

BID DOCUMENT

RFQ NUMBER: FIC/RFB/AUDIO VISUAL DEVELOPMENT/16/2025/26

ISSUE DATE: 09 MARCH 2026

COMPULSORY VIRTUAL BRIEFING SESSION: 18 MARCH 2026

CLOSING DATE: 30 MARCH 2026

TIME: 11H00

DESCRIPTION: THE FINANCIAL INTELLIGENCE CENTRE SEEKS TO APPOINT A SERVICE PROVIDER ON A THREE-YEAR CONTRACT TO PROVIDE AUDIO VISUAL DEVELOPMENT SERVICES

SUBMITTING BIDS: One (1) original and an electronic copy (*preferably on memory stick*) of the RFB document must be handed in / delivered to:

**TENDER BOX
FINANCIAL INTELLIGENCE CENTRE
BYLSBRIDGE OFFICE PARK
CNR JEAN AVENUE & OLIVENHOUTBOSCH
HIGHVELD EXT 73 CENTURION**

Bidders are required to request an ACCESS PIN CODE **24 HOURS IN ADVANCE** from Keneilwe.masemene@fic.gov.za and present their identity documents and/or valid driver's license at the main gate in order to gain entry within the FIC offices.

CSD NUMBER:

DOCUMENTS IN THIS BID DOCUMENT PACK

Contents

GLOSSARY OF TERMS

PART A: SBD 1 INVITATION TO BID	3
PART B: TERMS AND CONDITIONS FOR BIDDING	4
PART C: SPECIAL CONDITIONS OF CONTRACT	5
PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK	7
PART E: EVALUATION PROCESS	10
DETAILS: COMPULSORY VIRTUAL BRIEFING SESSION	17
PART F: STANDARD BIDDING DOCUMENTS	17
SBD 4: BIDDERS' DISCLOSURE	18
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PPR 2022	21

PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/AUDIO VISUAL DEVELOPMENT/16/2025/26	CLOSING DATE:	30 MARCH 2026	CLOSING TIME:	11:00
DESCRIPTION	THE FINANCIAL INTELLIGENCE CENTRE SEEKS TO APPOINT A SERVICE PROVIDER ON A THREE-YEAR CONTRACT TO PROVIDE AUDIO VISUAL DEVELOPMENT SERVICES				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Keneilwe Masemene		CONTACT PERSON	Keneilwe Masemene	
TELEPHONE NUMBER	012 641 6145		TELEPHONE NUMBER	012 641 6145	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Keneilwe.masemene@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.
- 1.2 **Note:** Bidders should refrain from engaging with individuals who claim to represent the FIC and who offer to secure favourable outcomes of bids. Read this notice <https://www.fic.gov.za/2025/07/18/advisory-fic-procurement-process/> for more information.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

- The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.
- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
 - 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
 - 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK

1. BACKGROUND TO THE FIC

- 1.1. As South Africa's national centre for the gathering and analysis of financial transaction data, the role of the Financial Intelligence Centre (FIC) is to safeguard the integrity of the country's financial system and its institutions. In pursuit of this, the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act), established the FIC and mandated it to identify the proceeds of crime and assist in combating money laundering, terrorist financing and proliferation financing.
- 1.2. Under this legislation, financial and non-financial institutions are required to fulfil certain compliance obligations, including registering with, and filing regulatory reports to the FIC. The information provided in these reports forms the basis of the FIC's analysis in developing financial intelligence reports for use by a wide range of law enforcement and other competent authorities. These authorities use the reports in their evidence gathering, investigations and applications for asset forfeiture. The FIC is responsible for supervising and enforcing FIC Act compliance among non-financial institutions listed under Schedule 1 of the FIC Act.
- 1.3. The FIC will never contact bidders outside the bidding process. Furthermore, no individual is permitted to request payments, bribes, or any form of inducement in exchange for favourable consideration in any tender process. The FIC evaluates all bids strictly on merit and in accordance with established procurement procedures and applicable regulations. Bidders should refrain from engaging with individuals who claim to represent the FIC and/or who offer to secure favourable outcomes of bids. Should any bidder be contacted in this regard via messaging, calls or e-mails, refer this to scams@fic.gov.za or the FIC's confidential Fraud Hotline on 0800 701 701.

