

## **REQUEST FOR PROPOSAL (RFP)**

### **Panel of Photography and Digital Content Service Providers for HSRC Tier 1 and Tier 2 Events (12-Month Period)**

#### **1. INVITATION TO BID**

The Human Sciences Research Council (HSRC) hereby invites suitably qualified and experienced service providers to submit proposals for appointment to a panel of service providers for the provision of photography and digital content services for Tier 1 and Tier 2 events over a period of twelve (12) months.

#### **2. BACKGROUND**

The HSRC hosts a range of national events requiring professional photography and digital content support. These include high-profile flagship events (Tier 1) and programme-level stakeholder engagements (Tier 2).

To enhance institutional visibility, stakeholder engagement, and communication outputs, HSRC seeks to appoint a panel of at least three (3) service providers with demonstrated national capability.

#### **3. OBJECTIVE**

The objective of this RFP is to appoint a panel of qualified service providers to deliver professional photography and digital content services on an ad hoc basis.

Work will be allocated on a rotational basis to ensure fairness and equitable distribution among appointed providers.

#### **4. SCOPE OF WORK**

##### **4.1 Tier 1 Events – High-Level Engagements**

Service providers will be required to:

- Capture high-quality images of VIPs, speakers, branding, and key moments;
- Deliver 20–30 professionally edited images during the event (mandatory);
- Provide real-time or near-real-time content support;
- Produce short-form video content (10–60 seconds);
- Capture brief on-camera interviews (10–20 seconds);
- Operate within high-security and protocol-driven environments.

**Examples:** Summits, conferences, ministerial events,

MoU signings, delegation visits, institutional launches.

##### **4.2 Tier 2 Events – Programme-Level Engagements**

Service providers will be required to:

- Capture high-quality event photography;
- Deliver selected expedited edited images where required;
- Produce 1–3 short highlight videos (where applicable);
- Deliver final edited content within 48–72 hours post-event.

**Examples:** Workshops, roundtables, webinars, dialogues, stakeholder engagements

## 5. MANDATORY REQUIREMENTS

Failure to meet the following requirements will result in disqualification:

- Minimum of three (3) years' experience in corporate or institutional event photography;
- Minimum of three (3) years' experience in digital content production;
- Demonstrated capacity to deliver services nationally;
- Availability of one to two (1–2) qualified personnel for major events;
- A lead resource with at least five (5) years' relevant experience- brief bios/Resume must be submitted;
- Submission of: Company profile;
- Portfolio with at least three (3) comparable projects completed within the past two (2) years (with links

### **Bids will be evaluated in Three stages:**

- Evaluation will be conducted in accordance with applicable procurement regulations.  
using the 80/20 as applicable (80: Price; 20: Specific Goals).

#### **Stage 1: Compliance**

- Mandatory Requirements

#### **Stage 2: Functionality Evaluation**

- Bidders will be evaluated on functionality ( *Please see Table -Page 3 Below*)

#### **Stage 3: Price and Specific Goals**

- Bidders are expected to submit with the Proposal, with Unit costing
- Plus completed Standard Bidding Documents( SBD 6.1 and SBD 4,( to be provided by the respective SCM -Buyer , together with valid copy of BEE certificate / copy Affidavit – to claim Specific Goals .

## 6. SERVICE PROVIDER RESPONSIBILITIES

Appointed service providers will:

- Deliver services in accordance with assignment specifications and timelines;
- Provide all required equipment and technical resources;
- Ensure professional conduct and adequate staffing;
- Deliver real-time and post-event content as required;
- Comply with HSRC branding guidelines, POPIA, and all applicable legislation;
- Adhere to confidentiality and event protocols;
- Transfer full intellectual property rights of all content to HSRC.

## 7. HSRC RESPONSIBILITIES

HSRC will:

- Issue purchase orders for approved work;
- Provide event details and briefing documentation;
- Facilitate access, accreditation, and permissions;
- Coordinate travel arrangements where applicable;
- Provide branding assets;
- Review and approve deliverables.

## 8. CONTRACT DURATION

- The panel appointment will be valid for a period of twelve (12) months from the date of contract signature.

## 9. PRICING

### Pricing Requirements

Pricing must be **VAT inclusive**, transparent, and comparable, and cover:

Description	Rates (ZAR)
Hourly rates	
Half-day event rates	
Full-day event rates	
After-hours rates	
Weekend rates (if different from standard rates)	
Any additional rates (if applicable)	

*NB: Hidden or conditional costs will not be accepted.*

## 10. SUBMISSION REQUIREMENTS

Bidders must submit the following:

- Completed proposal document;
- Company profile;
- Portfolio of work (with links);
- CVs of key personnel;
- Pricing schedule & completed SBD 6.1 plus SBD 4
- Any additional supporting documentation.

