



national film and video foundation
SOUTH AFRICA

an agency of the
Department of Arts and Culture

INVITATION TO SUBMIT QUOTATIONS

The National Film and Video Foundation (herein referred to as NFVF) is a statutory body set up by government to grow and develop the South African audio-visual industry. The NFVF invites suitable service providers to submit quotations for the following:

Contact person	Service Description	Closing Date & Time	Compulsory Briefing Session
Name: Peter Kwele Tel: (011) 483 0880 Email: peterk@nfvf.co.za	Supplier to produce an event to publicize the findings of an Economic Impact Study.	24 th May, 2017	N/A

BACKGROUND

One of the NFVF's mandate is to conduct research in the audio-visual industry. In this regard, the NFVF is seeking to establish itself as an authority in the film industry by ensuring that we are able to provide accurate and recent industry information. In the 2016/17 financial year the NFVF commissioned Urban Econ to conduct a national study on economic impact of the South African film industry. The Research will allow us in furthering our objective of providing accurate and reliable industry statistics.

The objectives of this project are:

1. Position the NFVF as an authority on industry information.
2. To provide our stakeholders with the economic impact research to help them understand the economic contribution of the film industry to the GDP and job creation.
3. To communicate the NFVF research findings on the economic impact of the the film industry and solicit media coverage.
4. Encourage debate amongst financiers, content makers, buyers, distributors and other players in the film value chain to actively think about investment opportunities in the film industry.

Specification

The NFVF seeks to appoint a supplier to produce an event to publicise the results of the above mentioned research. The event is intended to provide the media, the public, and audio-visual sector with a sense of the scale and trends of the South African film industry and encourage them to engage on how to further invest in and develop the sector.

The launch would need to accommodate a formal presentation by both partner representatives as well as a more informal setting which will allow for engagement with all partners and stakeholders.

Messaging

The appointed service provider must take into account the strategic objective of the NFVF and ensure that the launch serves that purpose.

Elements required for this Launch:

Communication:

- Detailed Communication Plan
- Media liaison

Target Audience:

- Media
- Stakeholders
- Participating partners

Eventing:

- Source venue
- Guest liaison

Deadline for Submission of Proposal: 24TH MAY, 2017 at 14H00.

PRICING SCHEDULE: BIDDERS SHOULD ALLOCATE PROPOSED PRICES AS ALLOCATED BELOW:

PR/Marketing Deliverables:

Description	Proposed price
Event management of launch event	
Identify and facilitate suitable service providers (Catering - Light refreshments for approximately 80 packs)	
AV hire and management - incl.	
Photography – documentation of event	

Media Relations deliverables

Description	Proposed price
Distribution of press release	
Liaison with partner PR agency handling online launch	
National radio, TV and Newspaper coverage	
Attendance of national radio, TV and Newspaper	
Production and distribution of media packs	
Distribution of invitation and facilitation of RSVPs and registration	
Facilitate and manage media monitoring services	

Please Note:

All Service providers must submit valid, certified copies of their B-BBEE certificate from an accredited B-BBEE verification agency with their proposals. Failure to submit will lead to forfeiture (loss) of the preference points. In the instance of Exempted Micro Enterprise (EME) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Proposals will be adjudicated in terms of the Supply Chain Management policy of NFVF, Treasury Regulations and the Preferential Procurement Policy Framework Act (PPPFA), 2000 (Act No 5 of 2000). The NFVF reserves the right not to appoint or to appoint more than one applicant depending on the strengths of the proposal submitted by the applicants.

This bid will be evaluated and adjudicated according to the 80/20 preference point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the B-BBEE status level certificate.

Breakdown of points:

80/20 Preference Point Components	Points
Price	80
B-BBEE level contribution	20
Total	100

NFVF seek to provide an effective and efficient procurement service to its stakeholders through procurement best practices and optimal resource management, in compliance with the NFVF Supply Chain Management Policy and relevant procurement regulatory framework. The NFVF is committed to affirmative procurement consistent with the South African Constitution and the approved DTI Codes of Good Practice issued in terms of the B-BBEE Act No. 53 of 2003 (as amended).