

TERMS OF REFERENCE



THE APPOINTMENT OF THE VIDEOGRAPHER
WRSCM-2021/2022- 0006

1. BACKGROUND

W&RSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the wholesale & retail industry. As guided by its mandate the W&RSETA is as such an agent of transformation by promoting employment equity and broad-based BEE through skills development. In this context the W&RSETA is keen to form sustainable partnerships that will further promote its support for transformation.

2. OBJECTIVE OF THE TERMS OF REFERENCE

The W&RSETA hereby seeks to appoint a Service Provider that will provide videography services to the W&RSETA for its career guidance programmes for a period of three years.

3. SCOPE OF SERVICE

The scope of services is for the Service Provider to provide videography services for the W&RSETA's career development programmes for use on the W&RSETA website, social media and other communication platforms.

4. EXPECTED OUTCOMES AND DELIVERABLES

The expected outcome and deliverables are as follows:

- To provide a profile of the Wholesale and Retail Sector in a professional and creative manner through the use of video clips focusing on key sub-sectors. The W&RSETA Career Guide will serve as a reference point.
- To provide a profile of career and entrepreneurship opportunities available in the Wholesale and Retail Sector nationally, suitable for the various audiences (learners, students and new entrants into the workplace)
- To provide a profile outlining the hard-to-fill vacancies and the opportunities of the future for young people to explore through interviews with identified stakeholders and incorporate existing AV content from the W&RSETA.
- To capture selected career guidance events of the Wholesale and Retail SETA as and when required in order to produce videos and short clips for the W&RSETA website and various social media platforms.
- To complement the video production with high quality photos in order to generate a photo gallery
- To provide scriptwriting for the various components of the videos

5. DURATION OF SERVICE

The duration of services will be for a period of three years from successful contracting.

6. QUALITY ASSURANCE REVIEW OF THE SERVICES

Quality Assurance of the services provided in a form of reporting to the duly appointed W&RSETA official(s) at agreed timeframes.

The service provider shall ensure that all work conforms to the highest professional standards.

Quality assurance is required in terms of prescribed branding, accuracy, consistency, spelling, grammar and overall appearance.

7. MONITORING PROGRESS OF WORK

The W&RSETA shall monitor and evaluate the progress of the delivery of services through deliverables stipulated in the Service Level Agreement.

8. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the service, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

9. PRICING SCHEDULE

All pricing is inclusive of VAT where applicable. Only fixed prices will be accepted.

10. BRIEFING SESSION

A Non-Compulsory Briefing Session will be hosted by the W&RSETA via the team's system. The non-compulsory briefing session will take place on the 17 August 2021 @ 11:00am. Bidders must forward request to join non-compulsory briefing session to tenders@wrseta.org.za Subject Heading "WRSCM-2021/2022-0006 Non-Compulsory Briefing Session".



11. TECHNICAL PROPOSAL CONTENT

Technical Evaluation:				
Evaluation Criteria				Weighting
1. Capacity to deliver				40 points
2. Sample of Work				20 points
3. Expertise				20 points
4. Experience				20 points
Total				100 points
Mandatory Requirements				
Evaluation Criteria		Submission Requirements:		Weighting
Compliance Documentation	Mandatory Submission Requirements		Yes	No
	Completion of the SBD documentation			
	Registration on the Central Supplier Database (CSD)			
	Two (2) hard copies of bid proposals i.e., one original and a copy of the original Compliance and Technical Proposal			
	Note: Failure to complete the SBD Documents and adherence to the Mandatory requirements will render your bid as non-responsive.			
Evaluation Criteria		Submission Requirements: Technical Threshold 70%. Bidders must achieve 70% in order to be evaluated for price.		Weighting
1. Capacity to deliver.		Demonstrate the capacity to deliver in terms of the scope by providing proof of the following: Bidder must provide proof of detailed portfolio of evidence and experience over a period of 3 years with reference letters. 0= 0 points No evidence submitted		40 points
Value	Weighting			
0	0 points			
1	20 points			
2	30 points			
3	40 points			
Points	Portfolio	Experience	Reference Letters	
20 points	Detailed portfolio of evidence	One year of experience	One reference letter	
30 points	Detailed portfolio of evidence	Two years of experience	Two reference letters	
40 points	Detailed portfolio of evidence	Three years of experience	Three reference letters	



2. Sample of Work	The bidder must provide three sample of similar work completed 0= 0 points No evidence submitted <table><tr><th>Points</th><th>Portfolio</th></tr><tr><td>10 points</td><td>One sample of similar work completed</td></tr><tr><td>15 points</td><td>Two samples of similar work completed</td></tr><tr><td>20 points</td><td>Three samples of similar work completed</td></tr></table>	Points	Portfolio	10 points	One sample of similar work completed	15 points	Two samples of similar work completed	20 points	Three samples of similar work completed	20 points								
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0	0 points																	
1	10 points																	
2	15 points																	
3	20 points																	
3. Expertise	The bidder must provide proof of in-house production expertise and HD videography equipment 0= 0 points No evidence submitted <table><tr><th>Points</th><th>Production Expertise</th><th>Equipment</th></tr><tr><td>20 points</td><td>In-house production expertise</td><td>HD videography equipment</td></tr></table>	Points	Production Expertise	Equipment	20 points	In-house production expertise	HD videography equipment	20 points										
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0	0 points																	
1	20 points																	
4. Experience	Bidder must indicate experience in the following listed by ticking either Yes/ No. Experience must be highlighted in submission as per CVs and references. <table><tr><th>Submission Requirements (tick the area of experience)</th><th>Yes</th><th>No</th><th>Points</th></tr><tr><td>Multimedia production services (Photography and Videography)</td><td></td><td></td><td>10 points</td></tr><tr><td>Compiling video clips from existing material and interviews</td><td></td><td></td><td>5 points</td></tr><tr><td>Scriptwriting</td><td></td><td></td><td>5 points</td></tr></table>	Submission Requirements (tick the area of experience)	Yes	No	Points	Multimedia production services (Photography and Videography)			10 points	Compiling video clips from existing material and interviews			5 points	Scriptwriting			5 points	20 points
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Scriptwriting			5 points															

Appointment of Videographer



10. APPROVALS

BSC Recommendation By:			
Name	Mr. Moshawa Modise		
Position	BSC Chairperson		
Signature		Date	23 July 2021
Recommendation for Approval By:			
Recommended:	☒	Not Recommended:	☐
Manager's Full Name	Ms. Lindiwe Nhlapo		
Position	Chief Financial Officer		
Notes			
CFO's Signature		Date	23/07/2021
Approval By:			
Approved:	☒	Not Approved:	☐
Manager's Full Name	Mr. Tom Mkhwanazi		
Position (Executive)	Chief Executive Officer		
Notes			
CEO's Signature		Date	26/07/2021