

Gauteng Film Commission,
5 Hollard Johannesburg, 2108,
South Africa
Tel +27 11 833 0409
Email info@gautengfilm.org.za
Website www.gautengfilm.org.za

REQUEST FOR QUOTATION

Date: 03 August 2026
Event Management
RFQ: GFCQ2SK

BACKGROUND

The Gauteng Film Commission is requesting events companies to provide a quotation for masterclass coordination, requirements are as follows:

Event date: 1 September 2026
Guests: 350
Time: 08h00 – 20h00
Masterclass 09:30 – 16h00
Networking/cocktail: 16h30 – 20h00

DESCRIPTION
Venue with full conference facilities: - 2 venues for 160 per capacity (09:00 – 16h00) - Presentation, Film Projectors and sound facilities - Catering breakfast and lunch and soft drinks - Afternoon cocktail & Entertainment (16h30 – 20h00) - Parking
Event staff
Event Panelist (x 6)
Event Moderators (x 2)
Proceedings minutes taker and recommendations reporter (x2)
Sign language interpreter (x4)
Event promotion - Registration management - Live streaming
Cocktail event: - Refreshments - DJ

QUOTATION AND COMPLIANCE

Suppliers interested in the bidding process to provide the following:

1. Quotation
2. Company registration
3. Valid Tax Pin/ Tax Certificate
4. New SBD 4 and 6.1 (attached)
5. Valid CSD
6. Valid BBBEE Certificate
7. Bank confirmation letter

Clarity Seeking content contact Tshepiso on 011 833 0409

Quotations and supporting documents must be submitted to Tshepiso Sekgwele on tshepiso@gautengfilm.org.za
Deadline for submission is 07 August 2026 @ 15h00.

Thank you
Gauteng Film Commission