



Request for proposals (RFP)

The Provision to appoint a Panel for Corporate Photography and Videography (multi-media) services to the CSIR for a period of (36 months), on a “as and when basis”.

RFP No. 949/28/04/2021

Date of issue	Tuesday, 13 April 2021
Closing Date and Time	Wednesday, 28 April 2021 at 16:30 – Late bids will not be considered
Submission of responses	All responses must be submitted to: tender@csir.co.za Submissions cannot be submitted to any other address, as this will lead to elimination
Contact details	Submission of enquiries: All enquiries must be submitted to tender@csir.co.za . This email is only for submission of enquiries. (Please use the RFQ number as the subject reference)
CSIR Business Hours	08:00 – 16:30

TABLE OF CONTENTS

SECTION A – TECHNICAL INFORMATION	3
1 INTRODUCTION	3
2 BACKGROUND	3
3 INVITATION FOR PROPOSAL	3
4 PROPOSAL SPECIFICATION	4
5 FUNCTIONAL EVALUATION CRITERIA	5
6 ELIMINATION CRITERIA	5
7 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION	6
8 PROCEDURE FOR SUBMISSION OF PROPOSALS	7
9 TENDER PROGRAMME	7
10 SUBMISSION OF PROPOSALS	7
11 DEADLINE FOR SUBMISSION	8
12 AWARDING OF TENDERS	8
13 EVALUATION PROCESS	8
14 PRICING PROPOSAL	9
15 VALIDITY PERIOD OF PROPOSAL	9
16 APPOINTMENT OF SERVICE PROVIDER	10
17 ENQUIRIES AND CONTACT WITH THE CSIR	10
18 MEDIUM OF COMMUNICATION	10
19 COST OF PROPOSAL	10
20 CORRECTNESS OF RESPONSES	11
21 VERIFICATION OF DOCUMENTS	11
22 SUB-CONTRACTING	11
23 ENGAGEMENT OF CONSULTANTS	11
24 TRAVEL EXPENSES	12
25 ADDITIONAL TERMS AND CONDITIONS	12
26 CSIR RESERVES THE RIGHT TO	13
27 DISCLAIMER	13
DECLARATION BY TENDERER	15
28 ANNEXURE A: SCORING SHEET	16
29 ANNEXURE A – SBD1	17
(TO BE COMPLETED BY SUPPLIER AND SUBMITTED WITH TENDER)	17

SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches and develops transformative technologies to accelerate socioeconomic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices. The CSIR is inviting proposals from service providers for the supply of photography and videography services to the CSIR.

2 BACKGROUND

CSIR Communication handles all the communication-related material produced by the institution, including brochures, publications, online content and multimedia elements. Photography and videography are integral components of all of these communications tools. The CSIR's photography and videography needs include photos and videos of facilities, scientific equipment, scientists and other staff, as well as events.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply of videography and photographic services to the CSIR. The CSIR is looking to make use of the services of experienced photographers and videographers to capture high-quality images and videos for research projects, facilities, breakthroughs, technologies, inventions, events, and staff for various print and online platforms. The CSIR will not appoint a single service provider, but will work with different service providers that satisfy the set functionality criteria, are the most competitive in terms of price and B-BBEE.. The appointed service providers will be listed as preferred suppliers and will be approached as and when required

4 PROPOSAL SPECIFICATION

The CSIR is looking to make use of the services of experienced multimedia suppliers to handle the photography and video needs of CSIR Communication. Interested parties need to stipulate and include information on:

