



REQUEST FOR QUOTATION

APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO PRODUCE THREE DOCUMENTARIES OVER

A 12-MONTH PERIOD

(REF: SAC2111-003)

SACNASP

SUITE L4/L5 ENTERPRISE BUILDING

INNOVATION HUB

MARK SHUTTLEWORTH STREET

PRETORIA

0087

NOVEMBER 2021

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## 1. PURPOSE

The purpose of the request for quotation (RFQ) is to appoint a service provider for the production of three documentaries on behalf of the South African Council for Natural Scientific Professions (SACNASP) over a 12-month period.

## 2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Science and Innovation (now the Minister of Higher Education, Science and Innovation). To date, SACNASP covers 25 fields of practice and is represented by 53 accredited voluntary associations (VAs). The Council represents over 14 000 registered natural scientists.

## 3. TERMS AND CONDITIONS

The following SACNASP's standard conditions shall apply:

- Late and incomplete submissions shall not be accepted under any circumstances.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SACNASP before the closing date.
- Service providers submitting quotations must be registered on the National Treasury Central Supplier Database (CSD).
- No upfront payment will be allowed for the implementation of this project.
- Failure to submit a valid sworn affidavit or an original/certified valid B-BBEE status level verification certificate will result in no preference points being awarded for B-BBEE.
- Failure to submit a mandatory requirement shall result in disqualification.

## 4. SCOPE OF WORK

The expected deliverables from the RFQ, inter-alia, includes:

- The topics to be covered: Women in the natural Sciences; Candidate Mentoring Phase and Continuing Professional Development and Careers in Natural Sciences.
- Develop the documentary film's overall concept and scenario
- Incorporate short interview clips of selected participants to be provided by SACNASP
- The service provider will be responsible for pre-production, production, and postproduction of the documentary.
- The service provider will be responsible for editing the documentary and provide music, voice overs and translations (captions) where needed.

- Each documentary must be a maximum of 25-30 minutes in duration.
- Produce three summary promotional clips of (30 seconds)
- The final documentary will be published on SACNASP's website and social media pages as well as on SACNASP's YouTube channel.

## 5. TIMEFRAME

The contract will be for a period of 12-months starting from the appointment date. The performance of the service provider will be assessed regularly, and should the required standards not be met, the contract may be terminated.

## 6. REQUIREMENTS FOR RFQ PROPOSALS

Proposals should be accompanied by the following documents:

- Proof of registration on the Centralised Supplier Database held by National Treasury.
- An original SARS tax clearance certificate.
- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status.
- SBD 4 – Declaration of interest.
- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
- SBD 8 – Declaration of bidder's past supply chain management practices.
- SBD 9 – Certificate of independent bid determination.

**Failure to submit the required documentation above will lead to disqualification.**

## 7. QUOTATION EVALUATION CRITERIA

Each evaluation criteria will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation.

Functionality Assessment	Weight %
<b>CRITERION 1: CAPACITY</b> The bidder has provided sufficient evidence of extensive experience of project team in relation for the following: <ul style="list-style-type: none"> <li>• Script writing = 10 points</li> <li>• Producing and directing = 10 points</li> <li>• Shooting and editing = 10 points</li> </ul>	30%
<b>CRITERION 2: REFERENCES</b>	20%

<p>A description of the types and sizes of client organizations served, as well as the type of services rendered. The service provider should reference letters on the client's letterhead with contact person name, contact number and email address of client. References will be contacted as part of the evaluation process.</p> <ul style="list-style-type: none"> <li>• Five (5) relevant positive references and above in the past 5 years = 20 points</li> <li>• Three (3) to Four (4) relevant positive references in the past 5 years = 15 points</li> <li>• Two (2) relevant positive references in the past 5 years = 10 points</li> <li>• One (1) relevant positive reference in the past 5 years = 5 points.</li> <li>• No relevant references in the past 5 years – 0 points</li> </ul>	
<p><b>CRITERION 3:</b></p> <ul style="list-style-type: none"> <li>• The service provider has more than 5 years' experience in videography such as corporate videos and/or documentaries = 30 points</li> <li>• The service provider has more than 3-5 years' experience in videography such as corporate videos and/or documentaries = 20 points</li> <li>• The service provider has less than 2 years' experience in videography such as corporate videos and/or documentaries = 10 points</li> <li>• The service provider has no experience in in videography such as corporate videos and/or documentaries = 0 points</li> </ul>	30%
<p><b>CRITERION 4: UNDERSTANDING OF SCOPE</b></p> <ul style="list-style-type: none"> <li>• The service provider has an excellent understanding of the scope of work = 20 points</li> <li>• The service provider has a clear understanding of the scope of work = 10 points</li> <li>• The service provider has a limited understanding of the scope of work = 5 points</li> </ul>	20%
<b>Total</b>	<b>100%</b>

*Service providers must score a minimum of 70% or more in order to proceed to the next stage of evaluation.*

### **Phase 3: Preference Points System criteria**

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 8. PROPOSAL SUBMISSION

Bids must be properly packaged and deposited in the below mentioned tender box on or before **11am on Wednesday, 24 November 2021** at SACNASP offices:

**Tender Box:** PRODUCTION OF THREE DOCUMENTARIES OVER A 12-MONTH PERIOD (REF: SAC2111-003)

Suite U13, L4 & L5  
Enterprise Building  
The Innovation Hub  
Mark Shuttleworth Street  
Pretoria  
0087

The Service Providers are required to submit one (1) hard copy and one (1) USB with the contents of each file before the Closing Date and time.

A nominated official of the service provider(s) should make enquiries in writing, to the specified person below. Service Providers must reduce all telephonic enquiries to writing and send them to the email address below.

Department : Operations  
Contact Person : Lientjie Mogano  
E-mail : [lmogano@sacnasp.org.za](mailto:lmogano@sacnasp.org.za)

The selection of the qualifying bid will be at the SACNASP's sole discretion. SACNASP does not bind itself to accept any particular bid and reserves the right not to appoint the service provider.