



**national film and video foundation**  
SOUTH AFRICA  
an agency of the Department of Sport, Arts and Culture

## **NATIONAL FILM AND VIDEO FOUNDATION**

### **REQUEST FOR INFORMATION (RFI)**

**DATE OF ISSUE: 09 MAY 2025**

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE NATIONAL FILM AND VIDEO FOUNDATION**

**RFP REFERENCE NUMBER: RFI 01 2025-2026**

**CLOSING DATE: 30 MAY 2025**

**CLOSING TIME: 11:00**

**RFP VALIDITY PERIOD: 90 DAYS**

**DESCRIPTION: REQUEST FOR INFORMATION (RFI) ON THE DIGITISATION 11 500 VIDEO TAPES (VHS AND BETACAM) FROM THE TRC COLLECTION.**

**RFI SUBMISSION REQUIREMENTS: SUBMISSIONS MUST BE EMAILED TO [nfvftenders@nfvf.co.za](mailto:nfvftenders@nfvf.co.za)**

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### MANDATORY DOCUMENTS

#### CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
<b>SBD 1</b> (Invitation to bid)	Make sure it is signed	
<b>SBD 4</b> (Declaration of interest)	Make sure it is fully signed	
<b>SBD 8</b> (Declaration of Bidder's past supply chain management practices)	Make sure it is fully completed and signed	
<b>SBD 9</b> (Certificate of Independent Bid Determination)	Make sure it is fully completed and signed	
Total Bid Price	Bidders to complete price schedule or provide a separate financial proposal	
Company Profile	Include structure of the company	
CSD Registration	Proof of CSD registration	

**IF ANY OF THE ABOVEMENTIONED CONDITIONS IS NOT MET AND/OR ANY OF THE REQUESTED DOCUMENTS ARE NOT SUBMITTED AS PRESCRIBED, THE BID EVALUATION COMMITTEE SHALL HAVE THE DISCRETION TO DISQUALIFY THE BID**

1. All changes must be scratched out and a signature appended next to each change. No tippex is allowed.
2. All certified documents must be within the current six (6) months. Copies of previously certified documents will not be accepted and may result in automatic disqualification.
3. Bid documents must be secured together preferably bound or contained in a lever arch file as National Film and Video Foundation will not take any responsibility for any loss of documents as a result of not being properly secured upon submission.

# **PART A**

**YOU ARE HEREBY INVITED TO RESPOND FOR THE REQUIREMENTS OF NATIONAL FILM AND VIDEO FOUNDATION**

**BID NUMBER: RFI 01 2025-2026      CLOSING DATE: 30 MAY 2025      CLOSING TIME: 11:00**

**DESCRIPTION: REQUEST FOR INFORMATION (RFI) ON THE DIGITISATION 11 500 VIDEO TAPES (VHS AND BETACAM) FROM THE TRC COLLECTION.**

BID DOCUMENTS MUST BE EMAILED TO [nvftenders@nfvf.co.za](mailto:nvftenders@nfvf.co.za)

Bidders should ensure that bids are delivered timeously to the correct email address. If the bid is late, it will not be accepted for consideration.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELL PHONE NUMBER.....

FACSIMILE NUMBER CODE..... NUMBER.....

VAT REGISTRATION NUMBER.....

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER: ..... DATE:.....

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

## **A.1.1. CONDITIONS OF BIDDING**

### **1 Proprietary Information**

- 1.1 National Film and Video Foundation considers this tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NFVF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of NFVF.

### **2 Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this RFI should be in writing and channeled to: Email address: [Akhonam@nfvf.co.za](mailto:Akhonam@nfvf.co.za).
- 2.2 *Bidders may not contact any other NFVF employee besides contact person mentioned on Paragraph 2.1 above on any matter pertaining to the bid from the time when bid is advertised to the time the bid is closed. Any effort by a bidder to influence bid evaluation, bid comparisons in any manner, may result in rejection of the bid concerned.*
- 2.3 All the documentation submitted in response to this RFI must be in English.
- 2.4 The Bidder should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by NFVF regarding anything arising from the fact that pages are missing or duplicated.

### **3 Validity Period**

- 3.1 Responses to this RFI received from suppliers will be valid for a period of **90 days** counted from the closing date of the tender.

### **4 Submission of RFI**

- 4.1 The proposals received by the deadline of 30 May 2025 at 11h00 will be reviewed by the NFVF.
- 4.2 The response to RFI should be submitted by email to [nfvftenders@nfvf.co.za](mailto:nfvftenders@nfvf.co.za) by no later than 11h00 on the 30 May 2025.
- 4.1. Late bids will not be considered.
- 4.3 The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.