- The hourly rate for services rendered (assume photography and videography to take place at the CSIR main campus in Pretoria). This single hourly quoted fee must be all inclusive, i.e. include 1) travelling to the CSIR in Pretoria 2) any associate photo and video editing 3) supply of all images videos in high and low resolution 4) as well as any associated delivery/upload fees.
- The delivery lead times, described in the number of working days after the day of the shoot; (note elimination criteria in 6). Delivery and upload on electronic platforms.
- Editing capabilities.
- Details of the equipment used and the ability to adhere to the technical requirements which are outlined under (6) elimination criteria.
- Portfolio including, business portraits, headshots, group photos, event or conference videos, corporate videos or science photography/videos. The portfolio should include references to multimedia that have been included in online or printed publications.
- The supplier is responsible for the provision of all filming equipment, which includes a minimum of two full HD video recording cameras, video lighting, sound recorders- lapel, editing subtitles and sound mixing softwares, and a basic music library, for final videos.
- Drafts of each video are to be supplied to the CSIR for review and final approval on a cloud-based storage facility or USB memory stick or external hard drive delivered to the CSIR. The bidder must allow for up to five (5) drafts per video.
- Each edited and approved video to be approximately 3 - 8 minutes long and will include a standard introduction and closing sequence provided by the CSIR for this series. The final HD video must also include subtitles.
- The video must comply with the CSIR's brand guidelines. These will be shared at the beginning of each project.
- The pricing quotes, must be inclusive of all costs to be incurred by the bidder, including travelling and accommodation costs within the Gauteng Province.
- Travelling and accommodation costs outside of Gauteng will be paid and covered for by CSIR.
- Contactable references, within the last two (2) years.

All proposals should be submitted in electronic format only. The portfolio of work must be captured as part of the electronic proposal.

5 FUNCTIONAL EVALUATION CRITERIA

5.1

#	Description	Weight (%)
1	Visual appeal: Striking, modern, visually appealing photography and videos, including composition, choice of viewpoints, visual impact, originality <i>(based on electronic track record supplied)</i>	50
2	Technical criteria: Adherence to technical requirements for good photography and videography, including colour, contrast, lighting, focus/sharpness <i>(based on electronic track record supplied)</i>	30
3	References and track record: Suitable, reputable references to illustrate a sound track record <i>(based on references supplied)</i>	20
	Total	100

5.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of 70% or less than 50% on any of the individual criteria will be eliminated from further evaluation.

5.3 Refer to Annexure A for the scoring sheet that will be used to evaluate functionality

6 PREQUALIFICATION CRITERIA

- Only EME or QSE level 1 and 2 service providers will be further considered

7 ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline; and
- Proposals submitted at incorrect location.

- Any conditions stipulating delivery later than four working days (photography) and seven days (videography) from date of shoot;
- Inability to commit to the following technical requirements relating to the quality of equipment used and the associated output:

For photos:

- Pictures must be captured in raw and processed to jpg
- High-resolution images should be at least 20 megapixels
- Use of a full-frame camera
- Use of professional lighting equipment
- Use of professional editing suites

For videos:

- Videos must be captured in high definition and processed for use on several multimedia platforms
- Use of professional, lighting and sound equipment for recording
- Use of professional editing suites

8 NATIONAL TREASURY CENTRAL SUPPLIER DATABASE REGISTRATION

Before any negotiations will start with the winning bidder it will be required from the winning bidder to:

- be registered on National Treasury's Central Supplier Database (CSD). Registrations can be completed online at: www.csd.gov.za;
- provide the CSIR of their CSD registration number; and
- provide the CSIR with a certified copy of their B-BBEE certificate. If no certificate can be provided, no points will be scored during the evaluation process. (RSA suppliers only)

SECTION B – TERMS AND CONDITIONS

9 PROCEDURE FOR SUBMISSION OF PROPOSALS

- 9.1 All proposals must be submitted electronically to tender@csir.co.za.
- 9.2 Respondents must use the RFP number as the subject reference number when submitting their bids.
- 9.3 The e-mail and file sizes should not exceed a total of 25MB per e-mail.
- 9.4 The naming/labeling syntax of files or documents must be short and simple (e.g., Product Catalogues).
- 9.5 All documents submitted electronically via e-mail must be clear and visible.
- 9.6 All proposals, documents, and late submissions after the due date will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

10 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents: Tuesday, 13 March 2021
- Closing / submission Date: Wednesday, 28 April 2021
- Estimate appointment date of successful tenderer: 29 April 2021

