



REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit quotations for the requirements stipulated below:

DOCUMENT NUMBER:	SAQA RFQ: Professional Photography Services
RFQ ISSUE DATE:	04 May 2022
RFQ CLOSING DATE:	12 May 2022 @ 10:00 am
RFQ VALIDITY PERIOD	28 Days (from RFQ closing date)
DELIVERY	27 May 2022
DESCRIPTION:	Professional photo-shoot for SAQA Staff and Management (85 people)
RESPOND TO THE RFQ AND FORWARD IT TO:	Email Address: rfg@saga.co.za
ENQUIRIES	Ms Nosipho Damane Email Address: ndamane@saga.co.za

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1. INTRODUCTION

The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3 (A) of the Public Finance Management Act (PFMA). SAQA oversees the further development and implementation of the National Qualifications Framework (NQF) and ensures the achievement of its objectives.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider to do a professional photo-shoot of 85 staff members (including management). Individual photographs are required for 25 managers and group photographs are required for eight teams.

3. OBJECTIVES

The photographs will be used for the SAQA Annual Integrated Report, website and other publications and documents as and when required.

4. PROPERTY DESCRIPTION

SAQA HOUSE is situated at No. 1067 Arcadia Street in Hatfield, Pretoria.

5. EVALUATION CRITERIA

The bid will be evaluated on two (2) stages:

- Stage 1: Screening of mandatory documents.
- Stage 2: Price evaluation only, the B-BBEE component is exempted by the National Treasury.

6. MANDATORY REQUIREMENTS

Bidders must comply with this section as it forms the basis of the evaluation of the bidder's proposal. For a bidder to qualify to be evaluated for functionality, **a bidder must not have been disqualified in compliance with the mandatory requirements below:**

6.1 Proof of Company experience by means of duly signed reference letters on the company letterhead. **(Four (4) Reference Letters for professional photography services from Government Departments or State-Owned Entities (SOEs) is required.**

6.2 The **CV** of the Lead Photographer with a minimum of **four years relevant experience** in the field of photography services.

6.3 Submission of a portfolio of evidence that shows similar work performed from **at least three (3) Government Departments or State-Owned Entities (SOEs)**.

7. TERMS OF REFERENCE

MONDAY 16 May 2022	Event: Photoshoot of SAQA Staff and Management Time: 09:00 – 13:00 Venue: SAQA House, 1067 Arcadia Street, Hatfield, Pretoria
First requirements	The chosen service provider needs to provide all necessary equipment for the photo-shoot including: ▪ A large white backdrop ▪ Proper lighting ▪ High resolution, still photographs that will be used on an Integrated Annual Report, the website other high-end publications ▪ Still individual photographs of 25 managers and group photographs of 8 teams.
Second requirement	Editing: All photographs will be edited to ensure the highest quality. Where individual photographs have been taken, it may require joining up to complete group photographs. Photo retouching: ▪ Some photographs may require photo retouching in terms of colour and background

First specifications	Types of photographs: ▪ Two different sets of photographs (close-up head and shoulder and full-length standing for SAQA Management team. ▪ Group photographs of 8 SAQA teams.
Second specifications	On the day of the photoshoot: ▪ The appointed service provider will be expected to arrive at least an hour before the scheduled time to set up.

Notes:	▪ SAQA reserves the right to reject any bid that in its opinion is not suitable for this project ▪ Should a bid not be received by the specified deadline for bid submissions for this project, SAQA accepts this inaction as a declaration of non-participation on the part of the supplier for this specific project ▪ Should service providers not provide SAQA with all the required documents mentioned on the Terms of Reference, they will be disqualified ▪ SAQA may make some requests for changes in the process of editing.
Bid requirements	The following documents must be submitted along with the quote: ▪ Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids to enable SAQA to confirm suppliers' tax status. ▪ Bidders are required to submit a valid certified copy of the B-BBEE certificate or Sworn Affidavit for EMEs and QSEs as per the B-BBEE Act. SANAS Logo should be visible on the B-BBEE Certificate. ▪ Bidders must complete, sign and submit the SBD 4. ▪ The quotation and required documents must be submitted in PDF format, through email to rfq@saqa.co.za. ▪ The RFQ will be evaluated on price only, the B-BBEE component is exempted by the National Treasury.

	The quotation must include: ▪ All equipment required ▪ A disc containing both unedited and edited pictures taken ▪ The price must include VAT (where applicable). Please also quote per hour.
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8. MONITORING AND EVALUATION, SERVICE LEVELS AND APPLICABLE PENALTIES

Service	Description	Target	Penalties
Delivery of Photographs	The photoshoot is to take place on 16 May 2022 (4 hours) with SAQA Staff and Management	100% of photographs taken must reach SAQA within the stipulated times from the dates of each photoshoot.	Should this not be done, 10% of the invoice amount will be deducted
Set-up	The photoshoot preparations such as the laying out of the background, the chairs, fully charged cameras, lighting and testing	Photoshoot set-up must be done an hour before the scheduled time, on the day of the shoot.	Should this not be done, 10% of the invoice amount will be deducted
Quality of photographs	Photos taken must be professional and usable for SAQA's Annual Integrated Report, the website other high-end publications.	Professional photographs taken must be high-resolution and usable. The photographs must not be pixilated, blurry and show marks of touch-ups.	Should the pictures not meet the quality indicators outlined, SAQA will not pay for the service

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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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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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- 2.3 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:

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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 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

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.

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.

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Signature Date

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Position Name of bidder