



REQUEST FOR PROPOSALS

FOR

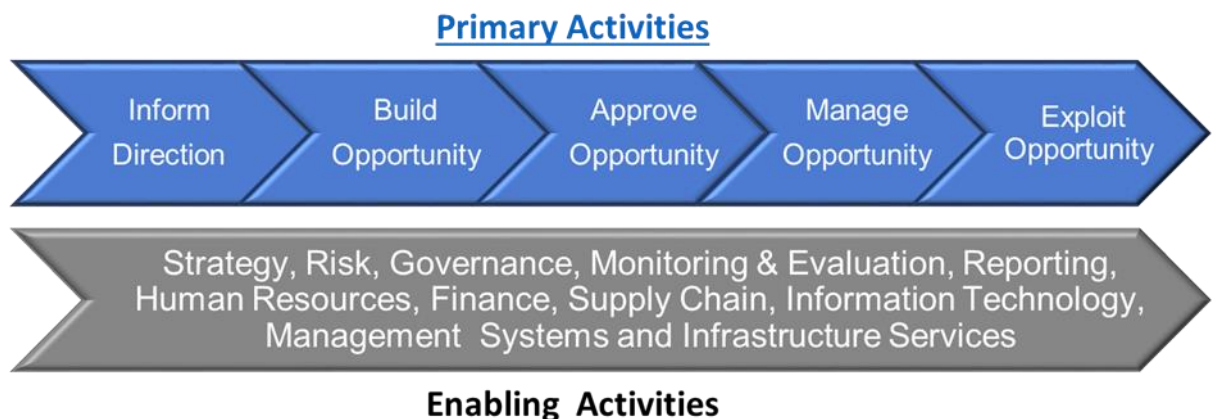
Appointment of a Panel of Corporate Videography (Multi-Media) Service Providers for the Technology Innovation Agency for a period of thirty-six (36) months, on an as-and-when-required basis.

Issue Date: Thursday 16 July 2026

Response Deadline: Thursday 30 July 2026 at 11h00

1. INTRODUCTION

- 1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.
- 1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. PURPOSE

The purpose is to appoint an experienced, reputable videographers to capture high-quality videos for TIA funded projects, marketing collateral (corporate videos), events, and staff for various online platforms for TIA as and when required by the organisation.

3. BACKGROUND

TIA Marketing and Communications Unit manages all communication-related materials produced by the Agency, including brochures, publications, online content, and multimedia assets. Videography is an integral component of all these



communication tools. TIA's videography requirements include production of videos showcasing funded projects, innovators, events, and staff. These videos will be used across various communication platforms, including the Agency's website, social media channels, presentations, reports, and other stakeholder engagement activities.

4. SCOPE OF WORK

TIA is looking to make use of the services of experienced videographers to capture high-quality videos for TIA funded projects, marketing collateral (corporate videos), events, and staff for various online platforms. TIA will not appoint a single service provider but will work with different service providers that satisfy the set functionality criteria, are the most competitive in terms of price and specific goals. The appointed service providers will be listed as preferred suppliers and will be approached as and when required.

5. PROPOSAL SPECIFICATIONS

TIA is looking to make use of experienced multimedia suppliers to handle the video needs of TIA Communication. Interested parties need to stipulate and include information on:

- The hourly rate for services rendered (assume videography to take place at TIA offices in Pretoria, Durban and Cape Town. However, TIA projects are in various provinces. This single hourly quoted fee must be all inclusive, i.e., include
 - 1) travelling to the offices (kilometres rates will be paid as per the South African Revenue Service (SARS) tariff rates).
 - 2) any associate video editing
 - 3) supply of all videos in high and low resolution
 - 4) as well as any associated delivery/upload fees.
- The delivery lead times, described in the number of working days after the day of the shoot; (note elimination criteria in section 6).
- Delivery and upload on electronic platforms.
- Editing capabilities.
- Developing scripts and storyboards.
- Graphics and animation.