11 SUBMISSION OF PROPOSALS

- 11.1 All proposals are to be submitted electronically to **tender@csir.co.za**. No late proposals will be accepted.
- 11.2 Responses submitted by companies must be signed by a person or persons duly authorised.
- 11.3 All emailed proposal submissions are to be clearly subject-referenced with the RFP number.
- 11.4 All emailed proposal submissions are to be clearly subject-referenced with the RFP number. Proposals must consist of two parts, each of which must be sent in two separate emails with the following subject:

PART 1: Technical Proposal: RFP No.: 949/28/04/2021

PART 2: Pricing Proposal, B-BBEE and other Mandatory Documentation:
RFP No.: 949/28/04/2021

11.5 The CSIR will award the contract to qualified tenderer(s)' whose proposal is determined to be the most advantageous to the CSIR, taking into consideration the technical (functional) solution, price and B-BBEE.

11.6 Proposals submitted must be in any of the following file formats:

- PDF
- PPT and PPTX
- XLS and XLSX (Excel) - **Only where required**

12 DEADLINE FOR SUBMISSION

Proposals shall submitted at the **email address** mentioned above no later than the closing date of **Wednesday, 28 April 2021** during CSIR's business hours. The CSIR business hours are between 08h00 and 16h30.

Where a proposal is not received by the CSIR by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

13 AWARDING OF TENDERS

13.1 Awarding of tenders will be published on the National Treasury e-tender portal or the CSIR's tender website. No regret letters will be sent out.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, the CSIR will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**, local production and content.
- The second phase includes the evaluation of **price** and **B-BBEE** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14.2 Preference points system

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

15 PRICING PROPOSAL

- 15.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.
- 15.2 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 15.3 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable.
- 15.4 Only firm prices* will be accepted during the tender validity period. Non-firm prices** (including prices subject to rates of exchange variations) will not be considered.

**Firm price is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;*

***Non-firm price is all prices other than "firm" prices.*

- 15.5 Payment will be according to the CSIR Payment Terms and Conditions.
- 15.6 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of **three (3) months** calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

- 17.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.
- 17.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement CSIR reserves the right to appoint an alternative supplier.
- 17.3 Awarding of contracts will be announced on the National Treasury website and no regret letters will be sent to unsuccessful bidders.

18 ENQUIRIES AND CONTACT WITH THE CSIR

Any enquiry regarding this RFP shall be submitted in writing to CSIR at **tender@csir.co.za** with **“RFP No 949/28/04/2021 The Provision to appoint a Panel for Corporate Photography and Videography (multi-media) services to the CSIR for a period of (36 months), on a “as and when basis”**.as the subject.

Any other contact with CSIR personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the CSIR as part of the RFP process.

19 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The CSIR is not responsible directly or indirectly for any costs incurred by tenderers.

21 CORRECTNESS OF RESPONSES

- 21.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.
- 21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

- 22.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the CSIR in regard to anything arising
- 22.2 Pricing schedule and B-BBEE credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.
- 22.3 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

23 SUB-CONTRACTING

- 23.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 23.2 A tenderer awarded a contract may not sub-contract more than **25%** of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 ENGAGEMENT OF CONSULTANTS

The consultants will only be remunerated at the rates:

- 24.1 Determined in the "Guideline for fees", issued by the South African Institute of Chartered Accountants (SAICA); or

24.2 Set out in the "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

24.3 Prescribed by the body - regulating the profession of the consultant.

25 TRAVEL EXPENSES

25.1 All travel expenses for the CSIR's account, be it directly via the CSIR's travel agent or indirectly via re-imburements, must be in line with the CSIR's travel policy. The following will apply:

25.1.1 Only economy class tickets will be used.

25.1.2 A maximum of R1300 per night for accommodation, dinner, breakfast and parking will be allowed.

25.1.3 No car rentals of more than a Group B will be accommodated.

26 ADDITIONAL TERMS AND CONDITIONS

26.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.

26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.

26.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:

- Joint venture Agreement including split of work signed by both parties;
- The original or certified copy of the B-BBEE certificate of the joint venture;
- The Tax Clearance Certificate of each joint venture member;
- Proof of ownership/shareholder certificates/copies; and
- Company registration certificates.

26.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.

