

Tender Form of Photography and Video Coverage of Convocation - 2017
Uva Wellassa University
 UWU/NCB/R/18/01

- 1 Name of the Institute -
- 2 Address -
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- 3 Telephone No/s -
- 4 Fax No/s-
- 5 E-mail Address-

6 Details of previous experiences in Photography of Convocations in National universities

University	Year & Date	Remarks

7 The Bidder should hand over a Photograph Album and Service Certificate from the relevant University on satisfactory service provided which were previously covered Convocations to the Deputy Bursar / Supplies. Yes / No

8 Please provide prices for the following photographs and DVD etc.

No	Size of Photograph	Rates (Rs.)	
		Black & White	Colour
1	4" x 6"		
2	6" x 8"		
3	8" x 10"		
4	8" x 12"		
5	10" x 12"		
6	10" x 15"		
7	DVD		

9 The bidder should follow the guidelines given below.

- i) The selected bidder should pay BMICH Location Charge of 15,000.00 by them and need to reserve the particular location in advance.

- ii) The permission for videography and drone camera operations (if required) need to be taken by the selected bidder.
- iii) The selected bidder should provide following to the university **free of charge**:
 - a) Live projection of Convocation inside the Convocation hall with 02 LED Panels or Video Walls at either sides of the convocation backdrop.
 - b) Selected and edited 100 event photographs (softcopies, high quality) within 03 days after the Convocation date.
 - c) Convocation Album with 20 pages (10" x 12")
 - The softcopy of the designed album should be sent to the University for corrections.
 - The final approval should be obtained from the University before printing the Convocation Album.
 - Printed Convocation Album should be submitted to the university within 03 months after the Convocation date.
- iv) An enlarged group photo (12" x 24" or higher) of the Vice Chancellor, Senate & Academic Staff
 - The group photo should be submitted within 03 months after the Convocation date.
- v) Convocation DVD.
 - a) The DVD should submitted to the University within 03 months after the Convocation date.
 - b) The softcopy of the edited video file need to be submitted to the university separately in order to upload to the web.

Notes

- Venue – BMICH Conference Hall
- Date – August 11, 2018
- Time – Convocation will be held as one session from 2.00 p.m. onwards
- Number of graduants – 550
- Successful bidder should be coordinated with graduands and arrange photographs at the date of Convocation on August 11, 2018.
- Prices of the successful bidder will be notified for graduands and they will make the reservation.