

Tender Form of Photography of Convocation - 2019
Uva Wellassa University
UWU/NCB/R/21/01

1 Name of the Institute

2 Address -

.....

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 rates of packages of Convocation photos and DVD which will be notified for graduates should provide at the tender form. (Graduates will make the reservation)
- ii) The selected bidder should pay MRICC Location Charge by them and need to reserve the particular location in advance.
- iii) The permission for videography and drone camera operations (if required) need to be taken by the selected bidder.
- iv) The selected bidder should provide following to the university **free of charge**:

- a) Live projection of Convocation event inside the Convocation hall with a Video Walls at the stage backdrop. **The same live video should telecast live online.**
- * Required size of the video wall is 30x12 feet or higher.
 - * The convocation digital backdrop, National & University Anthem, Live Video of the event should be display at the Video Wall.
- b) Selected and edited 100 event photographs (softcopies, high quality) within 03 days after the Convocation date to be uploaded to the university Website, without watermarks/ digital signatures.
- c) Convocation Album with 20 pages (12” x 24”) or higher.
- 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.
- d) An enlarged group photo (12” x 24” or higher) of the Vice Chancellor, Senate & Academic Staff
- i. The group photo should be submitted within 03 months after the Convocation date.
- e) Convocation DVD.
- i. The DVD should submitted to the University within 03 months after the Convocation date. (5 copies)
 - ii. The final approval should be obtained from the University before burning the DVDs.
 - iii. The softcopy of the edited video file needs to be submitted to the university separately in order to upload to the web.

Other information of the Convocation, 2019 :

- Venue – Magam Ruhunupura International Convention Centre (MRICC) Conference Hall, Hambantota
- Date – February 25, 2021
- Time – Convocation will be held as two session from 8.00 a.m. to 6.00 p.m.
- Number of graduates – 540
- Successful bidder should coordinate with graduates and arrange photographs.
- Prices of the successful bidder will be notified for graduates and they will make the reservation.