



SOUTH AFRICAN TOURISM

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RFQ/NCB/05/08/22

Date: 15 August 2022

Dear Bidder

Subject Matter: RFQ – RFQ for a Videographer and Photographer

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents, and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty, and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive, and cost-effective and confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

Having regard to the aforementioned SA Tourism is hereby extending an invitation to Qualified Fire Systems firms, as part of a competitive bidding process, to submit a cost proposal to conduct hydrostatic testing, refill, and service of the hand-held fire extinguishers. The servicing should also include the Hose Reels to all comply with the Annual Servicing as required by law.

To this effect, SA Tourism wishes to procure the following:

The South Africa National Convention Bureau (SANCB) would like to source videographer and photographer for the South African Institute of Agriculture Engineers (SAIAE) Biennial Symposium that will be taking place from the **21st to 23rd September 2022 at Fairview Hotel in Tzaneen, Limpopo.**

Brief

- A videographer and photographer is required to cover the activities of the conference and create an AV out of the footage that would have been generated during the conference
- They must be a 60 minutes' recap AV for each day and a 2-3 minutes final AV covering the whole event. Music will be provided by SA tourism
- The AV must showcase activities during the conference from arrival of delegates, attendants, social events/gala dinner and closing of the conference.
- The final AV must include short interviews of the following officials - SAT/SANCB, Host city, Association, delegates
- The AVs must have the SANCB and the conference logo at the end of each clip - logos will be provided

- hourly rate for services rendered for photographer and videographer must be included on the cost estimate
- Travel to the venue, any associated photo editing as well as any associated delivery fees must be included
- The delivery lead times, described in the number of working days after the day of the shoot must be explicitly detailed in the proposal
- Editing services must be included in the final delivery
- Bidder to provide individual access to photos and videos along with catalogued access the SANCB, Association and attending delegates.
- Raw footage must be provided to the SANCB in a hard drive
- **The service provider must be from Tzaneen or around Polokwane area (Limpopo)**

1. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBDs) attached to this request for financial proposals.

Bidders are advised that their proposals should be concise, written in plain English, and simply presented in the same order as indicated below:-

- (a) National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- (b) Valid certified copy of B-BBEE certificate or Sworn Affidavit - B-BBEE Exempted Micro Enterprise;
- (c) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website, and email address) where similar work was undertaken.
- (d) Financial proposal to deliver the assignment including any other cost SA Tourism should be aware of for the successful completion of the assignment;
- (e) Declaration of Interest - SBD 4;
- (f) Preference Point Claim Form - SBD 6.1;

2. Evaluation Method

Phase 1	Phase 2	Phase 3
Administration and Mandatory requirements	Functionality	Price and B-BBEE
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality. Bidders must meet the minimum threshold of 70% to proceed to Phase 3: Price and Preference (B-BBEE) evaluation. Failure to meet the minimum points threshold will result in disqualification in this phase	The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

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EVALUATION CRITERIA	Rating					Weight
	1	2	3	4	5	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						
Visual appeal: Striking, modern, visually appealing photography and videography, including composition, choice of viewpoints, visual impact, creativity and quality Technical criteria: Detailed technical specifications for good photography and videography, including colour, contrast, lighting, focus/sharpness to be provided. All required equipment must form part of the proposal						40
Portfolio of photography and videography, including business portraits, headshots, group photos, event or conference photos and videos						10
Assigned photographer credentials and experience relevant to the scope of work under this RFQ: (cv of qualified photographer required)						25
Feasibility of schedule to fulfill exercise with timelines						25
TOTAL POINTS FOR FUNCTIONALITY						100
A minimum threshold of 70% is applicable						

Proposals will be evaluated strictly according to the evaluation criteria stipulated in this section

- Suppliers must submit supportive documentation for all functional requirements. The official responsible for scoring the respective proposals will evaluate and score all proposals based on submissions and the information provided.
- The score for functionality will be calculated in terms of the 1 - 5 rating scale as shown in the functionality criteria matrix above
- The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- The points for functionality and the points for B-BBEE level of contribution will be added together and the proposal from the supplier which meets the highest score will be deemed the preferred proposal.

Important notice: A minimum threshold of 70% has been set for suppliers to achieve for FUNCTIONALITY during the evaluation process of Phase 1. Any supplier who does not achieve at least 350 points or more (>70%) will be eliminated and will not qualify for further adjudication where only comparative price and B-BBEE level of contributor will be considered.

Awarding of Points for Price and Broad-Based Black Economic Empowerment

The suppliers that have successfully progressed through to Phase 2 (suppliers who meets the minimum threshold for functionality of 70%) will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Adjudication and Final Award of project

The successful supplier will usually be the service provider scoring the highest number of points for comparative price and BBEE level of contribution or it may be a lower scoring bid on justifiable grounds or no award at all.

The cost proposals will be evaluated on comparative price and B-BBEE level of contribution, using the Bidders are required to submit proof of the B-BBEE Status Level of the contributor. Proof includes original and valid B-BBEE Status Level Verification Certificates issued by a SANAS credited agency or certified copies thereof together with their price quotations, to substantiate their B-BBEE rating claims.

In terms of the Generic Codes of Good Practice, an enterprise including sole propriety with annual total revenue of R10 million or less qualifies as an EME. An EME is required to submit a sworn affidavit confirming their annual total revenue of R10 million or less and level of black ownership to claim points as prescribed by regulations and 7 of the Preferential Procurement Regulations 2017.

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million. A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulations 6 and 7 of the Preferential Procurement Regulations 2017

Bidders who do not submit B-BBEE Status Level Verification Certificates or Sworn affidavits, in the case of EMEs and QSEs, or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

3. National Treasury Centralized Supplier Registration and B-BBEE Certificates

All bid submissions must include a copy of successful registration on the National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

4. Deadline for submission

All proposals must be e-mailed, in PDF format, to leratod@southafrica.net no later than **12h00 on Monday, 22 August 2022** and should remain valid for at least 30 days after the closing date. **Only People from Limpopo are urged to apply**

5. Confidentiality

The request for a cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a

confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation, or products to other clients without the written approval of SA Tourism.

6. Terms of engagement

No service should be provided to SA Tourism and no amount will become due and payable by SA Tourism before an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order.

7. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the assignment, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

8. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's sourcing specialist must be given immediate written notice to this effect.

9. Retention

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

10. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

11. Cancellation of the request

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request, amend the term or postpone this work by email notice to all parties who have received this request.

12. Clarification

Any clarification required on any aspect concerning this request is to be requested in writing. From: Lerato Dlamini, Supply Chain Management Sourcing Specialist.

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism

