



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
TEL: 051 – 4477771 x 2306
FAX-2-E-MAIL: 086 729 6757
E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: RFQ/190124VIDEOGRAPHYSERVICES/2024

Kindly provide PACOFS with a signed quotation for **VIDEOGRAPHY SERVICES** as follows. Kindly complete SBD forms and send with your quotation.

SPECIFICATION

The Videographer/Photography should include the following in the quotation:

- Have their own Professional equipment.
 - DSLR/Cam-corder 4K A7sii/A7s2 Canon or equivalent
 - Own laptops /lenses/ sound and Lighting Accessories/Osmos/Drone
- Must have a Production Team consisting of:
 - Creative Director-Editor
 - DOP-Director OF Photography
 - Camera Operator
 - Sound Operator
- Have their own Wi-Fi / internet connection.
- Record that are up to 120 minutes long
- The videographer should be able to do final mix/editing and packaging.
- Quote per design for graphics and animation i.e. have own accesses to library of music /images graphics.
- Be available from 1st February to 03rd February 2024 (as per and when needed) for recording.
- Editing from 04th February to 14th February 2024
- Be willing to travel with own transport to and from Bloemfontein and Maselspoort or 35km radius of PACOFS (Bloemfontein)
- The videographer must quote for 8 - 10 productions across the indicated time.
- The videographer must quote per production for streaming and recording separately on the same quote.
- Must produce and provide 2 DVD copies and/or links to previous works of every production recorded or streamed.
- **The required above services to be provided from the 01st to the 03rd February 2024.**

Mandatory Requirements

- ❖ **Provide a professional and qualified photographer who can take high resolution photographs.**
- ❖ **Three (3) years or more experience in professional photography needed.**
- ❖ **The photographer must submit a portfolio of previous works.**
- ❖ **Provide a qualified graphic designer from a recognized and accredited institution.**
- ❖ **Three (3) years or more experience as a professional designer required.**
- ❖ **The graphic designer must submit a portfolio of previous works.**

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

- 1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.**
- 2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.**
- 3. Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.**
- 4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation/. The CSD report shall be used to verify claim of such points.**
- 5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.**

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

OPENING DATE: 19 JANUARY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

30 JANUARY 2024 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!