

04 MARCH 2026

**REQUEST FOR QUOTATIONS FOR IMMERSIVE TEAM-BASED EXPERIENTIAL
LEARNING PROGRAMME**

1. Purpose

- 1.1. To invite service providers to send quotations for RFQ for the procurement of Immersive Team-Based Experiential Learning Programme.

2. Considerations/background

- 2.1. Value activities have played a crucial role in inspiring individuals, teams, and departments to pursue continuous improvement by reinforcing a strong company culture. Since the inception of the RSR values in 2020, the organization has undertaken various initiatives to gauge the understanding and uptake of these values among staff through various activities which have been run by the Media and Communications Department.
- 2.2. The Railway Safety Regulator operates in a highly regulated, high-stakes environment where ethical conduct, accountability, innovation, and operational excellence are non-negotiable. While organisational values are formally articulated, sustainable culture transformation requires more than communication; it requires active participation and lived experience.
- 2.3. To meaningfully embed the RSR values, the Media and Communications Department would like to host an immersive team-based experiential learning programme that embeds the organisation's core values through storytelling, performance, and collaborative film creation. The programme will be run in our Cape Town and Durban offices.
- 2.4. This initiative forms part of RSR's ongoing commitment to strengthening organisational culture, enhancing employee alignment with organisational values, and reinforcing behavioural standards that support regulatory excellence.
- 2.5. The programme:
 - Encourages deep reflection on organisational values

- Translates abstract principles into observable behaviours
 - Promotes cross-functional collaboration
 - Stimulates creativity and innovation
 - Produces tangible outputs (short films/ performances) that can be reused internally
- 2.6. This approach ensures that values are not merely discussed - they are interpreted, demonstrated, and internalised by staff.

3. Scope of work / Specification

Specifications are as follows:

The appointed bidder/service provider shall deliver on the following scope:

- 3.1. The programme will transform staff into film production teams using iPad technology. Each team will develop a 3-5 minute film that brings our organisational values to life through creative storytelling.
- 3.2. Each team will be briefed on our values framework and assigned 1-2 values as their creative theme. Facilitators will guide teams to develop authentic storylines demonstrating these values in action – whether through workplace scenarios, aspirational narratives, or creative interpretations.
- 3.3. **Sample team structure (20 participants):**
- 2 teams of 10 people
 - Each creates a 3-5 minute film
 - Each focuses on specific values for depth of exploration
 - Films can be dramatic, comedic, documentary-style, or abstract
- 3.4. **Programme Flow (full day experience)**
- Launch & Creative Brief

- Creative Development
- Production
- Post-Production
- Premiere & Awards

3.5. **Equipment & Technical Requirements**

- iPads for filming and editing
- Editing software and apps pre-installed
- Props box with costumes and creative materials (all experiential equipment)
- Professional facilitation by experienced facilitators
- Technical support throughout programme
- Pre-event planning and customisation for RSR values
- Site visit to confirm venue suitability
- Digital copies of all created content
- Awards
- Set-up
- Travel fee including flights and accommodation as required for Durban and Cape Town

3.6. **The appointed service provider will be required to:**

- Design and facilitate a **Movie Maker Signature Experience** aligned to RSR's values.
- Divide participants into teams.
- Guide teams in conceptualising and scripting short films or performance pieces reflecting one or more of the RSR values.
- Provide:
 - ✓ Facilitation and team coaching
 - ✓ Film production equipment
 - ✓ Editing and post-production services
- Compile and present final productions during a structured showcase session.
- Facilitate a debrief session linking outputs directly to workplace behaviours and regulatory performance.
- Provide final edited digital copies of all productions.
- Host an awards ceremony during film showcase

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria

- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1.	<p><u>COMPANY EXPERIENCE</u></p> <p>Company Experience will be checked against the Registration Certificate/CSD registration.</p>	<p>The company experience will be scored as follows:</p> <ul style="list-style-type: none"> • Between 0 and 2 years' experience= 0 points • Above 2 years but less than 5 years' experience= 5 points • Above 5 years but less than 10 years experience = 7 points • 10 years and above experience = 10 points
2.	<p><u>REFERENCE LETTERS</u></p> <p>Experience in experiential learning interventions through the provision of contactable reference letters</p> <p>The reference letter/s should be signed and on the company letterhead, include the type of project, scope of services delivered, duration of project and contact person and details (e-mail or Tel).</p>	<p>Completion of immersive activities that create lasting behavioural change (e.g. team building, values driven or organisational culture activities) (past 5 years).</p> <p>The service provider must submit reference letters that are not older than 5 years, which are relevant to immersive activities.</p> <p>The scoring of company experience will be as follows:</p> <ul style="list-style-type: none"> • No references = 0 points • 1 reference = 10 points • 2 references = 20 points • 3 references= 30 points <p>NB: The RSR reserves the right to verify the letters provided.</p>

<p>3.</p>	<p><u>PROPOSAL</u></p> <p>Supplier must submit a proposal outlining the experiential programme activity namely Movie Maker Signature Experience.</p>	<ul style="list-style-type: none"> • Excellently developed proposal = 30 points • Average developed proposal = 20 points • Poorly developed proposal = 10 points • No proposal = no points
<p>4.</p>	<p><u>PROJECT LEADER'S CAPACITY</u></p> <p>The bidder must have an experienced project leader with facilitation experience.</p> <p>CV must specify years/months of experience</p> <p>e.g. January 2022 to December Dec 2025:</p> <p>Led facilitation of workshops at ABC Agency</p>	<p>The bidder must submit the CV of the Project Leader showing experience in facilitating related projects.</p> <p>The scoring of the project leader's capacity will be as follows:</p> <ul style="list-style-type: none"> • More than 15 years = 30 points • Above 10 to 15 years = 20 points • Above 5 to 10 years = 10 points • Above 2 to 5 years = 5 points • Less than 2 years = 0 points

Service Providers must attain a minimum threshold of **70 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s)

<p>Enterprise (QSE) which is <i>at least 51% owned by person(s) with disabilities</i></p>	<ul style="list-style-type: none"> • A valid SANAS accredited BBEE certificate or a valid BBEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
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6.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

7. Technical Enquiries

8.1. SCM: Mr. Mphengwa Daniel Modiba

mphengwa.modiba@rsr.org.za / 010 495 5391

8.2. Project Manager: Ms. Zanele Nondzimba

zanele.nondzimba@rsr.org.za / 010 495 5391 / 087 284 6664

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on Thursday the 12th March 2026 at 11h00**. Responses may be emailed to mphengwa.modiba@rsr.org.za