## 11. TERMS AND CONDITIONS

- HSRC reserves the right not to appoint any service provider;
- Appointment to the panel does not guarantee work allocation;
- All information provided must be accurate and verifiable;
- Late submissions may not be considered.

## 12. Non-compulsory briefing

- A non-compulsory briefing will be held via MS Team on the 13<sup>th</sup> May 2026 @ 10:00am.

- Technical enquiries may be directed to [bhlatshwayo@hsrc.ac.za](mailto:bhlatshwayo@hsrc.ac.za) for the attention of Ms Busisiwe Hlatshwayo.

### 13. EVALUATION CRITERIA

**Minimum Threshold : 70 %**

Criteria & Functionality	Weight
<p><b>1. Relevant Experience</b></p> <p>1.1 Extent to which the bidder <u>demonstrates through a company profile; proven and recent experience</u> (past three years) in delivering corporate/institutional <b>photography and digital content support services</b> for Tier 1 and Tier 2 – equivalent events. (15 Points)</p> <ul style="list-style-type: none"> <li>➤ 3 – 4 years’ experience (10 points)</li> <li>➤ 5+ years’ experience (15 points)</li> </ul> <p>1.2 Assessment based on list of clients, description of relevant assignments, and <b>contactable references on company letterheads (signed and dated)</b> for assignments completed within the last two (2) years. (15 Points)</p> <ul style="list-style-type: none"> <li>➤ No reference letters submitted (0 points)</li> <li>➤ 1 – 2 reference letters submitted (5 Points)</li> <li>➤ 3 - 4 reference letters submitted (10 points)</li> <li>➤ 5+ reference letters submitted (15 points)</li> </ul>	<p><b>30 Points</b></p>
<p><b>2. Team Capacity</b></p> <p>Project management experience in the execution of Tier 1 and Tier 2 events from conception to implementation (Lead photographer), concurrently if required. Showcase ability to handle the technical and creative demands of an event to deliver high-quality results and deliver on brief. Adequacy and suitability of proposed team, including clear identification of roles, years of experience.</p> <p><u>Bidder to submit brief bios/Resume of all team members</u> (max 1 page per person). <b>(15 Points)</b></p> <ul style="list-style-type: none"> <li>➤ No team information submitted (0 points)</li> <li>➤ Poor team composition and/or lead resource with less than 2 years’ experience (1–5 points)</li> <li>➤ Moderate team composition and/or lead resource with 2-4 years’ experience (6–10 points)</li> </ul>	<p><b>15 Points</b></p>

<ul style="list-style-type: none"> <li>➤ <i>Well-structured team with relevant skills and lead resource with 5 or more years' experience (11–15 points)</i></li> </ul>	
<p style="text-align: center;"><b>3. Technical Capability &amp; Portfolio Quality</b></p> <p>Demonstrated ability to produce <b>high-quality photography and digital content</b>, including evidence of consistency, creativity, and technical strength appropriate for high-profile institutional events. Assessment based on submitted portfolio and accessible website / social media links. (25 Points)</p> <ul style="list-style-type: none"> <li>➤ <i>No portfolio or portfolio not relevant to scope (0 points)</i></li> <li>➤ <i>Poor portfolio of limited relevance or inconsistent quality (1 - 5 points)</i></li> <li>➤ <i>Moderate-quality portfolio demonstrating appropriate technical capability and relevance (6 – 15 points)</i></li> <li>➤ <i>Good portfolio demonstrating consistently high-quality, creative, and professional outputs (16 - 25 points)</i></li> </ul>	<p><b>25 Points</b></p>
<p style="text-align: center;"><b>4. Understanding &amp; Approach to the Assignment</b></p> <p>The bidder's understanding of corporate event photography / digital content support requirements, supported by a <b>methodology on the approach from inception to execution.</b></p> <p>Bidder must include a written methodology / approach, a description of workflow, content production process, turnaround times and coordination and quality-control measures. (30 Points)</p> <ul style="list-style-type: none"> <li>➤ No methodology and approach = 0 points</li> <li>➤ Poor methodology and approach = 1-5 points</li> <li>➤ Fair methodology and approach = 6-10 points</li> <li>➤ Good methodology and approach= 11-20 points</li> <li>➤ Excellent methodology and approach = 21-30 points</li> </ul>	<p><b>30 Points</b></p>
<p><b>TOTAL FUNCTIONALITY SCORE</b></p>	<p>100</p>

**14. CLOSING DATE OF PROPOSALS: 20 MAY 2026 CLOSE BUSINESS**

**PLEASE SUBMIT VIA EMAIL TO: [Znkosi@hsrc.ac.za](mailto:Znkosi@hsrc.ac.za)**