2. REQUIREMENTS

- 2.1. The FIC seeks a bidder capable of producing high-quality recorded and animated video content that communicates key aspects of the FIC and its mandate in a clear and engaging manner.
- 2.2. This tender is intended for bidders specialising in animation and video production, especially those who have demonstrated expertise in developing educational and awareness video content for use across multiple platforms, including websites, online, social media and other digital platforms.

3. SCOPE OF WORK

- 3.1. Develop a **production plan** for briefed products with videos expected to be completed within a six-week turnaround time.
- 3.2. Review **scripts** provided by the FIC and make recommendations to ensure suitability; up to three draft revisions must be accommodated.
- 3.3. Create **storyboards** for all briefed videos; up to three draft revisions must be accommodated.
- 3.4. Up to two **video edits** should be accommodated.
- 3.5. Provide expert creative and **strategic direction** throughout the production process.
- 3.6. Incorporate video **elements**, animated components, transitions, infographics, and other features.
- 3.7. Provide **voice** options for narration, as well as suitable music and sound for each product.
- 3.8. The use of any AI-generated content (i.e. voice, visuals, scripts) in the production of each video product must be declared in advance and approved by the FIC.
- 3.9. Adhere to the FIC's **brand** guidelines for every video produced. The FIC will provide the relevant brand guidelines.
- 3.10. **Conceptualise** and manage full production of the videos, including editing, adding voice overs or narration, music, sound, text, and related elements to deliver final products.
- 3.11. Source all music, images, and other creative materials used in the video. Include guarantees to ensure that such assets are royalty-free, properly licensed, or otherwise free of copyright restrictions, and agrees to protect the FIC from any claims related to their use for each video produced.
- 3.12. It is required that English **captions** be added to the videos.

4. TECHNICAL DELIVERY STANDARDS

All video and animation products must comply with these minimum technical standards unless otherwise specified in writing by the FIC:

- a) **Resolution:** At least 1920×1080 (Full HD), though higher resolutions may be required for certain projects.
- b) **Format:** Final files should be delivered in MP4 format via a secure downloadable link fit for **multiple platforms**.
- c) **Aspect ratios:** Videos need to be adaptable across multiple digital platforms as outlined above. When necessary, bidders may have to provide additional versions in 16:9 (landscape), 1:1 (square), and 9:16 (vertical) aspect ratios, as agreed in the scope of work.
- d) **Audio quality:** The audio must be clear, well-balanced, and free from distortion, ensuring it works equally well on both mobile devices and desktops.
- e) **Captions:** Every video must feature embedded captions.

- f) **Compression:** Compression for online use should not significantly reduce the visual or audio quality.
- g) **Platform compatibility:** All video products delivered must be optimised for websites, online platforms, and social media channels, guaranteeing smooth playback on mobile devices.

5. EXPECTED OUTPUTS

- 5.1. Videos in animated and/or hybrid (combination of presenter and animated) format, each approximately two minutes long, are planned for production each year, subject to budget constraints and feasibility.
- 5.2. The total number of animation videos required over a period of three years cannot be pre-determined. Services will be provided on a needs basis at the unit rates quoted in the pricing schedule.

6. TOPICS AND THEMES

The videos will typically address, but not be limited to, the following themes:

- 6.1. Overview of the legislative, compliance, analysis and operational work of the FIC.
- 6.2. The FIC's role, function and purpose in fighting financial crime.
- 6.3. Explanation of financial crime, money laundering, terrorist financing and related activities.
- 6.4. The role of business in fighting financial crime (aimed at the business sectors with which the FIC engages).
- 6.5. Onboarding videos: Overview of the FIC, divisions, areas of responsibility, policies and procedures etc.

7. STATUS MEETINGS

- 7.1. Progress meetings will be held with the Communications business unit to discuss requirements and production progress. In between these meetings, regular telephonic contact, e-mails and/or meetings will be scheduled with the team as required.
- 7.2. Where necessary, review sessions will be held quarterly with the Communications business unit.

