

1 PURPOSE

The University of the Witwatersrand, Johannesburg (“University”) wishes to select and appoint a qualified service provider (i.e. the successful tenderer selected in terms of the University’s tender process) to deliver professional photographic services at the University’s Graduation Ceremonies.

Professional photographic services will be delivered to graduands preparing to graduate and who have previously graduated. Thus, the service will be offered to all graduands, i.e. students graduating with a qualification as well as honorary degree recipients, i.e. those awarded a degree by the university to recognize their exceptional achievements, contributions to society, or impact in a particular field, and graduation speakers.

The service provider must also provide services complementary and ancillary to the photographic services at the University’s graduation ceremonies. The service provider will furthermore be responsible for providing photographic services at the inauguration ceremonies of either the Chancellor or Vice Chancellor of the University.

2 SCOPE OF WORK

Graduation ceremonies:

- 2.1.1 The University’s graduation ceremonies numbers and dates may vary, and currently they include up to a maximum of
 - 2.1.1.1 about 330 (three hundred and thirty) graduands per session.
 - 2.1.1.2 a 1000 (one thousand) per day in March when 3 (three) sessions per day are held.
 - 2.1.1.3 700 (seven hundred) graduands per day in July and December when 2 (two) sessions per day are held.
- 2.1.2 Professional photographic services and services complementary and ancillary thereto (“Services”):
- 2.1.3 The service provider must provide the services at the graduation ceremonies which includes supplying all necessary resources as described below:

- 2.1.3.1 take photographs of graduands on and/or off the stage during the graduation ceremonies in a professional manner without disturbing the graduation proceedings.
- 2.1.3.2 set up their mobile studios at the graduation ceremonies (e.g. Robert Sobukwe Exams Hall and Robert Sobukwe 8).
- 2.1.3.3 provide a sufficient number of suitably qualified photographer(s) for the taking of group and individual photos of all graduands who require such services before and after the graduation ceremonies.
- 2.1.3.4 Handle queries, take orders and the receipt of payments (the Service Provider must include all the necessary information) relating to this bi-annual report submitted to the University.
- 2.1.3.5 develop and print photographs.
- 2.1.3.6 make photographs available to graduands and post/courier to the graduands at its own cost,
- 2.1.3.7 develop and maintain a safe, secure, and reliable database of digital images as well as an administrative database.
- 2.1.3.8 develop and implement a reliable organization strategy/ process/ protocol for:
 - 2.1.3.8.1 taking photographs at multiple designated venues (e.g. the Great Hall, Robert Sobukwe Exams Hall and Robert Sobukwe 8) for approximately 330 (three hundred and thirty) graduands per graduation session.
 - 2.1.3.8.2 taking several photographs of individual graduands during the proceedings.
 - 2.1.3.8.3 ensuring the accurate allocation of photographs to each individual graduand following the proceedings.
 - 2.1.3.8.4 file and store all digital images taken at the graduation ceremonies for the full duration of the contract period to enable the photographer to process orders received for photographs from graduands or the University at a later stage.

- 2.1.3.8.5 provide an after-sale service which includes the taking of studio photographs after the graduation ceremonies and provide graduands with an opportunity to have re-shoots of their photographs.
 - 2.1.3.9 take photographs of the SET procession, guests, and all honorary graduands and their family members in the holding rooms designated by the University (e.g. Robert Sobukwe (RS8).
 - 2.1.3.10 take photographs at the inauguration of any new Chancellor/Vice-Chancellor of the University in the holding rooms and on stage covering the full event.
 - 2.1.3.11 The service provider will within 48 (forty eight) hours of taking the photographs referred to in clauses 2.1.3.9 and 2.1.3.10 provide it to the University's Functions and Events team;
 - 2.1.3.12 The service provider must have a professional walk-in studio within a 100km radius from the University for the full contract duration.
- 2.2 The service provider agrees to provide the University with an electronic copy of all the digital images taken at all of the previous year's graduation ceremonies, on or before:
- 2.2.1 28 February 2026.
 - 2.2.2 29 February 2027.
 - 2.2.3 28 February 2028.
 - 2.2.4 **Stage Photographs**

The service provider must:

- 2.2.4.1 take at least 3 (three) photographs of each graduand on stage regardless of whether the graduand has requested photographs or not.
- 2.2.4.2 have sufficient equipment readily available for each graduation ceremony to provide the Services in a seamless manner, even in the event of unforeseen circumstances.
- 2.2.4.3 send sample(s) of every photograph taken at the graduation ceremony to each graduand at no cost, except in circumstances where graduands

have indicated that they would collect the photographs from the service provider's place of business.

2.2.5 **Special Photographs**

The service provider must:

- 2.2.5.1 take photographs of each honorary award (honorary degree, honorary medal, chancellors and/or council medallion. The cost shall be between the photographer and the client (the graduand or Honorary degree recipient).

2.2.6 **Group (Family) Photographs**

The service provider must:

- 2.2.6.1 set up studio spaces with a staff complement sufficient in both numbers and skill, and with the necessary equipment at the graduation ceremony venues designated by the University (e.g. the Great Hall, Robert Sobukwe Exams Hall, Robert Sobukwe 8) for the purpose of taking group photographs before and after the ceremonies.
- 2.2.6.2 design a standard order / web form for ordering purposes and sufficient administrative personnel to assist the graduands to complete the order and to receive payment.

