

TECHNICAL CRITERIA	REQUIREMENT	PROOF TO BE SUBMITTED	SCORING MATRIX/SCORING GUIDELINES	WEIGHTING
Company Profile	Bidder to provide company profile showing company experience in providing design and creative services and number of years the company has been in existence.	Company to provide a company profile where they state their years of experience.	<p>3 = More than 10 years of existence and experience in providing videography, drone videography, video editing, motion graphics services</p> <p>2 = 6 – 9 years of existence and experience in providing videography, drone videography, video editing, motion graphics services</p> <p>1 = 3 - 5 years of existence and experience in providing videography, drone videography, video editing, motion graphics services</p> <p>0 = nonresponsive</p>	10
Geographical Footprint	Bidder to demonstrate South African footprint.	Company profile to refer to design work done for a national campaign for a company with a national footprint, displaying a presence across South Africa	<p>3 = 4 or more campaigns for companies in 3 different provinces</p> <p>2 = 3 campaigns for companies with a presence in 2 different provinces</p> <p>1 = less than 3 campaigns for companies with a presence in 2 provinces.</p> <p>0 = nonresponsive</p>	5
Methodology	Bidder to demonstrate a summarised project plan	Project plan or production schedule listing all activities and stipulating timelines	<p>3= 2-3 Months required to complete this project. Detailed plan that shows bidder has capacity to complete this.</p> <p>2= 3-4 Months required to complete this project</p> <p>1= 4-5 months required.</p> <p>0 = more than 5months</p>	15

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Previous Work done (Portfolio)	<p>Bidder to provide a portfolio of evidence/examples of accounts/projects undertaken indicating client name, project value, project challenge, agency solution, results, outcomes, and project duration:</p> <p>Demonstrate your skills in the following disciplines</p> <ul style="list-style-type: none"> - Drone Footage - Motion graphics (2D and/or 3D models superimposed on camera matched with video footage) 	<p>Provide a portfolio of evidence that show briefs and pictures of the work done, organised clearly as per requirement.</p> <p>Provide contact details of account owner for verification purposes.</p> <p>Also provide link to video of each example stated on sites like YouTube, Vimeo or your website</p>	<p>3 = 6 or more projects provided, demonstrating work done for more than five companies with work of a quality suitable for company's similar size as Transnet, The evidence shows clear execution of brief and a demonstrate creativity in simplicity</p> <p>2 = 4 - 5 projects provided with similar work done for three organisations with work of a quality suitable for companies similar in size as Transnet.</p> <p>1 = 2-3 projects provided with similar work done for two organisations.</p> <p>0 = Nonresponsive</p>	20
Resource Planning	<p>Resource planning – organogram and CV's showing capacity and experience of a Production Manager</p> <p>Bidder to submit CVs indicating the above positions. A 1-pager focusing on work experience and level of education, all information must be verifiable with references</p>	<p>Provide a 1-2 pager CV with contactable reference</p>	<p>3 = Productions Manager with 5+ years' experience and appropriate qualification</p> <p>2 = Productions Manager with 5 years' experience</p> <p>1 = Productions Manager with less 5 years' experience and appropriate qualification</p> <p>0 = Productions Manager with less than 1 yea experience</p>	15

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Resource Planning	Resource planning – organogram and CV's showing capacity and experience of a Drone Operator . Bidder to submit CVs indicating the above positions. A 1-pager focusing on work experience and level of education, all information must be verifiable with references. MUST Include accreditation from South African Civil Aviation Organisation (SACAA).	Provide a 1-2 pager CV with contactable reference. - Include copy of SACAA certificates - Include link to show reel	3 = Drone Operator with 4+ years' experience with satisfactory showreel 2 = Drone Operator with 3 years' experience with satisfactory showreel 1 = Drone Operator with 2 years' experience with satisfactory showreel 0 = Drone Operator with less than 2 years experience	15
Resource Planning	Resource planning – organogram and CV's showing capacity and experience of a Video Editor Bidder to submit CVs indicating the above positions. A 1-pager focusing on work experience and level of education, all information must be verifiable with references	Provide a 1-2 pager CV with contactable reference. 1 or 2 CVs but must demonstrate experience in online and offline editing (Adobe Premier Pro and After Effects, or similar) - Include link to showreel	3 = Video Editor with 8+ years' experience with satisfactory showreel 2 = Video Editor with 6-7 years' experience, with satisfactory showreel 1 = Video Editor with less 4-5 years' with satisfactory showreel experience 0 = Video Editor with less than 4 years' experience	15

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Resource Planning	organogram and CV's showing capacity and experience of a Copy Writer Bidder to submit CVs indicating the above positions. A 1-pager focusing on work experience and level of education, all information must be verifiable with references	Provide a 1-2 pager CV with contactable reference	<p>3 = Copy writer with 4 or more years' experience and appropriate qualification</p> <p>2 = Copy writer with 4 years' experience, no appropriate qualification</p> <p>1 = Copy writer with 3 years' experience and appropriate qualification</p> <p>0 = Copy writer with less than 3 years' experience</p>	5
TOTAL POINTS				100