



**nhc**

National Heritage Council  
SOUTH AFRICA

an agency of the  
Department of Sport, Arts and Culture

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## TERMS OF REFERENCE FOR SERVICE PROVIDER TO PROVIDE GOODS AND RENDER SERVICES AT THE HUMAN RIGHTS EVENT AT VAAL UNIVERSITY ON THE 19<sup>TH</sup> MARCH 2023.

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**Date of submission –20/02/2024**

### **1. BACKGROUND**

The National Heritage Council (NHC) is a Schedule 3A public entity and a juristic person that came into existence through an amendment of the Cultural Laws Second Amendment Act 2001 (Act 69 of 2001), and was officially constituted through the National Heritage Council Act of 1999 (Act 11 of 1999) and employing about 47 staff compliment. It is under the Department of Sport, Arts and Culture (DSAC).

The NHC is responsible for the preservation of the country's heritage. The important areas that the NHC focuses on are policy development for the sector to meet its transformation goals, public awareness and education, knowledge production in heritage subjects that were previously neglected, as well as making funding available to projects that place heritage as a socio-economic resource.

The NHC requires the services of a suitable experienced service provider that will be responsible for the supply of goods and services as stipulated in this document.

## 2. SCOPE OF SERVICES

The service provider will be responsible for the supply of goods and the rendering of services, as follows:

- 2.1. Videography and photographic services
- 2.2. Provide audio-visual, sound and stage equipment for the event
- 2.3. Streamline the event through social media

## 3. DELIVERABLES

The service provider will be required to adhere to the following deliverables:

- 3.1. The anticipated delivery date is **19<sup>th</sup> March 2024** for all items at Vaal University of Technology.
- 3.2. Must be available on the event date to serve on all the stations.

### 4.1. Videography and photography services

No	Items	Descriptions	Quantity
4.3.1.	Videography and Photography	<p><b>A. Video recording, editing, and production</b></p> <ol style="list-style-type: none"><li>i. Full-length recording in high resolution on a flash drive</li><li>ii. 45-minute edited version on flash drive in high resolution and compressed in MP4</li><li>iii. Post the lecture, maximum of 5 attendees are to be interviewed about their views on the dialogue</li></ol> <p><b>B. Social media live-streaming</b></p> <p>The event should be streamed live through the social media platform of the National Heritage Council of South Africa. A minimum of two video cameras on the floor are required for the live stream. A vision and sound mixer is required.</p>	1

No	Items	Descriptions	Quantity
		<ul style="list-style-type: none"> <li>i. Video footage to be streamed live via YouTube from 14h00 to 16h00 on 19 March 2024</li> <li>ii. Service provider to provide for streaming data costs and router</li> <li>iii. Zoom platform or account to be provided by the NHC</li> </ul> <p><b>C. Photography</b></p> <p>The <b>duration</b> of the photography and videography services will start from the arrival of guests until the closing of the event on 19 March 2024.</p> <p><b>Photo opportunities</b> – the service provider must ensure the best pictures are stored on an electronic flash drive/external hard drive clearly separated in folders and sub-folders packaged according to the explanation below. Photographs to be delivered on the same day of the event. All photos required in JPEG format.</p> <p><b>Packaging of the photographs:</b> unless stated differently, we require photographs to be high resolution of minimum 300dpi JPEG format (not RAW) of each photo opportunity. A separate folder should contain all other unedited photographs that were taken during the entire event.</p> <p><b>Delivery of packaged photographs:</b> five flash or external hard drives containing folders and subfolders of photographs indicated in the categories above.</p>	

No	Items	Descriptions	Quantity
		<p><b>D. Photo opportunities</b></p> <ul style="list-style-type: none"> <li>i. <b>Event venue setting</b> (folder): external landscape and site signage, registration area, panel of speakers' setting and entertainers [minimum 10]</li> <li>ii. <b>During arrival</b> (folder): (sub-folders) exterior landscape, dignitaries, guests seated guests [minimum 20]</li> <li>iii. <b>On stage</b> (folder): (sub-folders) programme director, Speakers on the programme, cultural performances, audience posing questions, speeches made by the designated speakers and presentations by the panel. [300 pictures]</li> <li>iv. <b>After event</b> (folder): (sub-folders) site tour, panellist with NHC executive and board members; panellists only; task team – NHC &amp; Liliesleaf.</li> <li>v. <b>NB:</b> some pictures will be required during the event for social media usage.</li> </ul> <p><b>E. PACKAGING OF FINAL MATERIAL</b></p> <p>The material that was produced (videos and remaining photographs) should be delivered to the NHC in 2 identical external hard drives no later than seven working days after the event. The content should be properly arranged and labeled in folders.</p>	
4.3.2.	Audio Visual, Sound and stage	<ul style="list-style-type: none"> <li>o Projector</li> <li>o Projector screen 4 m x 3m</li> </ul> <p><b>Sound</b></p>	1