26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 CSIR RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

Description	
<p>The CSIR is looking to make use of the services of experienced multimedia suppliers to handle the photography and video needs of CSIR Communication. Interested parties need to stipulate and include information on:</p> <ul style="list-style-type: none"> • The hourly rate for services rendered (assume photography and videography to take place at the CSIR main campus in Pretoria). This single hourly quoted fee must be all inclusive, i.e. include 1) travelling to the CSIR in Pretoria 2) any associate photo and video editing 3) supply of all images videos in high and low resolution 4) as well as any associated delivery/upload fees. • The delivery lead times, described in the number of working days after the day of the shoot; (note elimination criteria in 6). Delivery and upload on electronic platforms. • Editing capabilities. • Details of the equipment used and the ability to adhere to the technical requirements which are outlined under (6) elimination criteria. • Portfolio including, business portraits, headshots, group photos, event or conference videos, corporate videos or science photography/videos. The portfolio should include references to multimedia that have been included in online or printed publications. • The supplier is responsible for the provision of all filming equipment, which includes a minimum of two full HD video recording cameras, video lighting, sound recorders- lapel, , editing subtitles and sound mixing softwares, and a basic music library, for final videos. • Drafts of each video are to be supplied to the CSIR for review and final approval on a cloud-based storage facility or USB memory stick or external hard drive delivered to the CSIR. The bidder must allow for up to five (5) drafts per video. • Each edited and approved video to be approximately 3 - 8 minutes long and will include a standard introduction and closing sequence provided by the CSIR for this series. The final HD video must also include subtitles. • The video must comply with the CSIR's brand guidelines. (These will be shared at the beginning of each project.) • The pricing quotes, must be inclusive of all costs to be incurred by the bidder, including travelling and accommodation costs within the Gauteng Province. 	
Sub Total (Excl Vat)	R
Total 15% Vat	R
Total (Incl Vat)	R

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: 949/28/04/2021

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in RFP No 949-28-04-2021. at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

RFP 949-28-04-2021

29 ANNEXURE A: SCORING SHEET

Criteria description	Weight	No visual appeal	Acceptable visual appeal	Best-in-class visual appeal
		5	7	10
Visual appeal: Striking, modern, visually appealing photography and videography, including composition, choice of viewpoints, visual impact, originality (based on track record supplied: pdf or website)	50	Photo and videos display shortcomings: They are bland, with very little visual appeal and impact, no originality and poor composition. It has very limited impact. Style is dated and creativity is lacking. Materials are not visually striking.	Photography and videography is of acceptable standard in professional publications. It is visually appealing and shows good composition, although not of award-winning quality.	Photography and videography is very striking and modern with interesting viewpoints. It is original and has high visual impact. The material is best in class and will do justice to the CSIR's award-winning publications.
		Technically poor photography	Technically acceptable photography	Technically superior photography
Technical criteria: Adherence to technical requirements for good photography and videography, including colour, contrast, lighting, focus/sharpness (based on track record supplied: pdf or website)	30	Materials do not adhere to technical requirements for good photography and video including poor lighting, poor contrast, insufficient sharpness.	Photos adhere to technical requirements for good photography, including good lighting and contrast, and are sufficiently sharp and in focus.	All technical aspects of photos are good, including lighting and contrast, colour use, and focus.
		Weak recommendations and/or irrelevant experience	Acceptable recommendations and relevant experience	Strong recommendations, extensive experience
References and track record: Suitable, reputable references to illustrate track record and indicate sufficient experience within the last two (2) years (based on references supplied, of similar nature in assignment)	20	Client references show shortcomings such as suitability of experience in terms of subject matter or scale of photography or video commissioned for to date.	Client references testifies of sound work and experience in corporate photography and videography and/or sufficient suitability of experience in terms of subject matter.	Extensive corporate photography and videography experience (more than five years). References show excellent depth of experience in corporate photography and videography and/or excellent suitability of experience in terms of subject matter. Regularly commissioned for corporate photography and videography projects.
Total weight	100			

30 ANNEXURE A – SBD1
(To be completed by supplier and submitted with tender)