



REQUEST FOR QUOTATION (RFQ)

Humansdorp Primary School Video

RFQ #: Videography Services 01/2025	CLOSING DATE: Friday, 23 May 2025, 17h00	PROJECT: Humansdorp Primary School Video	TO BE SUBMITTED TO: Kouga Windfarm Community Development Trust (KWFCDT) ON EMAIL BELOW: <u>INFO@KWFCDT.CO.ZA</u>
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OBJECTIVE

In alignment with the strategic imperatives, the objective of the project is to document the rationale for the establishment of the new primary school, the sequential phases of the project, and further highlight alignment of the catalytic project to the KWFCDT's strategic intent.

DELIVERABLES

A 5-minute video, covering the following project phases:

- Concept development
- Procurement of professional services
- Sod turning
- Site clearing
- Construction
- School Establishment and Resourcing
- Opening of school
- All related stakeholder engagements

Timeline:

Filming, editing and final delivery to be completed in line with the duration of the project.

Responsibilities:

The service provider will be responsible for documenting the project and delivery of final video.

Proposal Submission Requirements

- Company Profile
 - Profile of similar work/projects
 - Minimum of three references reputable references
- Costing
 - Breakdown of costs and payment plan
- Timeframe
 - Detail the phases of work, linked to the project
- Team Composition
 - Information about team members.
- Company Documentation
 - Company registration documents
 - Bank Confirmation Letter

Guidelines and application forms can be downloaded [HERE](#). Enquiries can be directed to info@kwftrust.co.za.