

**Request for Quotations (RFQ)**

**The Provision of Video Corporate Production for Agrément South Africa.**

<b>RFQ Number</b>	ASA 07/12/2022
<b>Date of Issue</b>	03 February 2023
<b>Closing Date &amp; Time</b>	09 February 2023 @12:00pm  <b>NO LATE SUBMISSIONS WILL BE ACCEPTED</b>
<b>Submissions</b>	<a href="mailto:Mmosha@agrement.co.za">Mmosha@agrement.co.za</a>

**Technical inquiries may be directed to:**

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Procurement Officer

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To better raise public awareness of innovation, strengthen partnerships and increase visibility, Agreement South Africa would like to recruit a South Africa based company to help produce a corporate video that captures the entity's day to day activities, key results, best practices and lessons learnt since its inception in 1969. ASA continued to play a global role for the safe introduction of satisfactory innovation construction globally. The video will focus on the impact of ASA's work both nationally and internationally by highlighting success stories, the certification process and the benefits of using innovative construction products and systems.

## **1. INVITATION FOR PROPOSALS**

ASA requests proposals and quotations from suitable suppliers to produce media material including two short videos that can be used in various communications platforms. This will involve traveling to ASA and testing site in Pretoria, CSIR, to collect the necessary footage.

## **2. SCOPE OF WORK**

The appointed service provider will be expected to perform the following services as duties and responsibilities:

- The shooting and production of 2 short video clips aimed at sharing with national audience including government institutions, Municipalities, entities, bank institutions, local stakeholders, local communities as well as an international audience. The video must highlight ASA mandate, the purpose, certification process and benefits of having ASA certificate.
- The service provider will be required to develop a script for the video.
- The service provider will be responsible for the provision of all filming equipment, which includes HD video recording cameras, video lighting, sound recorders, handheld and lapel mics, editing and sound mixing software, and a basic music library.
- The service provider will be responsible for concept creation, as well as all the animations and infographics required. The concepts and scenario to be discussed with and approved by the ASA team
- Editing of Sound design, voice over and Final Mix
- Drafts of each video are to be supplied to ASA for review and final approval on a cloud-based storage facility or DVD, USB memory stick or external hard drive delivered to ASA. The service provider must allow for up to 5 drafts.
- The video must comply with ASA's brand guidelines.
- The final video clip must be delivered to ASA upon completion.
- The pricing quotes must be inclusive of all costs to be incurred by the service provider, including travelling costs within Gauteng Province.

- Should there be traveling costs outside of Gauteng, these will be paid for and covered by ASA.

### 3. DELIVERABLES/EXPECTED OUTPUTS

- Two fully produced clips of approximately 2 and 5 minutes respectively in length in 1080p (HD)

### 4. TIMING AND LOCATION

These services will entail up to 5 days of field work, including travelling, beginning upon the signature of contract with ASA. All travel and accommodation in Gauteng will be covered by the consultant/service provider.

Timing: **10 February 2023**

### 5. SUBMISSION OF PROPOSALS AND QUALIFYING CRITERIA

#### 6.1 Submission of procurement documents.

- National Treasury's Central Supplier Database (CSD) report. It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Completed and signed standard bidding documents, **SBD 4 and 6.1 form**.
- Signed General Conditions of Contract.
  - All proposals will be evaluated by an evaluation team
  - All proposals should include:
    - Company profile clearly indicating the number of years' experience video production and photography services.
    - At least three (4) samples of video material produced
    - Reference letters from contactable referees where videography services were provided.
    - An all-inclusive quotation as per the price schedule below.

## 5.2 Functionality evaluation Phases:

The bids shall first be evaluated for functionality. A **minimum score of 60%** must be obtained on functionality before a proposal is considered for further evaluation. Details of the functionality scoring and how the points shall be allocated are as follows:

	Description	Weight (%)
1	<p>Company experience in video production services (company profile). <b>Minimum 3 years' experience in corporate video production, including shoot and post production.</b></p> <p><b>A company profile clearly indicating the number of years' of experience in video production and photography services must be submitted as evidence.</b></p> <ul style="list-style-type: none"> <li>• Has less than 3 years' experience in corporate video production services – 0 points</li> <li>• Has 3 – 5 years' experience in corporate video production services – 3 points</li> <li>• Has more than 5 years in corporate video production services – 5 points</li> </ul>	20
2	<p>Past corporate video materials produced. At least four (4) samples of video material produced. <b>The service provider should submit a link to access the samples</b></p> <ul style="list-style-type: none"> <li>• No material submitted/ submitted material is substandard and not relevant – 0 points</li> <li>• The bidder has submitted at least 4 samples of video material produced demonstrating the bidder's quality and creativity is acceptable. – 3 points</li> <li>• The bidder has submitted more than 4 samples of video material produced demonstrating the bidder's quality and creativity which meets/ exceeds expectations – 5 points</li> </ul>	60
3	<p>References where similar video production was done. <b>At least 3 contactable references where corporate videography/photography services were rendered including value and duration.</b></p> <ul style="list-style-type: none"> <li>• Less than 3 references – 0 points</li> <li>• 3 contactable references – 3 points</li> <li>• More than 3 contactable references – 5 points</li> </ul>	20
	<b>TOTAL</b>	<b>100</b>

The following formula will be used to convert the points scored against the weight:

$$P_s = \left( \frac{S_o}{M_s} \right) \times 100$$

Where:

$P_s$  = Percentage scored for functionality by bid under consideration

$S_o$  = Total score of bid under consideration

$M_s$  = Maximum possible score

Service providers will be expected to achieve a minimum threshold score of 60% in order to proceed to Phase 2.

