

PART A REQUEST FOR QUOTATIONS (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF TOURISM)					
RFQ NUMBER:	IM0932026	CLOSING DATE:	08-05-2026	CLOSING TIME:	13H00
DESCRIPTION PROCUREMENT OF GOODS AS SPECIFIED BELOW					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE RFQ BOX SITUATED AT (STREET ADDRESS) OR PROVIDED EMAIL ADDRESS					
PHYSICAL ADDRESS : 17 TREVENNA STREET, SUNNYSIDE, PRETORIA 0002 OR EMAIL ADDRESS: QUOTATIONSSCM@TOURISM.GOV.ZA NOTE: IT IS THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT COMPLETED RFQ DOCUMENT IS DELIVERED TO THE CORRECT EMAL OR PHYSICAL ADDRESS ON BEFORE THE CLOSING DATE AND TIME.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON	Tasneem Carrim		
TELEPHONE NUMBER		TELEPHONE NUMBER	0824679227		
E-MAIL ADDRESS		E-MAIL ADDRESS	tcarrim@tourism.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



4.17 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE? **DOCUMENTS REQUIRED ARE DETAILED ON ANNEXURE D ABOVE AND MUST BE SUBMITTED WITH THE RFQ/BID RESPONSE TO CLAIM POINTS.**

YES = 2 POINTS =
NO = 0 POINT

4.18 THE DEPARTMENT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.
4.19 INFORMATION ON THE DETAILED **CSD FULL REPORT (DIRECTORS / SHAREHOLDERS)** SHOULD BE THE SAME AND SUPPORTED BY **COPIES OF IDENTITY DOCUMENTS AND COMPANY REGISTRATION DOCUMENTS / SHAREHOLDER CERTIFICATES.**

5. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- b) IF TWO OR MORE TENDERES SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

6. DELIVERIES

- a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. THE DEPARTMENT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

7. POPIA DISCLAIMER

7.1 COMPLIANCE WITH PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE DEPARTMENT OF TOURISM (DEPARTMENT) SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

7.2 CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE DEPARTMENT MAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE DEPARTMENT MAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE DEPARTMENT MAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

7.3 FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE DEPARTMENT EXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

7.4 DUTY OF CARE

THE DEPARTMENT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

7.5 EXEMPTION FROM LIABILITY

THE DEPARTMENT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL) AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

NO	SCOPE OF WORK (DESCRIPTION SERVICES OR GOODS)	QUANTITY	AMOUNT
	<p>DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR PODCAST PRODUCTION AND MULTIMEDIA VIDEO SERVICES</p> <p>The Department of Tourism hereby invites suitably qualified and experienced service providers to submit quotations for the provision of comprehensive multimedia specifically podcast production, video recording, livestreaming and event videography and photography services.</p> <p>1. BACKGROUND</p> <p>The Department of Tourism has introduced a podcast as a strategic communication platform to inform, educate and engage stakeholders and the public on tourism policies, programmes and sector developments.</p> <p>In addition, the Department requires ongoing multimedia support to produce high-quality video content for leadership messaging and departmental events.</p> <p>Events can take place anywhere in the country with a strong bias towards Cape Town and Pretoria for the bulk of the events.</p> <p>2. SCOPE OF WORK</p> <p>The appointed service provider will be required to deliver three categories of services on an as-needed basis:</p> <p>2.1 PODCAST PRODUCTION (approximately 5 episodes)</p> <p>The service provider must:</p> <ul style="list-style-type: none"> • Provide recording support (on-site or mobile setup) • Record a minimum of five podcast episodes (20–30 minutes each) • Provide professional audio editing, mixing and mastering • Deliver final podcast episodes in formats suitable for web and streaming platforms • Produce short video clips (minimum 5 per episode) for social media use • Ensure consistent sound quality and branding alignment • Provide captioning/subtitles, overlays and other video content as required <p>Deliverables:</p> <ul style="list-style-type: none"> • 5 fully produced podcast episodes 		

- 25 short video clips (reels/social media cuts)
- All raw and final files transferred to the Department

2.2 STUDIO VIDEO RECORDING (CONTROLLED ENVIRONMENT)

The service provider must:

- Provide video recording of short-form content featuring one principal (e.g. Minister, Deputy Minister, DG)
- Recording duration of up to 2 hours per session
- Provide lighting, audio and camera setup
- Edit and produce final video outputs (1–3 minutes each)
- Provide captioning/subtitles where required

Deliverables:

- Edited and finalised video content
- Social media-ready versions (multiple formats)
- All raw footage archived and transferred

2.3 EVENT VIDEOGRAPHY AND CONTENT PRODUCTION

The service provider must:

