



*in the footprints* ...

**NELSON MANDELA MUSEUM**

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**5 April 2023**

**RFQ 3 of 2023: PROVISION OF LIVE STREAMING SERVICES, VIDEOGRAPHY AND STILL PHOTOGRAPHY FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS**

**1. BACKGROUND**

1.1. Technological innovation is a feature of our rapidly changing communication environment. The rise of online media platforms has revolutionised the way in which people communicate, share and receive information. Moreover, COVID has further compelled the utilisation of virtual communication platforms, something that Nelson Mandela Museum (NMM) wants to fully explore. With SA being a youthful country, it is becoming increasingly important that as the institution we embrace digital communication, in order to profile the Nelson Mandela legacy whilst promoting transparency and accountability.

Through these online media tools, NMM seeks to provide an opportunity for two-way communication between the institution and its target audiences (partners and stakeholders), thereby increasing the frequency and speed of engagement. Moreover, South Africa and the Eastern Cape Province form part of the global community and have since adapted to the new way of doing things. Livestreaming and digitally packaged communication products have become communication services that are in high demand, due to efficiency. The digital communication service has assisted NMM in profiling the work done and highlights achieved.

## **2. OBJECTIVE**

2.1. Nelson Mandela Museum is looking for a reputable service provider with verifiable experience and proven track record, to facilitate its live streaming, videography and photography services for a period of 24 months/ 2 years.

## **3. SCOPE OF WORK**

- 3.2 1 x Normal livestreaming (4 events per annum with 5 hours per livestream) – for the duration of 24 months (fully fletched service with own sound and ability to feed mainstream media and link community radio stations)
- 3.3 2 x social media communication products a month (with online archive platform) – for the duration of 24 months.
- 3.4 1 x Scribe service per month for 5 hours (incl. packaging and archive) – for the duration of 24 months.

## **4. PRODUCTION EQUIPMENT SPECIFICATION**

- 4.2 4 x High-Definition Broadcast Quality Cameras.
- 4.3 Vision Mixing Desk with display of 5 audio visual feeds
- 4.4 Vision mixer to have capability of picture in picture for Sign Language Interpreted
- 4.5 Ability to play back video and images during speeches from external source
- 4.6 Preview and Live Monitors
- 4.7 Independent Communications Desk between Production Director and Camera persons
- 4.8 Audio mixing desk for monitoring and adjusting sound for live broadcast during the speeches

- 4.9. Engineering monitors for calibrating camera picture quality and exposure levels (this is very important to ensure that all cameras are the same colour and exposure)
- 4.10. Graphics and editing capability for usage of logos and artwork to create products per livestream **(Ability to character generate during a live broadcast)**
- 4.11. Independent wireless communication headsets

## **5. Camera Operators**

- 5.1. Camera 1: Close up shot of main speaker
- 5.2. Camera 2: Wide shot of main speaker and cutaways
- 5.3. Camera 3: Crowd shots
- 5.4. Camera 4: Sign Language Interpreter

## **6. Technical Crew**

- 6.1. Vision Mixer Control Engineer
- 6.2. Audio Mixer Control Engineer
- 6.3. Caption Generator and Cueing of pre-compiled video clips Technician/Operator
- 6.4. Sound engineer for Public Address System
- 6.5. Standby Engineer for Visual Systems
- 6.6. Standby Engineer for Audio Systems

## **7. Audio & Lighting Setup**

- 7.1. 1 x Public Address System to feed audio from the Podium to the Broadcast Console.
- 7.2. 3 x lapel microphones for speakers
- 7.3. Analogue and Digital Distribution boxes with a minimum of 8 XLR and/or Jack outputs to provide independent audio for Radio broadcast and journalists
- 7.4. 3 x Roving microphones for extra interactions when necessary

## **8. Scribe/documentation service**

- 8.1 High speed reliable laptop (with backed-up)
- 8.2 Headsets
- 8.3 Audio Recording device
- 8.4 Minutes App
- 8.5 Editor

## **9. Additional Setup**

- 9.1. 1 X Generator to Power the Production and Livestreaming facility

## **10. EXPECTED DELIVERABLES**

- 10.1. The successful bidder will be required to supply livestreaming services as and when needed.
- 10.2. The successful bidder will be required to provide livestreaming services on NMM (Facebook, Twitter, and YouTube), as and when needed.
- 10.3. The successful bidder must be ready to travel across the Province for NMM programmes.
- 10.4. The successful bidder must be ready to deliver the services at short notice.