No	Items	Descriptions	Quantity
		<ul style="list-style-type: none"> <li>○ A PA System for an audience of 150 people should be provided (minimum requirements: 2x speakers, 3x cordless microphones, 4x lapel microphones.</li> <li>○ Provide sanitizing material for your equipment – especially microphones</li> </ul> <p><b>Stage</b></p> <ul style="list-style-type: none"> <li>● 1x Stage (15mx3m) x500/600mm high [for speakers/panel of speakers]</li> <li>● 1x Podium for the stage</li> </ul> <p>The stages to be fitted with stairs and ramps in accordance with safety standards.</p> <p><b>Lighting</b> for the main stage required – compatible for videography</p>	

#### 4. COMPULSORY REQUIREMENTS

The service provider must comply with the following requirements to be considered:

- 4.1 The quotation must be on a fixed price, VAT inclusive and all costs must be included. The NHC will not be held liable for any additional charges after the closure of the RFQ.

#### 5. EVALUATION ON PRICE AND STRATEIC GOALS

Only service providers that complied with the requirements as stipulated in this document, will be considered for evaluation on price and the strategic goals as prescribed in the Preferential Procurement Policy Framework Act and its regulations. The 80/20 principle will be used in the evaluation where 80 points will be allocated to price and the 20 points be allocated towards the following strategic goals:

No	The specific goals allocated points in terms of this RFQ	Number of points allocated as per the 80/20 principle																						
3.1.	<p>The promotion of entities that are B-BBEE compliant</p> <table border="1" data-bbox="400 427 1034 902"> <thead> <tr> <th data-bbox="400 427 895 465">B-BBEE Level of contribution</th> <th data-bbox="895 427 1034 465">Weight</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 465 895 510">B-BBEE Level of contribution: 1</td> <td data-bbox="895 465 1034 510"></td> </tr> <tr> <td data-bbox="400 510 895 555">B-BBEE Level of contribution: 2</td> <td data-bbox="895 510 1034 555"></td> </tr> <tr> <td data-bbox="400 555 895 600">B-BBEE Level of contribution: 3</td> <td data-bbox="895 555 1034 600"></td> </tr> <tr> <td data-bbox="400 600 895 645">B-BBEE Level of contribution: 4</td> <td data-bbox="895 600 1034 645"></td> </tr> <tr> <td data-bbox="400 645 895 689">B-BBEE Level of contribution: 5</td> <td data-bbox="895 645 1034 689"></td> </tr> <tr> <td data-bbox="400 689 895 734">B-BBEE Level of contribution: 6</td> <td data-bbox="895 689 1034 734"></td> </tr> <tr> <td data-bbox="400 734 895 779">B-BBEE Level of contribution: 7</td> <td data-bbox="895 734 1034 779"></td> </tr> <tr> <td data-bbox="400 779 895 824">B-BBEE Level of contribution: 8</td> <td data-bbox="895 779 1034 824"></td> </tr> <tr> <td data-bbox="400 824 895 869">B-BBEE Level of contribution: 9</td> <td data-bbox="895 824 1034 869">0</td> </tr> <tr> <td data-bbox="400 869 895 902">Non-complaint</td> <td data-bbox="895 869 1034 902"></td> </tr> </tbody> </table> <p>Only bidders that submit a valid current certified copy of the B-BBEE Certificate or original BBEE certificate issued by the verification agency accredited by SANAS or Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oaths i.r.o (EMEs), will be considered for scoring on the 20 points as per the 80/20 principle</p>	B-BBEE Level of contribution	Weight	B-BBEE Level of contribution: 1		B-BBEE Level of contribution: 2		B-BBEE Level of contribution: 3		B-BBEE Level of contribution: 4		B-BBEE Level of contribution: 5		B-BBEE Level of contribution: 6		B-BBEE Level of contribution: 7		B-BBEE Level of contribution: 8		B-BBEE Level of contribution: 9	0	Non-complaint		10
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3.2.	The promotion of woman owned enterprises	10																						
	<b>Total Score</b>	<b>20</b>																						

## 6. ENQUIRIES

For more information, please send an email to Zamajobe Sithole @ [z.sithole@nhc.org.za](mailto:z.sithole@nhc.org.za) contact details 068 044 1068