



sanedi

South African National Energy
Development Institute.

**REQUEST FOR QUOTATIONS FOR THE PRODUCTION OF SANEDI
HUMAN RESOURCE INDUCTION VIDEO**

NAME OF BIDDER.....

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER CodeNumber

E-MAIL ADDRESS

Signature f Bidder **Date**

RFQ Number	0522
Date of RFQ	07 July 2022
Sanedi Contact	All enquiries must be directed to: Name: Ms Vulani Ngoveni e-mail address: enquiries.procurement@sanedi.org.za Website address: www.sanedi.org.za
Closing date	22 July 2022 at 11:00am NO LATE SUBMISSIONS WILL BE ACCEPTED.
Submission methods	The submissions should be made to the following email: quotes.procurement@sanedi.org.za NB: failure to submit in the correct email will render your submission non-responsive.
Work specification (and Technical specifications)	<p>1. Project Background</p> <p>An induction video is a great way of delivering company information simply, quickly and concisely. A company message is delivered clearly and efficiently. The induction video able new employees to engage and share the goals and aspirations of the organisation . The purpose here is to help new employees learn and understand the history and background of the company and all the important basic information such as policies, procedures, culture, mission and vision statements etc. The induction video may also be re-viewed by older staff members to refresh their memories. There are many advantages to supplying new staff members with an induction video presentation:</p> <ul style="list-style-type: none"> • Information can be communicated uniformly (and not second-hand through other staff members) • All the necessary information can be given in one sitting (without the risk of important points being left out.) <p>SANEDI, requires the assistance of a service provider that will be able to capture and produce an induction video.</p> <p>2. Scope of works</p> <p>2.1 Induction Video Plan</p>

The service provider must prepare an induction video plan and scheduling for SANEDI. The plan and schedule will include but not limited to approach, concept development, rough cut, final cut, reviews, approvals at milestones, pre- and post-production process etc.

2.2 Creation and Execution

The service provider will be responsible to create and execute but not limited to the following:

- a) Write, read and implement the script
- b) Establish the right visual style
- c) Illustration of the storyboards
- d) Editing of the scrip and animation
- e) Provide voice over services
- f) Overall design

2.3 The video need to capture our employee attention spans

In order to communicate important messages, the service provider must have ways to capture our employees attention. This means that the video should be engaging in its content and its presentation. To do this the service provider may use different titles, graphics, still images, footage, music, voice-over throughout the video to keep the audience engaged and attentive throughout the video. Tactics such as to change each scene style, change the voice-over and music, bringing the audience into the centre of the story may be applied.

2.4 The video must strike a balance 'Edutain'!

There's often so much to absorb in a induction video that the information may be overwhelming. The service provider must be able break the video induction topics/chapters down into short sharp videos, remove the jargon and organisation speak in order to have a greater impact. The service provider will be responsible to package the sequence of videos into a linear structure, so the employee knows what is coming next and get a sense of accomplishment as they finish each video. The use of titled thumbnails and finish each video with 'what's next' for example so the audience knows what they are going to learn next may be considered by the service provider.

2.5 Induction video that use interactivity and gamification

Because induction is no longer bound to a classroom or an in -person meeting, it's possible to take induction to the next level by building an authentic employee experience through interactive video. The gamification of employee induction and onboarding has the potential to tremendously enhance the effectiveness of induction by making the induction content available by request, and in a highly engaging manner. For example, you can encourage employees to understand company culture by clicking on choice points within the video. Using both humour and real situations, the audience gets to walk in the shoes of a new employee and decide his or her courses of action.

2.6 Creativity

The main purpose of this induction video is to integrate our new employees into the company and show them the systems, procedures, culture, values and the organisation, so we need a creative service provider to assist us in making an induction video that will reflect our organisation best.

3. Project Deliverables:

Deliverable 1: The service provider will provide a fully produced, edited induction video to SANEDI

Deliverable 2: The service provider will use professional grade editing applications and audio production to produce a professional induction video for SANEDI.

Deliverable 3: The service provider shall maintain consistent communication with SANEDI regarding all activities, reporting of any issues or delays regarding the video shoot.

Deliverable 4: The service provider will be responsible for requesting, pursuing and obtaining the necessary information from SANEDI and or other key stakeholders to fulfil the services and deliverables as required.

Deliverable 5: The service provider will collaborate and arrange for reviews and approvals with SANEDI for the concept development, rough cut, and final cut of the videos.

4. Duration of the Work: Four (4) – Six (6) weeks from the last date of signature of the contract. Any deviations from this will need written motivation to SANEDI.

Evaluation Criteria

The bids received will be evaluated in two stages. The first stage will be the technical evaluation, the second the financial/BEE evaluation. The following are the evaluation criteria that all bids will be assessed against.

