



Department:

Supply Chain Management

Form Number: CA 183-541

REQUEST FOR QUOTES (RFQ)

GOODS/ SERVICE REQUIRED		Updating of existing Video for the Global Aviation Gender Summit 2026	
SPECIFICATIONS OF ITEM/ SERVICE		QUANTITY	
We are seeking a quotation to update an existing NAGS 2023 opening video, with the following: • Update the voice-over script to be provided. • Update the text on the video as per the script. • Update the video in alignment with the new SACAA brand colours • Add the latest developments to expand the information featured on the video (max 5 more slides) • Update the format of the video to the following specifications ○ Recommended resolution: 1080p (1920 × 1080) ○ Minimum resolution: 720p (1280 × 720) ○ Aspect ratio: 16:9 ○ Audio: Stereo preferred (mono acceptable) ○ Video container: MP4 ○ Video codec: H.264 ○ Audio codec: AAC ○ Audio bitrate: 128 kbps or higher • Delivery Deadline: 17 July 2026		1	
GENERAL COMMENTS: • A PO issued by the SACAA is a legally binding contract between the SACAA and the service provider. • Payments will be made within 30 days after the submission of the invoice to Finance, and the order has been delivered.			
ESTIMATE BUDGET	R30 000.00	Cost Centre Code	01-01-00
PREPARED BY			
	PALESA MALWANDLA	08 July 2026	
SIGNATURE OF REQUESTER	NAME IN BLOCK LETTERS	DATE	
APPROVED BY:			

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	Ayanda Malunga	08 July 2026
SIGNATURE OF M/SM/E	NAME IN BLOCK LETTERS	DATE