



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
TEL : 051 – 4477771 x 2306
FAX-2-E-MAIL: 086 729 6757
E-MAIL : quotation@pacofs.co.za

REQUEST FOR A QUOTATION
REFERENCE NUMBER: RQF2007/VIDEOGRAPHER/2022

You are invited to submit a quotation for a videographer to stream artistic productions that have been approved on the artistic programme on a need basis for a period of 12 months from signing of the contract.

The videographer is requested to do the following:

- Have their own professional equipment and production team
- Have their own Wi-Fi / internet connection
- Livestream productions that are 30-120 minutes long
- Create a streaming platform with a payment/subscription system
- Take photographs of productions
- The videographer must quote per production for streaming and recording separately on the quote
- Will be on an open contract (as and when needed) for a period of 12 months from date of contract and will stream a maximum of 35 productions in total
- Must produce a 2 DVD copies of every production streamed

Please ensure to submit all the required documentation with your quotation.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 form.
3. Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
4. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

Wednesday, 27 JULY 2022
11:00

Please submit a quotation via E-mail to
quotation@pacofs.co.za

No late submission will be accepted!

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID TAX PIN AND B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS AS WELL AS A COMPLETED SBD 4 (DECLARATION OF INTEREST).
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.