

REQUEST FOR QUOTATION

PROCUREMENT OF GOSHA PHOTOGRAPHY AND VIDEOGRAPHY

RFQ NUMBER:	RFQ NHC/2023/24/133
RFQ ISSUE DATE:	28 August 2023
CLOSING DATE AND TIME:	04 September 2023 @ 11:00
COMPULSORY BRIEFING SESSION	None

SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY LETTERHEAD FOR THE FOLLOWING:

<u>No</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
4.1.	Procurement of GOSHA Photography and Videography as per specifications attached		

ITEM DESCRIPTION	DETAILED INFORMATION
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
COMPULSORY REQUIREMENT	<ul style="list-style-type: none"> - Valid current Tax compliance status pin code for verification of tax compliance status with SARS. - Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD - Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.
SUBMISSION OF QUOTES	e-mail to: procurement@nhc.org.za

ITEM DESCRIPTION	DETAILED INFORMATION
CONTACT PERSON FOR ENQUIRIES	Ms. Matanato Ngwaila m.ngwaila@nhc.org.za and cc procurement@nhc.org.za

INTRODUCTION

1. PURPOSE OF THE REQUEST

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

2. NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicting on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.
- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to procurement@nhc.org.za.

3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the

Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended in 2022, please see SBD 6.1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required.

IMPORTANT: Suppliers to failed to claim points on SBD 6.1 will score zero by default.

Your assistance and co-operation is appreciated.

Kind Regards

*Ms. Nompumelelo Ndlovu
Supply Chain Intern
National Heritage Council of South Africa
353 Festival Street
Hatfield
0028
Tel: 012 748-3949
Email: procurement@nhc.org.za*

REQUEST FOR QUOTATION OF PHOTOGRAPHY AND VIDEOGRAPHY – GOSHA 2023

Date of submission – 04 September 2023

1. BACKGROUND OF THE PROJECT

The Golden Shield Heritage Awards (GOSHA) is an annual project of the National Heritage Council of South Africa, an agency of the Department of Sport, Arts and Culture. The NHC will be hosting the Awards in Western Cape at the Artscape Theatre Centre. The Golden Shield Heritage Awards seek to recognise all those who have contributed to the preservation, protection and the promotion of South African heritage.

The annual heritage awards will be hosted on the 14 September 2023 in Capetown, Western Cape province. **The time is subject to change.**

This is the list of the categories of the awards:

- a. Preferred Heritage Destination
- b. Young Heritage Activist
- c. Voice of Heritage
- d. Heritage Journalism
- e. Corporate Heritage Management
- f. Liberation Heritage Steward
- g. Heritage Education
- h. Heritage Social Media Influencer
- i. National Living Treasure

Each category has a winner and a runner-up.

In addition to the above listed categories, two more **select categories** are:

- a) *Lifetime achievement award/Heritage ambassador*
- b) *Ubuntu Honour*

2. COMPULSORY SPECIFICATIONS

2.1. VIDEOGRAPHY

This service is required at the main event (Awards Ceremony) on 14 September 2023 (14h00 to 18h00). The Service Provider will be required to attend a setup briefing meeting (date to be determined once appointed) of the Organising Committee and be available for a scheduled dry-run session a day prior to the ceremony.

Requirements:

a. Video recording, editing and production

- i. Full length recording in high resolution on a flash-drive/external hard-drive.
- ii. 45-minute edited version on flash-drive in high resolution and compressed in MP4
- iii. 10 Minute compilation of the 10 winners' sound-bytes (a camera should be set-up backstage or any other suitable spot for winners to be interviewed immediately after receiving their prizes)
- iv. **1x minute video compilation with a Thank you for attending note translated in three languages (English, IsiXhosa and Afrikaans)**
- v. 5-minute compilation of the highlights of the 2023 awards as a promo for the following year

- b. **Video spinner station:** A portable selfie 360 Spinner degree for guests on arrival and be able to share the selfie videos with guests immediately after. A dedicated assistant to be stationed at the service point for five hours (14h00 to 19h00). Pack-up time will be 19h00.

2.2. PHOTOGRAPHY

The **duration** of the photography services will start from the arrival of guests until the closing of the event on 14 September 2023.

Photo opportunities – The best pictures must be stored on an electronic flash drive/external hard drive clearly separated in folders and sub-folders packaged according to the explanation below. Service providers must specify the turn-around time for delivery in the quotation.

