

From: The National Radioactive Waste Disposal Institute

Request for Quotation No:	NRWDI/COMM/2025-07A
RFQ Closing Date:	14/01/2026
RFQ Closing Time:	11:00
PROVISION OF VAALPUTS VIDEO UPDATE	

NAME OF BUSINESS:

CONTACT NAME:

CONTACT NUMBER:

CSD NO:

Email Address

ISO CERTIFICATION

YES NO

QUOTATION VALIDITY PERIOD: 60 Working Days from closing date.

DELIVERY INCLUDED:

YES NO

Dear Sir/Madam


Please provide a quotation for the following items as per the specification below.

Prices must be firm and indicate all amounts excluding VAT.

VAT must be included as a separate line item.

1. SPECIFICATION

Deliverable	Unit/Description	Unit	Cost	Total
Script Development (English)	Draft + revisions	R		R
Script Translation (Afrikaans)	Translation	R		R
Voiceover (English)	8 min, professional artist	R		R
Voiceover (Afrikaans)	8 min, professional artist	R		R
Subtitles	Afrikaans SRT (SubRip Subtitle File) + embedding	R		R

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Logo Replacements & Branding Updates	Intro/outro + overlays	R	R
Editing & post-production	Syncing, sound, graphics	R	R
On-Site Filming (Vaalputs)	Crew + drone + travel	R	R
Graphical / Animated Representation of Disposal Process	Animated sequence illustrating key stages of the Vaalputs disposal process	R	R
Incorporation of Supplied Footage/Images	Integration into storyline	R	R
8-Minute Master Video	Final version	R	R
30-Second Highlight Cut	Exhibition/Conference (loop format, minimal narration, strong visual appeal)	R	R
1–2 Minute	3 variants per item 3.3.2	R	R
Deliverables in HD/4K (MP4 + raw files)	All outputs	R	R
Sub-Total			R
VAT			R
Grand Total			R

2. DESCRIPTION OF THE NEED / SCOPE OF WORK

2.1 Video Update (8 minutes)

2.1.1 Replace all references, logos, and visuals referring to *Necsa* with updated *NRWDI* branding.

2.1.2 Update and refine the script to align with NRWDI's current messaging (English and Afrikaans).

2.1.3 Record professional English and Afrikaans voiceovers.

2.1.4 Edit and finalise the 8-minute video with improved sound, music, and graphics.

2.1.5 Include translated Afrikaans subtitles in the English version.

2.1.6 Incorporate additional supplied content: NRWDI will provide the original video file, plus a series of images of stakeholder engagements and video material from the Vaalputs handover event, to be reviewed and integrated into the final cut.

2.2 Additional Videography

2.2.1 Capture on-site video footage at the Vaalputs facility, including aerial shots (drone), operational views, and environmental context, to enrich the updated video content.

2.2.2 Develop a clear, graphical or animated representation of the radioactive waste disposal process, illustrating the safe, controlled, and environmentally responsible operations at the Vaalputs facility. Ensure filming complies with safety, security, and branding protocols.

2.3 Shorter Versions

3.3.1 Produce a 30-second highlight video for exhibitions and conference use.

3.3.2 Create a set of shorter clips (1–2 minutes each) tailored for:

- o Social media platforms (LinkedIn, Facebook, X, YouTube)
- o Educational outreach (schools, universities)
- o Stakeholder briefings and presentations

2.4 Deliverables

2.4.1 Master video (8 minutes, English + Afrikaans VO, English version subtitled in Afrikaans).

2.4.2 Shorter versions (30 seconds, 1–2-minute cuts).

2.4.3 Raw footage and project files to remain the property of NRWDI.

2.4.4 Final outputs in multiple formats (HD MP4 for online; high-resolution versions for exhibitions and large-screen projection).