8. CONDITIONS

- 8.1. The bidder must demonstrate experience and expertise in delivering the specified services.
- 8.2. It is required that the bidder agree to, and comply with, all confidentiality arrangements regarding any material, information, or data supplied by the FIC; such materials will remain the exclusive property and copyright of the FIC at all times.
- 8.3. Distribution, publication, or sharing of any material and/or content is strictly prohibited unless prior written consent has been granted by authorised individuals at the FIC.

8.4. The bidder is expected to deliver all original files related to video production, including edited footage, soundtracks, music, and visual elements to the FIC. These materials to be provided to the FIC in editable format. When files are unavailable for sharing due to any reason, detailed information regarding the location and accessibility of those items should be provided.

9. CONTRACT DURATION

9.1. The agreement with the successful bidder shall remain in effect for the period of three years. Renewal of the contract over this period shall occur annually, based upon the availability of funds and the successful bidder’s performance.

9.2. The service is required to commence within two weeks of the appointment of the service provider, or as agreed by the FIC and the successful bidder.

PART E: EVALUATION PROCESS

10. EVALUATION PROCESS

Compliance with minimum and response (mandatory) requirements.

10.1 All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.

11. PRE-SELECTION

Supply Chain Management business unit will do **pre-selection** on the following requirements:

No.	Item	Mandatory (Yes / No)	Description / Comments
1.	Central Supplier Database	Yes	Bidders must be registered on the Central Supplier Database (CSD) that can be accessed via National Treasury Website – www.csd.gov.za prior to submitting a bid. Bidders must submit a valid CSD registration report or indicate their CSD supplier number as proof.
2.	Valid B-BBEE Certificate or Sworn Affidavit	No	Current/valid copy of a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR A sworn affidavit as prescribed by the BBEE codes of good practice. Failure of a bidder to provide a valid B-BBEE certificate/sworn affidavit will forfeit points for specific goals.
3.	Standard Bidding Document (SBD) 1 form - Invitation to Bid	Yes	Failure to complete, sign and submit SBD 1 form will result in disqualification.
4.	Standard Bidding Document (SBD) 4 form - Bidders Disclosure	Yes	Failure to complete, sign and submit SBD 4 form will result in disqualification.

No.	Item	Mandatory (Yes / No)	Description / Comments
5.	Standard Bidding Document (SBD) 6.1 - Preference Points Claim Form	No	Failure to complete, sign and submit SBD 6.1 form will result in points being forfeited for specific goals.
6.	Attendance of Compulsory Virtual Briefing session	Yes	Bidders who do not attend the compulsory briefing session will be disqualified.
7.	Annexure A	Yes	Completed Annexure A (Table 1 and 2) as per format provided. A bidder that fails to complete the relevant information as per the Annexure will not be awarded points.
8.	Pricing Schedule	Yes	Completed pricing schedule in accordance with the provided format in Annexure B .

Note:

- a) A bidder who fails to comply with **mandatory** requirements No. **1, 3, 4, 6 and 8** will be disqualified from the evaluation process.
- b) A bidder who fails to comply with requirement No. **2, 5 and 7** will forfeit preference points for specific goals (B-BBEE points), as well as the functionality evaluation points relating to the Track Record and Experience criterion.

12. EVALUATION CRITERIA

- 12.1 All remaining bids which have complied with the pre-selection criteria will be evaluated as follows:
 - 12.1.1 Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.
 - 12.1.2 The minimum threshold to qualify for the next phase is 70 percent. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals in terms of B-BBEE status level of contribution.