- 10.5. Package the scribed content and recording of the livestreamed programmes for reporting and accounting purposes.
- 10.6. Provide a usable link to the livestreaming for the event and schedule the broadcasting time, using a holding slide and/or playback material.
- 10.7. Be prepared to connect virtual audience via virtual platforms such as MS Teams, Zoom or Skype.
- 10.8. Make use of professional Cameras with High-definition quality when producing digital communication products and during livestreaming.
- 10.9. Have unlimited data for livestreaming, storage space for inscribed content, as well as network boosters to afford streaming in the most remote rural areas. Make use of various networks to ensure that the strongest one is used for livestreaming.
- 10.10. The technical crew in terms of all technical production technicians, scribe, standby technicians, camera operators, crew et al, must be sourced by the Service Provider, and as a non-negotiable criterion, be on par with national and international broadcasting competencies for their respective field of specialization.
- 10.11. Provide adequate lighting during a livestreaming.
- 10.12. Provide own power supply and audio feed as the venue facility is not guaranteed.
- 10.13. Provide professional microphones during the livestreaming to cater for the audience watching the programme online and on social media platforms.
- 10.15. Provide a video and audio feed to journalists or other broadcasters on request
- 10.16. Live stream recording/scribed content to be provided on a Hard Disk Drive three days after the recorded event/production.
- 10.17. The successful bidder must produce quality work as per requirements in the Scope of Work

## **11. COMMUNICATION AND REPORTING**

The successful bidder will report operationally to the Senior Manager: Public Engagement and Marketing.

## **12. RETURNABLE DOCUMENTS**

Service providers are required to submit all the returnable documents together with their quotations. ***Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFQ will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

### **Compulsory Returnable Documents**

- Duly signed & completed **SBD 1** Invitation to BID
- SBD **2** Tax Clearance Requirements
- Duly signed & completed **SBD 3.3** Pricing Schedule
- Duly signed & completed **SBD 4** Declaration of Interests form.
- Duly signed & completed SBD **6.1** Preference points claim form (Specific goals returnable documents).
- Duly signed & completed **SBD 7.2** Contract Form (Rendering Services).
- General Conditions of Contract
- Duly signed & completed **SBD 8** Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed & completed Duly signed & completed **SBD 9** Certificate of Independent Bid Determination.
- Proof of CSD registration

### **Supporting Returnable Documents**

- Portfolio of Evidence
- Proof of Resources
- Reference Letters
- Proof of online channel or social page
- Proof of online channels & social media pages they have livestreamed on or links thereto
- Proof of company location

### **Essential Supporting Documents**

Specific goals verification documents as stipulated below must be submitted on or before the closing date and time ***(failure to submit on or before the closing date will result in an automatic score of zero for preference)***

### **13. CONDITIONS OF THE CONTRACT**

- 13.1. The successful bidder must be willing to work under pressure, always be available 24 hours, including weekends and public holidays and willing to travel around the country.
- 13.2. The successful bidder must have premises or offices within the country, from which business will be conducted within twenty-one (21) days upon receipt of appointment letter.
- 13.3. Failure to meet all the contract conditions will result in the cancellation of the award

### **14. BID PRICING STRUCTURE**

- 14.1. Bidders must include all price escalations during the period of the contract in the pricing schedule.
- 14.2. Service providers who are registered as VAT vendor their prices must be inclusive of VAT, and those service providers who are not registered as vendors should provide prices which will be exclusive of VAT as such bidders must absorb any escalations.

### **15. BID EVALUATION CRITERIA**

The bid will be evaluated in three (03) phases as follows:

- a) **Phase 1:** Mandatory Requirements and SCM Compliance
- b) **Phase 2:** Functionality Evaluation
- c) **Phase 3:** Price and Specific Goals

#### **15.1. MANDATORY REQUIREMENTS**

**Bidders must comply with all the requirements listed below:**

- 15.1.1. Bidders must submit portfolio of evidence (at least 5 livestreaming programmes) on a hard disk drive or USB on the work done previously.
- 15.1.2. Bidders must provide the proof of resources including number of personnel (four technicians and one project leader) and equipment to render the services outlined in the Scope of work.
- 15.1.3. The bidder must submit a minimum of three (03) reference letters in the company letter head from the previous work done with contactable references.
- 15.1.4. Bidders should provide online channel or social media page.
- 15.1.5. Bidders should provide online channels and social media pages they have livestreamed on or links thereto.

