

1st Floor, 29 South, 7 Umsinsi Junction, La Mercy,
KwaZulu-Natal, 4399
www.moseskotaneinstitute.com

REQUEST FOR QUOTATIONS (RFQ)

REF No	MKIQ43/2022
Description	Videography and Photography Services
Delivery address	1st Floor, 29 South, 7 Umsinsi Junction, La Mercy, KwaZulu-Natal, 4399
Closing date and time to submit quotation.	12 August 2022 at 16H30
Quotations and enquires must be emailed to:	gcino.lugayeni@moseskotane.com
Technical enquires must be emailed to:	Nokuthula.shongwe@moseskotane.com

Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

Terms and Conditions

- Quotations must be emailed by no later than 12 August 2022 at 16h30. Quotations received after the closing time and date will not be considered.
- All prices must be all-inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Quotations to be valid for a period of 60 days from the closing date of the bid

Background

The Moses Kotane Institute is an entity of the KwaZulu-Natal (KZN) Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA), with a mandate to conduct world-class research into training, skills development, and provincial strategic economic sectors; and to strategically lead on innovation and maritime coordination and implementation activities to respond to the needs of the provincial economy. MKI generally aims to provide timely and accurate research to support the attainment of radically transformed inclusive and sustainable economic growth for the province in partnerships with the public and private sectors.

MKI would like to engage a suitably qualified KZN company to provide videography, photography, and live-streaming services to enhance and articulate the institute's public positioning.

2. Scope of work/ Focus areas

The service provider is required to deliver:

- 2.1 Provision of high quality and professional film services.
- 2.2 Provide three cameras, with vision mixer, coms, scaler and any other equipment for live projection.
- 2.3 Provide full clips of the filmed event and short clips (eg 3-5 minutes) for our social platforms.
- 2.4 Produce graphics or animations to accompany videos produced.
- 2.5 Produce high-quality photos that can be re-produced in print.
- 2.6 Perform appropriate video filming and shoot interviews of political principals, Executives, and general attendees.
- 2.7 Live streaming to all social media platforms (Facebook, Twitter and YouTube)

3. Guidelines for submission of all products:

3.1 Photos - All images should be delivered in electronic format (.jpg, .png, .tiff, etc.) on USB.

3.2 Videos - All videos should be broadcast quality and delivered on USB.

Equipment for the assignment

No equipment will be purchased or provided by MKI. Any equipment needed to complete this assignment will be provided by the appointed service provider.

4. Proposal Requirements

Interested and qualified consultants are invited to submit their quotations comprising of the following:

- 4.1. Hourly rate for videography, photography and live streaming services including equipment.
- 4.2. Travelling cost (rate per KM). Note: All travelling rates may not exceed the DOT and National Treasury Rates.
- 4.3. Relevant experience of more than 5 years working in similar field.
- 4.4. Reference letters where relevant services undertaken in the past five years.
- 4.5. Sample works: link with videos and photos.
- 4.6. Excellent technical capacities (state of the art filming equipment preferably high definition) to ensure smooth and high-quality production.

5. Project Costs

- 5.1 Service providers are requested to attach a brief proposal that details, in years, their previous experience in similar work.
- 5.2 Proposal must also include a quotation with hourly rate. The costs will be an all-inclusive (including disbursements).

6 Duration

The successful bidder will be appointed for the period of 12 months starting from the date of signature.

7 The following documents to be submitted with the quotation

- Proof of company registration, where applicable i.e., unless you a sole proprietor
- Valid tax clearance certificate/pin
- Valid BBBEE certificate by a SANAS accredited agency/company or affidavit
- Bank account confirmation letter
- Proof of registration on the Treasury Central Supplier Database (CSD)
- Supplier declaration form (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
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 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
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 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
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 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

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Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

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Any other particulars:

.....

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.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Peral Number

4 DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

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Name of bidder

May 2011