



national film and video foundation
SOUTH AFRICA
an agency of the Department of Arts and Culture

igniting your stories

REQUEST FOR PROPOSAL

NFVF SC 001/2018

The Appointment of a service provider to handle videography and photography for schools program camp that will be held at Golden Gate Highlands National Park in the Free State Province from 1-5 October 2018 on behalf of National Film and Video Foundation.

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Councillors:

Mr Phillip Molefe (Chairperson); Ms Zimkhitha Zatu (Deputy Chair); Ms Zanele Mthembu; Dr Siphelo Ngcwangu; Advocate Dimakatso Qocha; Mr Mfundo Ntsibande; Ms Fikile Masiko; Mr Jeremiah Mofokeng; Ms Pam Mashiane; Mr Thabiso Masudubele ; Mr Kgotso Motsokane

Acting Chief Executive Officer: Mr Shadrack Bokaba

1. Introduction

The National Film and Video Foundation (NFVF) is an agency of the Department of Arts and Culture that was created to ensure equitable growth of South Africa's film and video industry. We do this by providing funding for the development, production, marketing and distribution of films and also the training and development of filmmakers.

In addition, the NFVF commissions research and produces industry statistics that provide both the public and stakeholders with valuable insights into the South African film industry.

The National Film and Video Foundation (NFVF)'s Vision, Mission and Objectives:



2. Background.

The Heritage Education Schools Outreach Programme (HESOP) is an annual event hosted in partnership with the National Film and Video Foundation, (NFVF) National Heritage Council (NHC), Department of Basic Education (DBE), South African National Parks (SANParks) and Brand SA. The purpose of this programme is to create awareness on heritage and culture within the school curriculum.

The HESOP is a school camp programme that takes place during school holidays and it is targeted at high school learners from different district provincial level. The event is held at different national parks or heritage sites around South Africa. The 2018 HESOP will be held at Golden Gate Highlands National Park in the Free State Province from 1-5 October 2018.

3 Objectives

- Create aware of the importance of cultural and natural heritage.
- Create an information sharing platform for educators, heritage practitioners, environmentalists, departments, practitioners and other stakeholders enable participating schools to gain free access to Heritage sites and other protected areas in their respective provinces.

4. Scope of work

4.1. Videography

4.1.1 Filming of the 5-day camp in a documentary format (approximately 43 minutes).

- Cover the various events/preparation/field trips etc. at the camp
- The documentary should also contain comments by participants (learners/judges/teachers/organizers.)
- the format of the documentary:
 - Fully scripted (with approximately 10 – 15 minutes of presentation snippets, thus without voice-over/script).
 - Voice-over commentary, approximately 30 minutes, with SA-wide usage.
 - Packaging and copies – USB presentation cases with full colour box insert, 88 copies. Short and long versions of the documentary on one authored DVD with menu.
 - Another 12 copies of the documentaries to be included in the 6-DVD Box along with the prepared presentations (2 DVDs, approximately 180 minutes), camp assignment
 - include Subtitles
 - Presentations (approximately 90 – 120 minutes, thus 1 or 2 DVDs) and photographs (1 x Data DVD) of the entire camp. (See Photograph requirements below, under 7).

4.2. Photography

4.2.1 A photographer is required to take still photographs and provide on (12 x) USBs - optimized and in Photoshop format, large enough for banner & brochure printing.

- The photographs should include pictures of each provincial team as well as an individual portrait of every team member and the teachers; also organizers, the entire group at the event, the prize winners, the judges, VIPs at the Prize Giving function and well as photographs of other activities, including field trips.
- The provincial team photographs as well as the individual photographs and a photograph of the entire group that will be in attendance. The photos must be printed and ready to present to each learner on the final evening of the event. (Every learner and teacher must receive his/her own portrait, the team and group photograph
- approximately 50 postcard size prints – individual photographs
- approximately 50 5 x 7 prints of team photographs
- Approximately 50 x A5 photographs of the entire group.
- All photography to be branded with all project logo and 2018 partners' logos
- Photographer will be required to send raw photos from the day activities in-between for Social Media activation.

5. Deliverables:

- Refer to scope of work (4.1 and 4.2)

6. Mandatory requirements:

- Applicant has to be registered on National Treasury central supplier database and National Film and Video Foundation (NFVF) database Valid tax clearance certificate
- Certified ID copy (valid for 3 months)
- B-BBEE certificate
- Company Profile
- CIPC Documents

Functionality Evaluation Criteria

Bidders need to reach a minimum of 60 points to qualify to the next stage of evaluations (price and B-BBEE).

No	Description	Weight
1	Does the company have experience in production and photography? Detailed company profile and project plan on how your company will roll-out the project	30%
2	Experience of key creative members. Provide CVs and portfolio of work in the production and videography	20%
3	Does your company have a detailed B-BBEE certificate with ownership percentage breakdown (YES/NO) Level 1 - 20 points Level 2 - 18 points Level 3 - 14 points Level 4 - 12 points Level 5 - 8 points Level 6 - 6 points Level 7 - 4 points Level 8 - 2 points Non-compliant contributor - 0	20%
4	Does the company have a proven working experience in previously disadvantaged area/s Yes (10%) No (0%)	10%
5	Does a company have a proven track record of delivery Yes (10%) No (0%)	10%
6	Is the company based in Free State Province? Yes (10%) No (No)	10%
	Total	100 %
	Minimum threshold	60 %

4 Eligibility

Applicants will be considered if they meet the following criteria:

- must be a South African citizens;
- company must be 51% black owned and managed by a black individual;
- have proven experience in working in previously disadvantaged areas;
- must be able to appoint and mentor 3 students in this project, (*preferably the NFVF funded students*)
- any small company with a proven track record of delivery;

Technical Details for RFQ: Henry Chauke

Email: henryc@nfvf.co.za

Contact number: 011 483 0880

Deadline for submission of Quotations/Proposal: 17 September 2018

Closing time: 14: 00

Submission Details addressed to Amukelani Maluleke.

Hand deliveries to physical Address:

87 Central Street

Houghton

Johannesburg

2198

or submit via email to: amukelanim@nfvf.co.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where

applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

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Name of bidder