- Make-up artist (as and when required)
- Voice over (as and when required)
- Details of the equipment used and the ability to adhere to the technical requirements which are outlined under (6) elimination criteria.
- Portfolio including, event or conference videos, corporate videos, or science videos. The portfolio should include references to multimedia that have been included in online.
- The supplier is responsible for the provision of all filming equipment, which includes a minimum of two full HD video recording cameras, video lighting, sound recorders-lapel, editing subtitles and sound mixing software, a basic music library, for final videos and all the necessary equipment for the project.
- Drafts of each video are to be supplied to the TIA for review and final approval on a cloud-based storage facility or USB memory stick or external hard drive delivered to the TIA. The bidder must allow for up to five (5) drafts per video.
- Each edited and approved video to be approximately 3 - 5 minutes long and will include a standard introduction and closing sequence provided by the TIA for this series. The final HD video must also include subtitles.
- The video must comply with TIA brand guidelines. These will be shared at the beginning of each project.
- The pricing quotes, must be inclusive of all costs to be incurred by the bidder, including travelling costs in Gauteng, KwaZulu Natal and Western Cape. (kilometres rates will be paid as per the South African Revenue Service (SARS))
- Travelling and accommodation costs outside of Gauteng will be paid and covered for by TIA.
- Contactable references, within the last seven (7) years

All proposals should be submitted in electronic format only. The portfolio of work must be captured as part of the electronic proposal.

6. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- If not registered on the Central Supplier Database.
- Submission after the deadline; and
- Proposals submitted at incorrect location.
- Any conditions stipulating delivery later than seven days (videography) from date of shoot;
- Bidders must have successfully completed at least 5 videography assignments for public sector institutions, corporate/ private sector and academia completed in the last 7 years.
- Failure to submit the required Portfolio of Evidence (PoE) (corporate video, corporate event and reel). AI generated, AI rendered created video content will not be accepted as portfolio evidence for this RFP.
- The submitted videos must comply to the following technical requirements relating to the quality of equipment used and the associated output:
 - Videos must be captured in high definition and processed for use on several multimedia platforms including social media
 - Use of professional, lighting and sound equipment for recording
 - Use of professional editing suites

7. PROPRIETARY INFORMATION

TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.

The Bidder shall not disclose, publish, or advertise this specification or related information in part or to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

8. ENQUIRIES & RESPONSES

Nana Modiba – nana.modiba@tia.org.za

9. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

10. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDERS

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA regarding anything arising from the fact that pages are missing or duplicated.

11. SUBMISSIONS OF RFPs

It is the responsibility of the prospective supplier to ensure that the proposal is submitted by no later than **Thursday 30 July 2026 at 11h00**

Proposals should be submitted to Nana Modiba at: nana.modiba@tia.org.za

12. GENERAL TERMS AND CONDITIONS

12.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal

12.2 Kindly note that TIA is entitled to:

12.2.1 Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;

12.2.2 Verify any information contained in a proposal;

12.2.3 Not to appoint any bidder;

12.2.4 Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;

- 12.2.5 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- 12.2.6 TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- 12.2.7 TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 12.2.8 TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 12.2.9 The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 12.2.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 12.2.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 12.2.12 Validity period: 90 days
- 12.2.13 Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- 12.2.14 TIA's decision on proposals received shall be final and binding
- 12.2.15 **TIA may disregard any submission if that bidder, or any of its directors:**
- 12.2.15.1 Abused the Supply Chain Management (SCM) system of any Government Department / Institution.
- 12.2.15.2 Committed proven fraud or any other improper conduct in relation to such system.

- 12.2.15.3 Failed to perform on any previous contract and the proof thereof exists.
- 12.2.15.4 Abused the Supply Chain Management (SCM) system of any Government Department / Institution.

13. MANDATORY DOCUMENTS

- Service Providers should be registered on the Central Supplier Database (CSD)
- Service Provider should be tax compliant by the time TIA appoints

14. EVALUATION CRITERIA

In addition to the requirements as stated, all proposals will be evaluated based on evaluation criteria below, and the 80/20 preferential point system. To assess which proposals will best suit the corporate operational requirements of TIA, proposals will be assessed as follows:

