



## Pricing Schedule- Photography, Videography, and Newsletter Production

Name of bidder.....

| Service                                                                                                                                        | Description                                                 | Quantity    | Unit Price per quarter | Total Price for Three (3 Quarters) |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------|------------------------|------------------------------------|
| <b>1. Profiling of NLC success stories, including photography and video production services</b>                                                |                                                             |             |                        |                                    |
| Photography and Video Production services for 50 projects, including 42 story interviews for newsletters and 8 video shoots <b>PER QUARTER</b> |                                                             |             |                        |                                    |
| <b>Pre-Production</b>                                                                                                                          | Planning, scripting, and storyboarding                      | 8 videos    |                        |                                    |
|                                                                                                                                                | Script Writing- Writing and revising scripts for each video | 8 videos    |                        |                                    |
| <b>Profiling of 50 projects</b>                                                                                                                | Professional Photos for 42 projects                         | 42 projects |                        |                                    |

|                                                                                                                                 |                                                                |                                               |  |  |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|--|--|
| <b>Photo and Video Production</b>                                                                                               | Production of 8 videos, each = 3 minutes 30 seconds            | 8 videos                                      |  |  |
| <b>Filming</b>                                                                                                                  | Includes camera setup, lighting, and crew                      | 8 videos                                      |  |  |
| <b>Editing and post-production</b>                                                                                              | Includes editing, colour correction, sound design, and effects | 8 videos                                      |  |  |
| <b>Voice-over Recording</b>                                                                                                     | Professional voice-over artist for each video                  | 8 videos                                      |  |  |
| Interviewing Services                                                                                                           | Professional interviewer                                       | 8 videos                                      |  |  |
| Travel and Logistics                                                                                                            | Travel to selected locations, accommodation, and expenses      | 9 provinces (assumed 5 provinces per quarter) |  |  |
| <p style="text-align: center;"><b>2.</b></p> <p style="text-align: center;"><b>3. Photography and Videography Services</b></p>  |                                                                |                                               |  |  |
| <b>Special projects such as Annual Report Photography sessions with Executive Members. Photography and Videography Services</b> | As and when required                                           | 5 sessions (estimate)                         |  |  |
| <p style="text-align: center;"><b>4. Production of NLC Newsletters</b></p>                                                      |                                                                |                                               |  |  |
| <b>Design and Layout</b>                                                                                                        | Digital and Print                                              | 3 issues                                      |  |  |



|                                                      |                                        |                    |  |  |
|------------------------------------------------------|----------------------------------------|--------------------|--|--|
| <b>Digital Booklet (Flipbook)</b>                    | Creation of digital format             | 3 Issues           |  |  |
|                                                      |                                        | 20 pages per issue |  |  |
| <b>Print Production</b>                              | 20 glossy covers, full colour, A4 size | 3 Issues           |  |  |
|                                                      |                                        | 20 Pages per issue |  |  |
| <b>Total Costs bidding price<br/>(all inclusive)</b> |                                        |                    |  |  |

***Guidance to bidders on completing travel and disbursements***

Please provide a breakdown of fees per team member (daily rate)

Travel costs:

3 Star bedroom @ bed and breakfast @R1500/night

Flights economy at cost per booking

KM rate per SARS rate

Disbursement costs:

Cost re-imbursed at cost + Markup not more than 10%

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*\* “all applicable taxes” includes value- added tax, pay as you earn, income tax,  
unemployment insurance fund contributions and skills development levies**