2.5 Technical Requirements

2.5.1 Full HD/4K production quality.

2.5.2 Professional scriptwriting and translation services (English to Afrikaans).

2.5.3 Broadcast-quality voiceover artists (English and Afrikaans).

2.5.4 Graphic animation for logo transitions and infographics.

2.5.5 Subtitles embedded and supplied as separate SRT files.

3. PROPOSAL REQUIREMENTS

Bidders must submit:


3.1 Company profile and relevant experience (similar projects).

3.2 Proposed methodology and creative approach.

3.3 Detailed work plan and timeline.

3.4 Itemised cost breakdown, including:

3.4.1 Scriptwriting and translation

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3.4.2 Voiceover (English and Afrikaans)

3.4.3 Editing and logo replacements

3.4.4 Integration of supplied content (images, handover event footage)

3.4.5 On-site filming and post-production

3.4.6 Development of shorter video versions

4. DELIVERY TIMELINES

The expected project delivery timeframe is 6 to 8 weeks from appointment.

5. EVALUATION CRITERIA

5.1 Mandatory Requirement (At RFQ Closing Date)

- a) Service providers who fail to quote fully or according to the specification and scope of work will be disqualified.
- b) Quotations submitted after the RFQ closing date and time will be disqualified.
- c) Quotations that are not sent through the procurement central email will not be considered for evaluation.
- d) The bidder must possess a valid Remote Pilot License (RPL) and operate under a valid Remote Operator Certificate (ROC) issued by the South African Civil Aviation Authority (SACAA).

5.2 Mandatory Requirement (At RFQ Award)

- a) Non tax compliant Bidders will not be awarded the RFQ
- b) Bidders listed in the Register of Restricted Suppliers or in the Tender Defaulters Register from National Treasury will be disqualified.

Failure to comply to the above mandatory requirements (1&2) will disqualify your quotation.

NB: Please ensure quotation proposal complies as follows:

Mandatory Requirements Description	Please mark under Yes/No to ensure compliance with the RFQ	
	Yes	No
Have you quoted fully or according to the price structure/specification and scope of work? Refer from page 1-2.		
Is a valid Remote Pilot Licence (RPL) and a valid Remote Operator Certificate (ROC) issued by the South African Civil Aviation Authority (SACAA) submitted?		


Will your quotation be sent to the correct email address and before the closing time and date of the RFQ?		
Is proof of tax compliant status submitted?		
Is your company and its owners (directors/shareholders/owners) listed on the Database of restricted Suppliers or on the Register for Tender Defaulters from National Treasury?		

5.3 FUNCTIONALITY EVALUATION CRITERIA

All quotations that will comply with all the mandatory requirements will be evaluated on the below functionality evaluation criteria. Bidders are required to score or obtain at least 70 points to be evaluated further, failure to score or obtain a minimum of 70 points will lead to disqualification.

ITEM	EVALUATION CRITERIA	DESCRIPTION	DETAILS OF DESCRIPTION	POINTS ALLOCATED	MAXIMUM POINTS
A.	Technical Capacity (Skills & Experience)	A.1. Bidder must demonstrate relevant technical skills in video production, including scriptwriting, translation, voiceover, editing, motion graphics, and videography (with drone use).	A.1.1. No relevant projects provided or no evidence of required skills	0	20
			A.1.2. 2 - 3 relevant projects provided, partial skills demonstrated	10	
			A.1.3. 3 or more relevant projects with full scope of skills demonstrated (portfolio, references)	20	
	Years of experience	A.2 The bidder must demonstrate a proven track record in professional video production for corporate, educational, or institutional clients	A.2.1 Less than 3 years of relevant experience	0	10
			A.2.2 3–5 years of experience	5	

			A.2.3 More than 5 years of verifiable experience	10	
B.	References	B.1. Provide at least three (3) reference letters on client letterhead (with contact details) for video production, educational or institutional projects in the past 3 years.	B.1.1. No reference letters provided = 0 pts	0	10
			B.1.2. 1–2 relevant reference letters provided	5	
			B.1.3. Three or more relevant reference letters provided	10	
C.	Methodology & Creative Approach	C.1. Provide a detailed methodology covering discovery, script development (English & Afrikaans), pre-production, production (on-site filming), post-production (editing, graphics, VO, subtitles), and delivery.	C.1.1. No methodology or inadequate detail	0	30
			C.1.2. Generic/basic methodology , limited tailoring	15	
			C.1.3. Comprehensive, tailored methodology showing structure,	30	
			creativity, and risk management		
D.	Team Composition & Expertise	D1. The bidder must propose a competent, multi-disciplinary team including	D 1.1 No team details provided or roles unclear	0	20