Requirements: photography in the following categories *(also*

Folders for packaging):

- i. **Event venue setting** *(folder):* registration area, table setting of guests tables, trophies and certificates table, exhibitors and entertainers [minimum 20]
- ii. **During arrival** *(folder): (sub-folders)* exterior landscape, reception cultural dances, red carpet, dignitaries, guests, celebrities, seated guests [minimum 50]

- iii. **On stage (folder):** (sub-folders) emcee, artists' performances, winners (handing over of trophies, receiving the award, audience reaction after announcement, speeches made by the designated speakers. [300 pictures]
- iv. **Individual winners (folder):** winners and finalist's photos taken at photo corner that is set-up at the entrance. Photos are taken when the recipients come from the stage just before they take their seats.
- v. **After event (folder):** (sub-folders) winners only group, winners and host partners.

NB: some pictures will be required during the event for social media usage.

- b. **Packaging of the photographs:** 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.

Delivery of packaged photographs: three flash drives containing folders and subfolders of photographs.

- c. **Photo booth:** a photo corner/booth will be set-up at a specific location on the red carpet. It will be used by the guests on arrival for selfies, etc. Winners and finalists should also be photographed at this photo booth after receiving their prizes. A still and video camera should be placed at the booth during the awarding period of the ceremony. Please note that also the photographs will be taken while the event is taking place and a dedicated photographer will be required for this session.

2.3. AUDIO VISUAL (AV) INSERTS PRODUCTION

An AV clip for each of the 20 finalists, and 3 of the winners (therefore a total of 23 inserts) is required. These inserts will be in que and played (and to be managed by the Service Provider on that day) when the specific award category is announced.

Summary of the required AV inserts for the awards are described below.

	BACKGROUND DESCRIPTION	DELIVERY DATE	NUMBER OF AVs	AV PRODUCTION REQUIRED
A	A promotional clip of all the finalists and the details of the event as well as livestreaming details	14 September 2023	1 x 60 seconds	Produce a short 60 seconds AV to promote the Awards Ceremony and livestream. Pictures and names of finalists will be used. A voice over and music will be required. Only 1 AV

	BACKGROUND DESCRIPTION	DELIVERY DATE	NUMBER OF AVs	AV PRODUCTION REQUIRED
B	Inserts of all the finalists and winners.	14 September 2023	23 x 60 to 90 seconds	Produce a short 1minute (1min 30sec max) AV inserts of the finalists with their pictures and short profiles. A voice over and music will be required. These will be played when each category is announced.
C	Promotional AV for the next awards of 2024	October 2023	1 x 60 seconds	Produce a short 60 seconds AV to advertise the call for nominations for the next awards. Mainly motion graphics will be used with the logos and some video footage from the 2023 awards. A voice over and music will be required. Only 1 AV

2.4 LIVE STREAMING

The event should be streamed live (simultaneously) through the multiple platforms of the client (Facebook, Twitter and Zoom). The livestream should be through all cameras on the floor and a vision mixer to allow for shots from different angles. Estimated times of streaming are 14h00-17h00 on 14 September 2023.

2.5 PACKAGING OF FINAL MATERIAL

The material that was produced for the Awards Ceremony should be delivered to the NHC in 2 identical external hard drives. The content should be properly arranged and labelled in folders.

3 COMPULSORY REQUIREMENTS

The following compulsory requirements are applicable:

- 3.1. The service provider is responsible for its own travel and accommodation.
- 3.2. Service providers based in Cape Town will have an added advantage for consideration if they comply with the requirements in terms of this request
- 3.3. The service provider must have the necessary skills, qualification and experience related to this product.

3.4. The following information is compulsory to be submitted with your quotation.

- a. List the number and type of cameras and lenses that will be used for the video and photography.
- b. Specify how many technicians will be on site and each of their respective responsibilities.
- c. Company Profile with at least 5 years' experience in the industry. Service providers must include in the company profile a list of experience similar and equivalent to the requirements as set out and where possible, provide links to view previous work performed.
- d. Pictures of stage, sound and lighting for the previous work.
- e. A quotation clearly stating the amounts for the cost categories in a sequence as listed in section two (numbered 2.1 to 2.5).

4 ENQUIRIES

For more information, please contact Matanato Ngwaila at m.ngwaila@nhc.org.za during office hours.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Compliance Based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	4 Level 1-2 = 4 pts Level 3-4 = 3 pts Level 5-6 = 2 pts Level 7-8 = 1 pt Non-compliant contributor = 0	8 Level 1 = 8 pts Level 2 = 7 pts Level 3 = 6 pts Level 4 = 5 pts Level 5 = 4 pts Level 6 = 3 pts Level 7 = 2 pts Level 8 = 1 pt Non-compliant contributor = 0		
The promotion of SMME's		4		
The promotion of woman owned enterprises		2		
The promotion of youth owned enterprises		5		
The promotion of people with disabilities		0		

The promotion of enterprises located in rural areas		0		
The promotion of enterprises located in the township		0		
The promotion of co-operatives		1		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
DATE:
ADDRESS:
.....
.....
.....
.....