2.2.7 **Equipment/Materials**

The service provider must:

- 2.2.7.1 have professional lighting in the form of studio packs capable of high-speed repetitive flashing (at 100 ASA film standards) and the capability of providing sufficient light from a distance of 10 (ten) metres.
- 2.2.7.2 Provide:
 - 2.2.7.2.1 at least 10 (ten) cameras of the current and latest technology to ensure the production of high-quality photographs.
 - 2.2.7.2.2 a camera setting of a minimum of F8.
 - 2.2.7.2.3 to trigger multiple flashes every 3 seconds.
 - 2.2.7.2.4 minimum of 20 Megapixels for each camera.

- 2.2.7.2.5 high frames per second (Higher than 6 fps).
 - 2.2.7.2.6 2 lenses for each of the camera; with a total of 20 lenses from 55mm to 200mm focal length.
 - 2.2.7.2.7 3 (three) extra wide of at least (3 meters in length) backgrounds (Wits colours and logo) to cater for large families at graduation ceremonies.
- 2.3 The service provider agrees to be solely responsible for, and assume all risk associated with a designated lockable storage container, (such as a secure cupboard) and its contents including replaceable parts and similar items, which will be placed on the University's premises and managed by the service provider. The University provides the venue and Campus Protection Services is on duty to ensure that the equipment is safe at all times.

2.4 **Payment Process**

- 2.4.1 The service provider must ensure that the necessary facilities are available for payment, at minimum by way of cash, credit card or electronic funds transfer payments (EFT) and or any other mobile payment apps/solutions.
- 2.4.2 The placing of orders and payments shall be governed by a separate agreement between the service provider and the relevant graduands. The University will not be held liable for the costs of order for the photographs placed by the graduands.
- 2.4.3 Any applicable administration fee should be included on the order form and aligned to the pricing schedule, this must be a reasonable fee and must not adversely prejudice the graduands.

2.5 **Delivery**

- 2.5.1 The service provider must ensure that the following provisions are adhered to:
 - 2.5.1.1 Graduation photographs must be available within 30 (thirty) days after the conclusion of a series of graduation ceremonies.
 - 2.5.1.2 Graduation photographs may only:

- 2.5.1.2.1 be sent by registered mail and / or courier services, where the graduand has made the necessary arrangements. In this instance, the graduation photographs must be tracked by using bar coded tracking device.
- 2.5.1.2.2 be available for collection from the service provider's business premises; or
- 2.5.1.2.3 sent via a suitable digital medium.

3 CONFIDENTIAL AND PRIVATE INFORMATION

3.1 The service provider acknowledges that while performing the service it and its employees may have access to confidential information of the University and the graduands. The service provider will ensure that neither it nor any of its employees nor anyone acting on its behalf will at any time disclose or use directly or indirectly any such confidential information unless the service provider first obtains written consent of the University or unless required by law or lawful order of court or government agency to do so.

3.2 The service provider must protect the privacy of graduands, their photographs and records in accordance with the Protection of Personal Information Act 4 of 2013, as amended, and this information may only be used for the purposes of providing the Services.

4 DISPLAY

4.1 The service provider must clearly display on its website and indicate at least up to 3 (three) hours before any graduation ceremony the following:

- 4.1.1 The different photography packages.
- 4.1.2 Prices for the different packages.
- 4.1.3 The procedure to be followed.
- 4.1.4 From where photographs are to be taken on stage.
- 4.1.5 The procedure for taking group photographs.
- 4.1.6 The procedure for the ordering of and paying for photographs, and
- 4.1.7 The receiving and collection of photographs.

5 ETHICAL STANDARDS

5.1 The service provider undertakes to perform its obligations in terms of the awarded contract in accordance with ethical standards as may be reasonably expected from experts in the particular field.

6 OCCUPATIONAL HEALTH & SAFETY PROTOCOL

6.1 The service provider undertakes to provide a guideline document (at the beginning of each year during the contract period) ensuring that all relevant OHSWA protocols are in place

6.2 In the event of any pandemic, the service provider must provide any suitable risk mitigation / preventative interventions to be implemented to minimize the transmission of any viruses/diseases to the greatest extent reasonably possible.

7 RISKS, ASSUMPTIONS, DEPENDENCIES & EXCLUSIONS (RADE)

7.1 The service provider must back up all systems and administrative processes in case of unforeseen computer failure

7.2 The service provider must have backup plans in case the lead graduation photographer is not available, or equipment fails.

8 FINANCIAL MATTERS

The service provider agrees to pay to the University 5% (five per cent of the total gross sales per annum generated at the graduation ceremonies.

8.1 The fee set out in clause 8.1 will be payable to the University on or before:

8.1.1 28 February 2026 for the service provider's preceding year's total gross sales.

8.1.2 28 February 2027 for the service provider's preceding year's total gross sales.

8.1.3 28 February 2028 for the service provider's preceding year's total gross sales.

9 CONTRACT MANAGEMENT

The service provider undertakes to attend regular pre-planning and post-graduation meetings as required per the dates stipulated on the annual graduation year-planner which will be shared with the service provider.