- Provide full videography coverage of Departmental events (up to 5 hours)
- Capture key moments, stakeholder engagement and leadership participation
- Produce:
 - Build-up/promotional video (pre-event)
 - Event highlights video (1–3 minutes)
 - Three (3) themed video reels per event
- Provide professional editing, sound design, and branding
- Ensure rapid turnaround for communication use

Deliverables:

- Full event footage
- 1 build-up video
- 1 highlights video
- 3 thematic video reels

- All raw and edited content
- Livestreaming and Technical Services
 - Multi-platform streaming of selected events on platforms such as Facebook, YouTube, and X (Twitter)
 - Live sound capture and on-site broadcast management

3. GENERAL REQUIREMENTS

- Service provider must supply all equipment (audio, video, lighting)
- Ability to operate nationally (travel may be required)
- Turnaround times:
 - Podcasts: within 5 working days
 - Video content: within 1–3 working days
- All content must align with Departmental branding and communication protocols
- All intellectual property remains with the Department

4. EXPERIENCE AND CAPACITY

Bidders must demonstrate:

- Minimum 3 years' experience in podcast production and/or videography
- Proven experience in government or public sector communications
- Ability to deliver high-quality multimedia content under tight deadlines
- Access to appropriate technical equipment and skilled personnel

5. PRICING SCHEDULE

NOTE: All pricing must include equipment, labour, editing, travel, and all associated costs.

NOTE: The services outlined in this RFQ will be procured on an as-and-when-required basis, and the Department does not guarantee the full utilisation of all service categories or quantities indicated. Depending on operational priorities and programme needs, a greater or lesser volume of any specific service may be required over the duration of the RFQ. Estimated quantities have been provided solely to enable bidders to calculate a total indicative value for the RFQ for evaluation purposes.

required over the duration of the RFQ. Estimated quantities have been provided solely to enable bidders to calculate a total indicative value for the RFQ for evaluation purposes. For this reason, bidders are required to provide clear, competitive and fully inclusive unit pricing for each line item, as these rates will form the primary basis for cost comparison, evaluation, and future service allocation.

TABLE 1: PODCAST PRODUCTION

Description	Unit	Quantity	Unit Price (ZAR)	Total (ZAR)
Podcast recording (per episode)	Per episode	5		
Audio editing & mastering	Per episode	5		
Short video clips (min 5 per episode)	Per episode	5		
Subtotal: Podcast Services				

TABLE 2: VIDEO RECORDING (CONTROLLED ENVIRONMENT)

Description	Unit	Quantity	Unit Price (ZAR)	Total (ZAR)
Video recording session (up to 2 hours)	Per session	3		
Editing and final production	Per session	3		
Captioning / formatting for social media	Per session	3		
Subtotal: Studio Video Services				

TABLE 3: EVENT VIDEOGRAPHY SERVICES

Description	Unit	Quantity	Unit Price (ZAR)	Total (ZAR)
Event videography (up to 5 hours)	Per event	2		
Build-up video production	Per event	2		
Highlights video (1-3 min)	Per event	2		
3 Thematic video reels	Per event	2		
Editing and final production	Per event	2		
Subtotal: Event Video Service				

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- Livestreaming and Technical Services Per event 2

4. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Company experience and technical expertise in multimedia services
- Demonstrated capacity to deliver nationally (resources and network)
- Proven experience in public sector and tourism-related work
- Qualifications and experience of key personnel
- Cost competitiveness and value for money
- Proof that the work is the core business of the bidder and not being outsourced to a 3rd party.

5. DELIVERABLES AND REPORTING

- All content must be delivered in high-resolution formats suitable for digital platforms
- Content must be shared via a secure digital platform or drive
- Service provider must maintain an organised archive of all materials
- Transport and accommodation costs must be factored into the quotation, calculated at average flight prices for the purposes of quotation (Jhb-CT return). However final invoices will provide proof of disbursement costs incurred.

4. EXPERIENCE AND EXPERTISE

Bidders must demonstrate the following:

Demonstrated knowledge and experience working with government or public sector clients.

Familiarity with tourism-related communication, events, and campaigns will be an added advantage.

Capacity to deliver on short lead times and manage simultaneous events.

	TOTAL PRICE EXCLUDING VAT		
	VAT@ 15 % (ONLY IF THE BIDDER/SUPPLIER IS REGISTERED FOR VAT)		
	GRAND TOTAL INCLUDING VAT (TOTAL BID OR RFQ PRICE)		

NB: FAILURE TO SUBMIT DULY COMPLETED FORMS AND SIGNED AUTHORISATION DECLARATION, WITH THE REQUIRED ANNEXURE(S), IN ACCORDANCE WITH THE ABOVE PROVISIONS MAY INVALIDATE THE BID FOR SUCH GOODS OR SERVICES OFFERED.

Tasneem Carrim

NAME AND SURNAME

DESIGNATION: CHIEF DIRECTOR *Plm*

DATE: *24/04/2026*

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....