

Tender Form of Photography of Convocation - 2021  
Uva Wellassa University  
UWU/NCB/R/22/02

- 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 Graduands should provide at the tender form. (Graduands will make the reservation)
- ii) The selected bidder should adhere to the prevailing **Health Guidelines** at the photography location (photography booth) and need to maintain safety precautions to avoid unnecessary gatherings and long queues at the location. Temperature check before the entry is requested.
- iii) Selected bidder should maintain at least **5 photography booths** to avoid the large crowding and rush during the convocation.
- iv) The permission for videography and drone camera operations (if required) at the premises needs to be taken by the selected bidder.
- v) The selected bidder should provide following to the university **free of charge:**
  - i) **Live Streaming** of Convocation event

The Procession and the convocation event need to be streamed live via university YouTube Channel and other UWU official Social Media Platforms. Thus the live video coverage of the event should be provided as follows.

- a. The Live stream should be a multi camera production.
  - b. The internet connection for the live stream should be obtained by the supplier.
  - c. The two Video walls should be provided by the supplier free of charge.
- ii) **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.
- iii) **Convocation Album with 20 pages (10" x 12")**
- i. The softcopy of the designed album should be sent to the university for corrections.
  - ii. The final approval should be obtained from the University before printing the Convocation Album.
  - iii. 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
- i. The group photo should be submitted within 03 months after the Convocation date.
- v) **Convocation DVD.**
- The Convocation Event need to be recorded and edited video should be produced as a DVD Video.
- i. The DVD should submit 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, 2021:**

- Venue – Magam Ruhunupura International Convention Centre (MRICC), Hambanthota
- Date – 27<sup>th</sup> January, 2023
- Time – Convocation will be held as sessions  
(From 7.45 a.m. to 4.15 p.m.)
- Number of graduates – 650