

REQUEST FOR QUOTATION Q2 Masterclasses

Date: 04 August 2026
REF: GFCMRCQ2

BACKGROUND

The Gauteng Film Commission will be conducting masterclasses scheduled:

- Deaf: Script Adaptation - 25 September 2026
- Unlocking Funding - 2nd October 2026
- AI and Virtual Reality - 30 October 2026

GFC is seeking a City of Joburg service provider to render event management services to rollout the masterclass program. Requirements are as follows:

Masterclass 1- Deaf: Script Adaptation - 25 September 2026
100 x Catering breakfast (muffins Tea, Coffee)
100 x Catering Lunch (2 starch, 1 veg, 1 salad 2 Meat and Soft drinks)
1 x Facilitator
Masterclass 2 - Unlocking Funding - 2nd October 2026
200 x Catering breakfast (muffins Tea, Coffee)
200 x Catering Lunch (2 starch, 1 veg, 1 salad 2 Meat and Soft drinks)
4 x Certified Deaf Interpreting services
6 x Panellist
2 x Moderators
Masterclass 3 - AI and Virtual Reality - 23 October 2026
110 x Catering breakfast (muffins Tea, Coffee)
110 x Catering Lunch (2 starch, 1 veg, 1 salad 2 Meat and Soft drinks)
2 x Certified Deaf Interpreting services
1 x Facilitator

NB: GFC will source venue, facilitators and moderators,

Costs to include in the RFQ

- Facilitator R40 000 p.p
- Moderator R15 000 p.p
- 6 x Panellists – corporate gift and flowers R1 500 p.p

QUOTATION AND COMPLIANCE

Suppliers interested in the bidding process to provide the following: 2

1. CIPC Company Reg
2. Quotation
3. Valid Tax Pin/ Tax Certificate
4. SBD 4 and 6 (attached form for convenience)
5. Valid CSD
6. Valid BBBEE Certificate
7. Certified Copy of ID (3 months)

RFQ related queries call: Tshepiso Sekgwele on 011 833 0409

Quotation and supporting documents must be submitted to Nthabeleng Phora on nthabeleng@gautengfilm.org.za by the 09 Sep 2026 at 15h00

Thank you