No	Criteria	Score Guidelines (1-5)	Weight
1	Company or Individual Experience, (Technical) The service provider must have at least five (5) years’ proven experience in the field of video production. This also requires a detail-oriented, organized service provider with strong problem-solving skills.	5 years and above =5 3-4 years’ experience =3 1-2 years’ experience=1	20%
2	The service provider must have knowledge of video and audio production techniques and knowledge of equipment used for production and editing.	Knowledge of video and audio production techniques= 5 No Knowledge- 1	20%
3	An appropriate NQF 6 or higher tertiary qualification in cinematography/editing or related area.	An appropriate NQF 6 or higher tertiary qualification in cinematography/editing or related area =5 No qualification=1	10%
4	Experience in a video editor and videography and demonstrable proof of quality videography and video editing skills by submitting reference letters as well as proofs (pictures) from previous projects.	5 and above reference letters from previous projects =5 4 reference letters and proofs from previous projects=4	25%

	<p>NB: These letters must also be in the client letterhead and include the following,</p> <ul style="list-style-type: none"> • email address • Work phone numbers • Duly signed by person in authority 	<p>3 reference letters and proofs from previous projects=3</p> <p>2 reference letters and proofs from previous projects=2</p> <p>1 reference letter and proof from previous projects=1</p>									
5	<p>Portfolio of evidence of previous work that demonstrate the service provider ability to plan, create, design, strategize and execute (good video shoot)</p>	<p>5 and above evidence submitted =5</p> <p>4 evidence submitted =4</p> <p>3 evidence submitted = 3</p> <p>2 evidence submitted=2</p> <p>1 evidence submitted=1</p>	15%								
6	<p>Membership of a videography Professional Body</p>	<p>Required membership=5</p> <p>No membership=1</p>	10%								
Threshold			70%								
Total			100%								
Preferential Point system	<p>The Bid will be evaluated on 80/20 Preferential Point System according to the Preferential Procurement Policy Framework Act,2000</p> <p>The points scored out of 80 should be calculated according to the following formula:</p> <p>(i) The 80/20 preference point system</p> $Ps = 80 \left(1 - \frac{Hs - Rs}{Rs} \right)$ <p>where</p> <p>Ps = points scored for functionality and price of the bid/proposal under consideration</p> <p>Hs = highest percentage scored by any acceptable bidder for functionality and price</p> <p>Rs = percentage scored for functionality and price by bid/proposal under consideration</p>										
The maximum score	<p>The maximum score for this bid shall be awarded as follows:</p> <table border="1"> <thead> <tr> <th>POINTS</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td>BBBEE Status level of Contribution</td> <td>20</td> </tr> <tr> <td>Points for price</td> <td>80</td> </tr> <tr> <td>Total points for price and BBBEE do not exceed</td> <td>100</td> </tr> </tbody> </table>			POINTS	PRICE	BBBEE Status level of Contribution	20	Points for price	80	Total points for price and BBBEE do not exceed	100
POINTS	PRICE										
BBBEE Status level of Contribution	20										
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Total points for price and BBBEE do not exceed	100										
Terms and Conditions	<p>The RFQ shall be subjected to the SANEDI procurement terms and conditions which can be found on www.sanedi.org.za.</p>										

Quoted Price excluding Disbursements VAT inclusive	(Attach a formal quotation on company official letterhead to this RFQ) R
Discounted amounts Disbursements VAT inclusive	R
Total Amount VAT inclusive	R
Other Requirements	<p>The supplier must submit the following returnable schedules:</p> <ol style="list-style-type: none"> 1. Pricing schedule 2. Attach SBD9, SBD 4 and BBBEE Bid Declaration 3. Attach valid tax clearance 4. Certified BBBEE certificate 5. CSD Report <p>Forms are available on www.sanedi.org.za</p>

SBD 4: Bidder's Declaration of Interest

	<p>Any legal person, including persons employed by the state, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, 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</p> <ul style="list-style-type: none"> - 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.
	<p>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</p>

COMPANY & REPRESENTATIVE DETAILS	
Full Name of bidder or his or her representative	
Identity Number	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement or trust	
Tax Reference Number	
VAT Registration Number	

DECLARATIONS	YES	NO
Are you or any person connected with the bidder presently employed by the state?		
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:		
If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?		

	<p>If yes, did you attach proof of such authority to the bid document?</p> <p><u>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.</u></p>		
	<p>If no, furnish reasons for non-submission of such proof:</p>		
	<p>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?</p>		
	<p>If so, furnish particulars:</p>		
	<p>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?</p>		
	<p>If so, furnish particulars:</p>		
	<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies</p> <p>Wither or not they are bidding for this contract?</p>		
	<p>If so, furnish particulars:</p>		

Full details of directors / trustees / members / shareholders.

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 the table below.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / PERSAL Number

“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.

“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.

DECLARATION OF INTEREST

I, the undersigned (name).....

Certify that the information furnished in this declaration is correct and I accept that SANEDI may reject the bid or act against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

SBD 9: Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid for

in response to the invitation for the bid made by SANEDI do hereby make the following statements that I certify to be true and complete in every respect:

I therefore certify, on behalf of that I have read and I understand the contents of this Certificate;

1. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
2. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
3. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
4. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

9. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date

B-BBEE Bid Declaration

BEE Terms and Conditions

If it is detected that false information regarding the B-BBEE status level of contribution, local production content, or any other matter which will affect or has affected the evaluation of the tender, or where the tender has failed to declare any subcontracting arrangements, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:			
B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED		Points Claimed	
(Points claimed for BBEE must be substantiated by means of a certified B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).		
SUB-CONTRACTING	YES	NO	
Will any portion of the contract be sub-contracted?			
If yes, indicate: what percentage of the contract will be subcontracted?	%		

	the name of the sub-contractor?	
	the B-BBEE status level of the sub-contractor?	
	is the sub-contractor an EME?	

I, the undersigned (full name).....

Certify that the B-BBEE information furnished on this declaration form is true and correct and attach a current broad-based black economic empowerment certificate as verified by an accredited agency.

i accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Enterprise Bidding:

Name of Authorised Representative

Signature of Authorised Bidder

Date