No	Evaluation criteria	Scoring guide	Weighting	Max score
1	Experience: The bidder must demonstrate proven experience in the production of corporate and marketing videos for public and/or private sector organisations	Company experience in delivering high quality corporate and marketing video production services (provide company profile) 5 = 10 years and more in corporate video production. 4 = 7 – 9 years and more in corporate video production. 3 = 5 to 6 years in corporate video production. 2 = 3 – 4 years in corporate video production 1 = Less than 3 years in in corporate video production.	0. 1	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
2	Technical criteria (samples of videos corporate videos not longer than 3 – 5 minutes – the videos must be clearly marked)	Visual appeal Adherence to technical requirements for good videography, including colour, contrast, lighting, focus/sharpness, choice of viewpoints, visual impact, originality (based on electronic track record supplied) 5 = 5 samples of videos (videos are highly creative, visually striking and modern in style. The videos demonstrate originality, innovative storytelling, and the effective use of diverse filming techniques and perspectives. The videos have a strong visual impact, high production quality, and successfully capture and maintain audience attention compelling content, cinematography, editing, and overall presentation). 4 = 4 samples of videos (videos are highly creative, visually striking and modern in style. The videos demonstrate originality, innovative storytelling, and the effective use of diverse filming techniques and perspectives. The videos have a strong visual impact, high production quality, and successfully capture and maintain audience attention compelling content,	0.4	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		cinematography, editing, and overall presentation). 3 = 3 samples of videos (videos are highly creative, visually striking and modern in style. The videos demonstrate originality, innovative storytelling, and the effective use of diverse filming techniques and perspectives. The videos have a strong visual impact, high production quality, and successfully capture and maintain audience attention compelling content, cinematography, editing, and overall presentation). 2 = 2 samples of videos (videos are highly creative, visually striking and modern in style. The videos demonstrate originality, innovative storytelling, and the effective use of diverse filming techniques and perspectives. The videos have a strong visual impact, high production quality, and successfully capture and maintain audience attention compelling content, cinematography, editing, and overall presentation). 1 = 1 sample of video (video is highly creative, visually striking and modern in style. The video demonstrate		

No	Evaluation criteria	Scoring guide	Weighting	Max score
		originality, innovative storytelling, and the effective use of diverse filming techniques and perspectives. The video has a strong visual impact, high production quality, and successfully capture and maintain audience attention compelling content, cinematography, editing, and overall presentation). 0 = No samples		
3	Reference letters	References and track record: Provide suitable, reputable, contactable references (letters) where corporate videography services were rendered, (based on references supplied) in the last 7 years. 5 – 5 references in the last 7 years. 4 - 4 references in the last 7 years. 3 – 3 references in the last 7 years. 2 – 2 references in the last 7 years 1 – 1 reference in the last 7 years. 0 – No references	0.3	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
4	Personnel experience (videographers)	Capability, capacity of the proposed team specific to videography (attached CV, and qualifications of the proposed team). CV of each team member must stipulate number of years in videography. 5 = 10 years film /video production of the proposed team 4 = 7 to 9 years film /video production of the proposed team 3 – 5 to 6 years in film /video production of the proposed team 2 = 3 to 4 years in film /video production of the proposed team 1 – Less than 3 years in film /video production of the proposed team	0.2	5
	Total weight		1	
	Minimum qualifying score (expressed as percentage)			70%

15. SECOND STAGE: EVALUATION IN TERMS OF (80/20) PREFERENCE POINTS SYSTEM

Service providers who obtain the threshold of 70% will be evaluated further based on the 80/20 Preference point system.

Specific Goal	Points	Proof
At least 51% black ownership Less than 51% black ownership	5 0	CSD Report
At least 51% Black youth ownership Less than 51% Black youth ownership	5 0	Certified ID
At least 51% Black Women ownership Less than 51% Black Women ownership	5 0	CSD Report
At least one of the owners has a disability No owner with a disability	5 0	Letter from a Doctor confirming the disability
Total points for specific goals	20	
Price (<i><u>Note: All Prices must include Vat for VAT registered Bidders.</u></i>)	80	Quotation
Total	100	

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.

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 State institution

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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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;
- 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

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.



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.

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

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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	

SPECIFIC GOALS	
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) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“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
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		5		
Less than 51% black ownership		0		
At least 51% Black youth ownership		5		
Less than 51% Black youth ownership		0		
At least 51% Black Women ownership		5		
Less than 51% Black Women ownership		0		
At least one of the owners has a disability		5		
No owner with a disability		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. 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:

.....

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