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		project management, scriptwriting, translation, direction, filming, editing, and voiceover capabilities.	D.1.2 Partial team presented (missing key functions or limited evidence of experience)	10	
			D.1.3 Full team with clearly defined roles, CVs, and evidence of relevant project experience	20	
E.	Project Delivery Timeline	E.1. Submit a realistic timeline covering all project phases (script, filming, editing, review, delivery).	E.1.1. No timeline or unrealistic (10+ weeks)	0	10
			E.1.2. Basic or incomplete timeline (8–10 weeks)	5	
			E.1.3. Clear and feasible timeline aligned with scope (1–8 weeks)	10	
Total					100

5.4 Price and Specific Goals Evaluation

- The 80/20 preference point system will be applied to evaluate received quotations that passed the evaluation criteria.
- Price will be evaluated on 80 points and 20 points will be allocated to specific goals as illustrated on SBD 6.


For any clarification

regarding this matter, please contact Moses Shandukani at 012 305 6160 or email at

Moses.Shandukani@nrwdi.org.za

Email the quotation to: procurement@nrwdi.org.za

IMPORTANT:

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1. Please take note of the different email addresses for clarifications and for submission of your quote. Only quotes submitted to procurement@nrwdi.org.za will be considered for further evaluation.
2. Quotes must be emailed to: procurement@nrwdi.org.za before the closing deadline. Any quotation received after the deadline will not be considered.
3. Please indicate if you are ISO 9001:2015 certified Quality Management System.
4. Attach a valid BBBEE certificate or affidavit, if applicable.
5. Complete all SBD forms and send back together with your quotation (SBD 4&6.1)
6. The successful bidder must be registered on the Central Supplier Database except for foreign bidders with no local registered entity.
7. The mailbox capacity per email is 10MB. A bidder may send as many emails as necessary to accommodate all files. All emails must be received before the deadline.
8. The RFQ is subject to the General Conditions of Contract from National Treasury, refer to: http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

Required by:


The National Radioactive Waste
Disposal Institute

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....


3 DECLARATION

I, the undersigned, (name)in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
- 3.7

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING

ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE

TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“black people”** is a generic term which means Africans, Coloureds and Indians—
 - a) who are citizens of the Republic of South Africa by birth or descent; or
 - b) who became citizens of the Republic of South Africa by naturalisation—
 - i) before 27 April 1994; or
 - ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date;
- (b) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts

through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (g) **“women”** means a person of female gender who is a citizen of the Republic of South Africa.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where


P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender

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documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Maximum number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by Black People: a) 12 points: 91% - 100% ownership by black people. b) 10 points: 75% - 90% ownership by black people. c) 8 points: 51% to 74% ownership by black people. d) 4 points for 50% and lower ownership by black people. e) 0 points for no ownership by black people.	12	
Enterprises owned by Women: a) 8 points: 91% - 100% ownership by women. b) 6 points: 75% - 90% ownership by women. c) 4 points: 51% to 74% ownership by women. d) 2 points for 50% and lower ownership by women. e) 0 points for no ownership by women.	8	

- 4.3 Tenderers must submit documents as valid proof to substantiate points claimed for specific goals, that should include amongst others the Shareholder Certificate/CIPC Company Registration Documents, certified copies of ID for directors, certified copy of B-BBEE certificate/sworn affidavit, CSD report and/or any other documentation.

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.4 Name of company/firm.....
- 4.5 Company registration number:
- 4.6 TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
Y One-person business/sole propriety
Y Close corporation
Y Public Company
Y Personal Liability Company
Y (Pty) Limited
Y Non-Profit Company
Y State Owned Company

[TICK APPLICABLE BOX]

4.7 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....