

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



## SERVICES REQUISITION FORM

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

Date Issued	27/09/2023	RFQ Number	RFQ/COS/048/2023
Closing Date:	04/10/2023	Closing Time:	11h00am
Description of Services	CATHSSETA INDUCTION VIDEO		

### OBJECTIVE

CATHSSETA seeks for a qualified service provider to undertake the production, shooting, editing, and direction of a CATHSSETA Induction video. This video will serve as a vital resource to introduce new employees, stakeholders, and partners to the organization's mission, values, and operational procedures.

**Supply and deliver the USB with video to the address: 270 George Road, Noordwyk, Midrand, 1687.**

### SCOPE OF WORK

Service provider to produce a 30-minute video that effectively captures and conveys essential content. This video will serve as a comprehensive resource for CATHSSETA's stakeholders, offering an in-depth understanding of the organization's mission, objectives, and operational processes.

## COMPONENTS OF THE VIDEO

1. The video will provide an overview of CATHSSETA's role, purpose, and significance within our diverse sub-sectors.
2. The video must articulate CATHSSETA's vision and mission statements to establish the organization's core values and goals.
3. Highlight the various educational and training programs offered by CATHSSETA, including certifications, courses, and initiatives.
4. Provide insights into how CATHSSETA allocates resources, such as funding and support, to promote skills development in the sectors it serves.
5. Incorporate engaging visuals, graphics, animations, and relevant footage to enhance the overall viewing experience.
6. The service provider will be responsible for providing a qualified and engaging presenter or host for the video induction. The presenter should possess excellent communication skills, an understanding of the content, and the ability to connect with the audience effectively.
7. The service provider must arrange for the provision of a professional makeup artist as part of the video production process. The makeup artist's role will be essential in ensuring that on-camera interviewees appear their best and are visually consistent with the overall style and messaging of the video.
8. The service provider should use the green screen recording technology to enhance the visual elements of the video for visual integration of various backgrounds.

### Video Technical Description:

Broadcast Standard - NTSC

aspect ratio - 16:9

Induction Video RFQ

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**Board Chairperson** Mr David Themba Ndhlovu

**Board Members** Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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Size - HD (1920 x 1080)

Codec: H264

Format: MP4

### **Video Thumbnails:**

Image Dimension - 1280 x 720

Format and Size JPG 2MB

Audio Specifications:

48000 Hz

Stereo

CBR

24-bit depth, Aac Codec

### **ADDITIONAL INFORMATION:**

- End-user will provide CATHSSETA logo and CI Manual to guide service provider.
- Service provider is required to source sector stock images for the video.
- Service provider must use CATHSSETA colours as per the CI Manual
- The service provider should also submit a minimum of three (3) CVs of their team members, with a focus on individuals possessing media-related qualifications and experience. This is to ensure that the video induction meets the highest standards of quality and professionalism.
- Interested service providers are encouraged to include their approach to scriptwriting in their proposals, demonstrating their understanding of the content, storytelling capabilities, and commitment to aligning the script with CATHSSETA's vision.

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## ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- All RFQ-related responses must include the RFQ number as the subject matter.
- Central Supplier Database (CSD) Summary Report.
- The Companies and Intellectual Property Commission (CIPC) should also be attached.

**E-mail responses to [supplychain@cathseta.org.za](mailto:supplychain@cathseta.org.za) on or before the closing date and time as stated above.**