**NOTE: FAILURE TO MEET ALL OF THE ABOVE REQUIREMENTS WILL RESULT IN A BID BEING DISQUALIFIED.**

**15.2 FUNCTIONALITY**

- a) All bidder(s) are required to respond to the functionality evaluation criteria as indicated below.
- b) Only Bidder(s) that have met the Pre-qualification Criteria will be evaluated in for functionality.
- c) A bidder that scores less than 70 points for functionality will be regarded as non-responsive and will be disqualified.



No.	Functionality Criteria	Weight
1.	<b>Methodology</b>	<b>40</b>
	<p>A detailed methodology of how each of the projects will be carried out from inception to the end of each project:-</p> <ul style="list-style-type: none"> <li>• Excellent= 30</li> <li>• Good= 20</li> <li>• Fair= 10</li> <li>• Poor points= 3</li> <li>• Failure to submit project methodology= 0</li> </ul>	
2.	<b>Reference</b>	<b>30</b>
	<p>Bidders must provide a minimum of three (3) contactable reference letters from clients (Not older than two years) where live streaming and digital communication were rendered, at a value of R200 000.00</p> <ul style="list-style-type: none"> <li>a) 6 or more written reference letters = 30 points</li> <li>b) 4 -5 written reference letters = 20 points</li> <li>c) 3 written reference letters = 15 points</li> <li>d) 1-2 written reference letter- 5</li> </ul>	
3.	<b>Portfolio of Evidence</b>	<b>30</b>
	<p>A minimum of 5 livestreaming programmes and 5 digital communication products (on a hard disk drive or USB on the work done previously). The work should be from April 2019 to December 2022.</p> <ul style="list-style-type: none"> <li>• 8 or more livestreaming and digital communication products = 30 points</li> <li>• 6-7 livestreaming and digital communication products = 20 points</li> <li>• 3-5 livestreaming and digital communication products = 15 points.</li> <li>• 0-2 Livestreaming and digital communications product= 0 points.</li> </ul>	
<b>TOTAL</b>		<b>100</b>

### 15.3 APPROVED PREFERENCE SCORING

Points for this shall be awarded for:

(a) Price; and

(b) Specific Goals.

(c) Where 80 points will be allocated for price and 20 points allocated specific goals

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	OR Tambo supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		Eastern Cape Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
Women-owned supplier	4	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	
People living with disabilities	3	People living with disabilities	3	CSD Report
Small Micro, Medium & Enterprises	4	SME – Owned by people with disability	4	Sworn Affidavit (BBBEE Affidavit) CSD Report
		SME – Black owned	3	
		SME – Other	2	

## **16. INTELLECTUAL PROPERTY RIGHTS**

The final product of livestreaming recording and inscribed content services rendered will remain the property of Nelson Mandela Museum. The service provider will have to request permission from NMM, if they wish to utilize the existing footage for other purposes, outside of the work they have been appointed to perform. This will be done formally through writing to the CEO.

## **17. COMMUNICATION**

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

<b>Ms M Mputa</b>
<b>Tel: 047 501 9504</b>
<b>Email: <a href="mailto:mihlali@nelsonmandelamuseum.org.za">mihlali@nelsonmandelamuseum.org.za</a></b>
<b>Supply Chain Specialist</b>
<b>Mr U Songca</b>
<b>Tel: 047 501 9510</b>
<b>Email: <a href="mailto:unathi@nelsonmandelamuseum.org.za">unathi@nelsonmandelamuseum.org.za</a></b>
<b>PR Officer</b>

## **18. DURATION OF THE CONTRACT**

The successful bidder shall render the required services over a period of twenty-four (24) months. The successful bidder is expected to enter into a Service Level Agreement (SLA) with NMM after the award of the contract. **NMM reserves the right to terminate the contract should the successful bidder fail to perform according to the requirements stipulated in the terms of reference.**

## **19. QUOTATION SUBMISSION**

- All quotations and accompanying documents must be forwarded to:  
[supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)
- NO FAXED OR HAND DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is **14 April 2023** at 12H00.

**NB:** The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.



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**Mr Vuyani Boo**

**Chief Executive Officer**