Spring roll with soya, chilli, and coriander source<br>Bite size boerewors rolls, served with tomato & onion relish<br>Crispy chicken strips, crumbled & ready to be dipped<br>Beef samoosas<br>Sliders served with French Fries | 300 |  |  |
| <b>Bowl Meals (300)</b><br>Butter chicken with Jasmine rice<br>Deboned oxtail stew served with vegetables couscous<br>Beef stir fry with soba noodles and oyster sauce<br>Fish poached in coconut milk served with mash potato  | 300 |  |  |
| <b>Desserts (300)</b><br>Lemon tartlet with meringue<br>Mini creme Brule<br>Blueberry cheese cake   | 300 |  |  |
| Non-alcoholic welcome cocktail drinks served in 300 cocktail glasses  | 300 |  |  |
| 300 bowls   | 300 |  |  |
| Gold Cutlery – 300 forks  | 300 |  |  |
| 300 Gold mini forks for dessert   | 300 |  |  |
| <b>300 servettes</b>  | 300 |  |  |
| 100 Crystal Champaign glasses   | 100 |  |  |
| 100 Crystal wine glasses  | 100 |  |  |
| 250 normal glasses  | 250 |  |  |
| 5 waiters   | 5   |  |  |
| Assortment of 300 ml soft drinks (3 per person)   | 500 |  |  |
| 250 sparkling water, 250 still water  | 500 |  |  |
| <b>4 artists – 1 R&amp;S (in memoriam), 1 Hip hop, 1 Durban Gqom + Sexophonist.</b>   | 4   |  |  |
| <b>1 DJ to play for 4 hours at the after party (from 10pm)</b>  | 1   |  |  |

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|                                       |  |
|---------------------------------------|--|
| <b>Total Price (Exclusive of VAT)</b> |  |
| <b>VAT @ 15%</b>                      |  |
| <b>Grand Total (VAT Incl)</b>         |  |

**Contact Person:** [buhlen@kznfilm.co.za](mailto:buhlen@kznfilm.co.za)

**SCM Enquiries:** [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)

**EVALUATION CRITERIA:**

- **Prequalification Criteria (Disqualifying Criteria)**  
an EME or QSE
- **Local production and Content: (If Applicable)**  
N/A
- **Mandatory Requirement: (If Applicable)**  
N/A
- **Functionality (If Applicable)**  
N/A
- **Price and Preference Points:**

80/20 preference points will be applicable for the evaluation of this process in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act).

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