- 4.4 **NFVF** will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.
- 4.5 Respondents in this process will receive no preference in any subsequent open tender process, apart from their information being utilized in preparing the **NFVF's** scope/specification.
- 4.6 Respondents are to note that no business will be awarded on this RFI. The information requested will merely be used to determine what is available in the market. Should **NFVF** decide to pursue this acquisition further, it will be on the basis of a totally separate Open RFP/T Process to which anyone can respond.
- 4.7 Respondents in this process will receive no preference in any subsequent open tender process, apart from their information being utilized in preparing the **NFVF** Open RFP/T.
- 4.8 Kindly note that **NFVF** is entitled to amend any bid conditions, validity period, or specifications or extend the closing date of bids before the closing date. All bidders to whom the bid documents have been issued will be advised in writing of such amendments in good time.

## RFI SCOPE OF REQUIREMENTS

### 1. INTRODUCTION

The National Film, Video and Sound Archives is the custodian of more than a million records pertaining to the audio-visual heritage of the country. These records consist of various formats ranging from film, video to sound, including paper records that are referred to as “related materials” that include museum objects.

To rescue this collection, as part of rolling out the Presidential Employment Stimulus Package (PESP), the Department of Sport, Arts and Culture (DSAC) seeks to digitise video tapes individually according to unique identifiers.

Based on the above, The NFVF now seeks to gather information regarding suitable products and services available in the market to digitise video tapes individually according to unique identifiers at the National Archives and Records Service of South Africa and to decide on the best procurement method, thereby promoting fair, open, and transparent competition from as wide a range of suppliers as is practically possible.

### 2. SCOPE OF WORKS

#### THE SERVICE PROVIDER SHOULD:

- Digitise 11 500 video tapes individually according to unique identifiers

The types/format of tapes to be digitized are as follows:

#### **Betacams:**

- Betacam
- Betacam SP
- Digital Betacam
- Betacam SX

#### **VHS**

- Standard VHS
- S-VHS

- VHS-C
- S-VHS-C

- Provide digital master copies scanned onto professional quality external hard drives, data tapes & LTO.

- Provide low-res digital user copies on external hard drives, data tapes & LTO.

- Provide training to staff in operating scanners and processes in digitizing video tapes.

- It is recommended for the service provider to set up a digitisation workflow on the premises of the NFVSA.

- Prospective suppliers should provide records and references of digitisation of similar collections that must include the digitisation workflow diagram of video tapes as per the above description for approval by the client.

- Prospective suppliers should provide their company profiles.

- When the service provider has concluded the digitisation, the scanner should remain property of NARSSA.

**THE NARSSA WILL PROVIDE THE FOLLOWING:**

- Take out tapes from vaults and pack them back to vaults after scanning.
- Removing dust from tapes in preparation of scanning.

### 3. FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS

Suppliers are expected to provide an estimated cost breakdown. The cost will only be used for budgeting purposes. Please ensure the below is completed in South African Rands (R's).

<b>Item/ Description</b>	<b>Unit Costs</b>	<b>Total cost including VAT</b>
1. The cost of digitizing 11 500 video cassettes.		
2. Training cost		
3. Assembly/Installation cost		
4. External hard drives cost		
5. Cost of ownership - Scanner		
6. Warranty cost/ OEM warranty cost for 3 years		
7. Maintenance and support for 3 years		
8. Delivery cost		
<b>TOTAL COST</b>		

## **PART B**

**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 interest in the enterprise, employed by the state? **YES/NO**

2.2 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

<sup>1</sup> 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.

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

2.3.1 If so, furnish particulars:  
.....  
.....

2.4 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**

2.4.1 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 consortium<sup>2</sup> 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.

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<sup>2</sup> 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.

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

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system.
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register, enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**D2: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices.
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices.
  - (d) the intention or decision to submit or not to submit, a bid.
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

<sup>3</sup> 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.

10. 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.

Signature	Date
Position	Name of Bidder

**NAME OF YOUR COMPANY (IN BLOCK LETTERS)**

**SIGNATURE(S) OF THE BIDDER OR ASSIGNEE(S)**

**DATE**

**NAME OF PERSON SIGNING (IN BLOCK LETTERS)**

**CAPACITY**

**ARE YOU DULY AUTHORISED TO SIGN THIS BID?**

**COMPANY REGISTRATION NUMBER**

**VAT REGISTRATION NUMBER**

**POSTAL ADDRESS (IN BLOCK LETTERS)**

**PHYSICAL ADDRESS (IN BLCOK LETTERS)**

**CONTACT PERSON**

**TELEPHONE NUMBER**

**FAX NUMBER**

**CELLPHONE NUMBER**

**E-MAIL**

**TYPES OF BUSINESS**

**PRINCIPAL BUSINESS ACTIVITIES**