TECHNICAL EVALUATION

Criteria	Weight
<p>A. <u>Samples of video and animation products</u> The bidder is required to provide samples from four different companies:</p> <ul style="list-style-type: none"> • Two animated videos and • Two hybrid (combination of presenter and animated) format videos. <p>The products must have been conceptualised, developed, produced and published within the last four years. Electronic copies of samples must be provided (preferably on memory stick).</p>	10
<p>B. <u>Quality of video and animation products</u> Criteria for evaluating videos as “high-quality” video products:</p> <ul style="list-style-type: none"> • Purpose: Is the purpose of each of the four videos well illustrated? • Production quality: Look at the overall flow of the videos, the images, audio, transitions and effects. • Does the content of the videos align with their intended purpose? Is it clear and simple? Is it relevant and informative? Is it engaging and consistent? 	15
<p>C. <u>Creative and technical capabilities</u> Review the overall format of the videos.</p> <ul style="list-style-type: none"> • Is the video steady without any unnecessary pauses? • Is it professional and well-balanced? • Is it clear and audible? • Is it suitable for various distribution channels such as mobile phones, YouTube etc.? 	25
<p>D. <u>Production plan</u> The bidder must provide an example of a detailed production plan for a one-minute 2D animation video.</p> <p><u>Additional notes</u> The plan should cover all steps from briefing to final video delivery. The plan must indicate estimated timelines for the following elements:</p> <ul style="list-style-type: none"> • Briefing: The process for briefing and initiating the job. • Pre-production stage: Include concept creation, scriptwriting, storyboarding, and planning, shooting and/or recording and/or animation as needed. • Production stage: Steps in the production process could include studio preparation, stage setup, shooting and/or recording and/or animation etc. • Post-production stage: Editing, visual effects, sound mixing, colour correction, and delivery. 	20
<p>E. <u>Track record (References)</u> Provide the four client references for the samples provided under point A.</p> <p><u>Additional notes</u> Bidder to complete ANNEXURE A, TABLE 1: TRACK RECORD</p>	15
<p>F. <u>Experience of the production team</u> The bidder to provide information on the core team who will be working with the FIC.</p> <p><u>Additional notes</u> Bidder to complete: ANNEXURE A, TABLE 2: EXPERIENCE</p>	15
TOTAL	100

12.1.3 The table below explains the rating guideline for the evaluation of functionality criteria.

Criteria	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
<p>A. SAMPLES OF VIDEO AND ANIMATION PRODUCTS The bidder is required to provide samples from four different companies: Two animated videos and two hybrid (combination of presenter and animated) format videos. The products must have been conceptualised, developed, produced and published within the last four years. Electronic copies of samples must be provided (preferably on memory stick).</p>	No samples provided	N/A	Fewer than four samples provided	N/A	N/A	Two animated and two hybrid video samples provided as per the criteria
<p>B. QUALITY OF VIDEO AND ANIMATION PRODUCTS Criteria for evaluating videos as “high-quality” video products:</p> <ul style="list-style-type: none"> • Purpose: Is the purpose of each of the four videos well illustrated? • Production quality: Look at the overall flow of the videos, the images, audio, transitions and effects. • Does the content of the videos align with their intended purpose? Is it clear and simple? Is it relevant and informative? Is it engaging and consistent? 	Samples provided do not meet criteria	N/A	N/A	N/A	N/A	Two animated and two hybrid video samples provided fully address the criteria
<p>C. CREATIVE AND TECHNICAL CAPABILITIES</p> <ul style="list-style-type: none"> • Is the video steady without any unnecessary pauses? • Is it professional and well-balanced? • Is it clear and audible? • Is it suitable for various distribution channels such as mobile phones, YouTube etc.? 	Samples provided do not meet the criteria	N/A	N/A	N/A	N/A	Two animated and two hybrid video samples provided meet the criteria
<p>D. PRODUCTION PLAN The bidder to supply a detailed production plan for a one-minute 2D animation video. Additional notes The plan should cover all steps from briefing to final video delivery. The plan must indicate estimated timelines for the following elements:</p> <ul style="list-style-type: none"> • Briefing: The process through which the job is briefed into and initiated. • Pre-production stage: Includes concept creation, scriptwriting, storyboarding, and planning shooting logistics as needed. • Production stage: Steps in the production process could include studio preparation, stage setup, shooting etc. • Post-production stage: Editing, visual effects, sound mixing, colour correction, and delivery. 	<ul style="list-style-type: none"> • No plan provided • The plan provided did not address the minimum required elements 	N/A	N/A	N/A	N/A	Plan provided meets all criteria
<p>E. TRACK RECORD (REFERENCES) Provide the four client references for the samples provided under point A.</p>	<ul style="list-style-type: none"> • Fewer than four positive references provided • Annexure A incomplete 	N/A	N/A	N/A	N/A	Four or more positive references
<p>F. EXPERIENCE OF THE PRODUCTION TEAM The bidder to provide information on the core team who will be working with the FIC. Additional notes Bidder to complete: ANNEXURE A, TABLE 2: EXPERIENCE</p>	<ul style="list-style-type: none"> • Fewer than five years of experience for each team member • Annexure A, Table 2 was not completed or is missing information 	N/A	N/A	N/A	N/A	Five or more years of experience for each team member

ANNEXURE A

TABLE 1: TRACK RECORD

List the four references of the samples provided under technical evaluation point A.