### 6.3 Phase 2: Calculation of points

Please note for acquisitions below or equal to R50 Million, ASA evaluates these in terms of the 80/20 preference point system where:

80 points are allocated for price and 20 points will be awarded based on the specific goals.

Points for price will be calculated for all shortlisted service providers in accordance with the following formula:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for the price of the quotation under consideration

$P_t$  = Price of the quotation under consideration

$P_{\min}$  = Price of lowest acceptable quotation

Preference points for the specific goals will be allocated as follows:

NO.	SPECIFIC GOALS ALLOCATED POINTS	PREFERENCE POINTS ALLOCATION	SUPPORTING EVIDENCE TO BE SUBMITTED
1.	SMMEs	10 points	- A B-BBEE certificate /sworn affidavit as supporting evidence
2.	>50% Black female ownership	5 points	- CSD report or, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners
3.	>50% Black youth ownership	5 points	- CSD report, - Company registration certificate, as issued by the CIPC, clearly indicating the percentage shareholding of all owners, or - Identification Documentation of all owners

The final points will be calculated as follows:

CRITERIA	WEIGHTING POINTS
Price	80
Specific goal	20
<b>TOTAL</b>	<b>100</b>

ASA also reserves the right to conduct an investigation of the bidder's financial position, previous contracts carried out, availability of skills or knowledge, existing workload, etc.

A recommendation for award will then be formulated for approval by the relevant delegated authority.



**6. TERMS OF CONTRACT AND SERVICE LEVEL AGREEMENT**

Before the bid is awarded, the successful bidder shall be required to enter into a Service Level Agreement (SLA) with Agrément South Africa (ASA). The SLA shall form the contractual basis for the delivery of the service as well as how performance shall be measured. Contract extensions are at the sole discretion of ASA.

**7. FINAL APPROVAL**

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider at all.

**8. PRICE SCHEDULE**

Item	Description	RATE (excl vat)
1	<b>(5 days Video production)</b> <ul style="list-style-type: none"> <li>• Production crew</li> <li>• Production equipment</li> <li>• Script development</li> <li>• Post-production (2&amp; 5 min video including music)</li> </ul>	
<b>TOTAL AMOUNT (EXCL VAT)</b>		
<b>15% VAT</b>		
<b>TOTAL AMOUNT (ALL INCLUSIVE)</b>		

**9. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.**

In consideration of the fees paid, the service provider expressly assigns to ASA any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from ASA.

## **10. FINAL APPROVAL**

ASA reserves the right not to accept the lowest bid. ASA also reserves the right to reject any or all of the proposals, and/or not to appoint any service provider at all.

## **11. PROCEDURE FOR SUBMISSION OF PROPOSALS**

12.1 All proposals must be submitted electronically to [mmosha@agrement.co.za](mailto:mmosha@agrement.co.za).

12.2 Respondents must use the RFQ number as the subject reference number when submitting their bids.

12.3 All documents submitted electronically via e-mail must be clear and visible.

12.4 All proposals, documents, and late submissions after the due date will not be evaluated.

**NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED**

## **12. VALIDITY PERIOD OF PROPOSAL**

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

## **13. APPOINTMENT OF SERVICE PROVIDER**

14.1 The contract will be awarded to the bidder who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

14.2 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, ASA reserves the right to appoint an alternative supplier.

14.3. Awarding of contracts will be announced on the National Treasury website, and no regret letters will be sent to unsuccessful bidders.

## **14. ENQUIRIES AND CONTACT WITH ASA**

15.1 Any enquiry regarding this RFQ shall be submitted in writing to ASA at [Cmorgan@agrement.co.za](mailto:Cmorgan@agrement.co.za) with **RFQ No: ASA 07/12/2022** "for provision of **video corporate production for Agrément South Africa**.



15.2 Any other contact with ASA personnel involved in this Quotation is not permitted during the RFQ process other than as required through existing service arrangements or as requested by ASA as part of the RFQ process.

## 15. MEDIUM OF COMMUNICATION

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

## 16. COST OF PROPOSAL

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

## 17. CORRECTNESS OF RESPONSES

18.1 The bidder 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.

18.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

## 18. VERIFICATION OF DOCUMENTS

19.1 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. ASA will accept no liability concerning anything arising from the fact that pages are missing or duplicated.

19.2 Only one electronic copy of the proposal must be submitted via email to [MMosha@agrement.co.za](mailto:MMosha@agrement.co.za). If the bidder sends more than one proposal, the first submission shall take precedence should it not have been recalled/withdrawn in writing by the bidder.



## **19. ADDITIONAL TERMS AND CONDITIONS**

- 20.1 A tenderer shall not assume that information and/or documents supplied to ASA, at any time prior to this request, are still available to ASA, and shall consequently not make any reference to such information document in its response to this request.
- 20.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 20.3 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.
- 20.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the proposal.

## **20. ASA RESERVES THE RIGHT TO**

- 21.1 Extend the closing date.
- 21.2 Verify any information contained in a proposal.
- 21.3 Request documentary proof regarding any tendering issue.
- 21.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal).
- 21.5 Award this RFQ as a whole or in part.
- 21.6 Cancel or withdraw this RFQ as a whole or in part.

## 21. DISCLAIMER

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