

Tender Form of Photography of 13th General Convocation
Uva Wellassa University
UWU/NCB/R/24/01

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 a Service Certificate issued from the relevant university/ universities on providing satisfactory service for the previous convocations to the Deputy Bursar / Supplies.

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

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

9 The bidder should follow the guidelines given below.

- i) The rates of packages for Convocation photos and DVD which need to be notified for graduates should be provided in the tender form. (Graduates will make the reservation)
- 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.

Videography and live projection of the convocation event

- a) Live screening of Convocation event inside the Convocation Hall with a Video Walls at the stage backdrop.
- b) The recorded video should be handed over to the university on the same day of the convocation.
- c) * Required two (02) numbers of the video walls with the size of 14 x 8.5 feet or higher.
 - * The convocation digital backdrop, National & University Anthem, Live Video of the event should be displayed on the Video Wall.
 - *The entire setup should be installed before 1.00 pm on March 14th 2024 for the Rehearsal.

Photography of the convocation event

- d) Soft copies of the 100 selected/edited photographs with high quality (without watermarks/digital signatures) should be uploaded within 3 days after the convocation done to the university website.
- e) Convocation Album with 24 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. If you are unable to provide within 03 months, it would be a reason for a disqualification in the next time.
- f) 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.
- g) Granddaunts Photography should be completed before the commencement of the Convocation procession
- e) Convocation DVD.
 - i. The edited DVD should be submitted to the university within 03 months after the Convocation date. (10 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 within 3 months of the convocation separately in order to upload to the web.

Other information of the Convocation:

- Venue – Magam Ruhunupura International Convention Centre (MRICC)
Conference Hall, Hambantota
- Date – March 15, 2024
- Time – Convocation will be held as two session.
Two sessions – Session 1 –from 7.45 a.m to 12.00 noon
Session 2- from 12.45 p.m to 4.15 p.m
- Number of graduates – 659
- 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.