Name of client or company	Link to the videos produced	Contact person	Contact number	Year in which video was produced

Note: *No older than four years

TABLE 2: EXPERIENCE

Bidder to provide information on the core team who will be working with the FIC.

Team member(s) name and surname	Role of the team member	Years of experience*

Note: *Refers to the number of years of continuous involvement in the production of animated and hybrid videos

13. FINANCIAL PROPOSAL AND PRICING SCHEDULE

- The financial proposal should include value added tax (VAT) and any other costs involved.
- Provide a cost estimate for the line items listed in the table. This information will be used solely for comparison purposes.
- The following tables must be used when responding to enable the FIC to compare all proposals.

13.1 Multimedia services: Video production

Description	Cost Estimate Year 1 (incl. VAT)	Cost Estimate Year 2 (incl. VAT)	Cost Estimate Year 3 (incl. VAT)
Quote on the full production of <u>one</u> animation video. <ul style="list-style-type: none"> • Style: 2D animation video with narration and background music • Length: Two minutes animation video • Type: Explainer video (E.g. What is money laundering?) • Channel: Suitable for social media channels such as YouTube, LinkedIn, Facebook and e-mail 	R	R	R
Production and project management fee for the above animation video	R	R	R
Planning, pre-production, production and post-production for the above animation video <ul style="list-style-type: none"> • Concept direction and development • Script review suggestions under FIC's direction • Storyboard development • Include video assets i.e. characters and icons • Include voice over/narrator: Male and/or female voices. Minimum of four voices to choose from • Editing and enhancement which include voice recording, music, sound effects, graphics, titling, sub-titling, captions etc. 	R	R	R
Cost estimate for <u>one</u> animation video	R	R	R
Other costs	R	R	R
Estimated Total Cost For Each Year Incl. Vat	R	R	R
Estimated Total Cost For 36 Months Incl. Vat	R		

14. PREFERENTIAL POINT SYSTEM: PRICE AND B-BBEE:

14.1 Only qualifying bids will be evaluated further in terms of the 80/20 preference points system, whereby 80 points will be for price only and 20 points for preference points based on specific goals as set out in the preference point claim form.

- a) The percentage scored for price shall be calculated as follows:
- b) 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 quotation under consideration

P_t = Rand value of quotation under consideration

P_{\min} = Rand value of lowest acceptable quotation

14.2 Awarding of points for broad-based black economic empowerment (B-BBEE) status level of contribution:

Preference points for B-BBEE status level of contribution will be awarded according to the table indicated in the preference points claim form - SBD 6.1.

15. ADJUDICATION

15.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring provider on justifiable grounds or no award at all.

16. VALIDITY PERIOD OF PROPOSAL

16.1 Validity period from date of closure is 90 days.

16.2 Offer provided on this document will be valid for the duration of the contract entered into with the successful bidder.

16.3 Bidders may be requested to extend their validity period of their proposal for a specified additional period. In such instances, bidders will not be allowed to change any aspect of their tender, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.

17. COMPULSORY VIRTUAL BRIEFING SESSION

17.1 A virtual compulsory briefing session will be held under the following details:

Date:	Wednesday, 18 March 2026
Time:	11h30- 13h00
Venue / Platform:	Microsoft Teams
Link to meeting:	Microsoft Teams meeting Join: https://teams.microsoft.com/meet/35262014189372?p=kprQvioJ5UO31vo8ul Meeting ID: 352 620 141 893 72 Passcode: e3Jy9s5r

PART F: STANDARD BIDDING DOCUMENTS OVERLEAF

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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 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

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.

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

**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 system is applicable to invitations to this tender:

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

1.2 To be completed by the organ of state

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

1.3 Points for this 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 FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

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) “**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 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 2022, 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 that shall be supported by proof / documentation as stated in the conditions of this tender:

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

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:

