

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



GOODS/SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	31 October 2025	RFQ Number	RFQ/COS/039/2025
Closing Date:	05 November 2025	Closing Time:	10H00
DESCRIPTION:		MANAGEMENT OF THE AGM LIVE STREAMING SERVICES & AV EQUIPMENT	

1. SCOPE OF WORK

SPECIFICATIONS

Audiovisual service provider is expected to:

- Provide live streaming services.
- Provide qualified human resources to deliver the service;
- Ensure that the SETA can seamlessly stream on MS Teams, YouTube, Facebook, and twitter platforms and the content is delivered in high quality;
- 1 podium mic, 2 wireless handheld mics, and 2 lapel mics for presenters;
- Provide sufficient high quality video cameras to capture the event from different angles, that is the audience as well as the presenters;
- Ensure that required lighting is provided together with qualified lighting technician(s);
- Ensure that all the AV equipment together with the personnel are available for the dry run a day prior to the main event;
- Provide cabling, mixers, speakers and stands as well as screens;
- Ensure that a bandwidth of **150 megabits per second (150Mbps) Ethernet** upstream and downstream is made available to ensure that the stream does not experience any lagging or lip-sync issues;
- Provide a sound/audio engineer;
- Provide an Audience Display Monitors (Event Hall Coverage)

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- Provide computing equipment (laptop) and ensure that the CATHSSETA social media platforms are tested on the equipment on the day of the dry run;
- Address and resolve any streaming challenges on the day of the dry run;
- Provide any required storage media, for example a hard disk drive to serve as the recording platform for the event where necessary.
- The audio visual will accommodate a total number of one hundred & twenty (120) at the venue and more than three hundred (+300) participants that will be connecting on virtual platforms.
- Perform a dry run and conduct comprehensive technical testing with the IT team on the day prior to the event to ensure optimal audio performance and streaming quality

AGM DETAILS

Date: 20 November 2025

Time: 09:00 am to 13:00 pm

Virtual Guests: +-300

Physical Guests: 120

Event Duration: 4 Hours

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

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3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.