

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	13 October 2023	RFQ number	RFQ/CSU/053/2023
Closing Date:	18 October 2023	Closing Time:	11h00am
DESCRIPTION OF SERVICES	MANAGEMENT OF THE AGM LIVE STREAMING SERVICES & AV EQUIPMENT		

1. THE SCOPE OF WORK

Technical Requirements

- 1.1 Provide live streaming services on the 24th November 2023 from 08h00 – 14h00
- 1.2 Provide eighty (80) pieces of high-definition (HD)- mutable and MS Teams compatible earphones as a replacement for the traditional desktop microphones.
- 1.3 Ensure that required lighting is provided together with qualified lighting technician(s).
- 1.4 Provide qualified human resources to deliver the services.
- 1.5 Ensure that the SETA can seamlessly stream on YouTube, Facebook, Twitter and Microsoft Teams platforms and the content is delivered in high quality;
- 1.6 Provide sufficient high quality audio cameras to capture the event from different angles, that is the audience as well as the presenters.
- 1.7 Ensure that all the AV equipment together with the personnel are available for the dry run a day prior to the main event.
- 1.8 Provide cabling, mixers, speakers and stands as well as screens;
- 1.9 Ensure by performing a speed-test on the venue provided link that a bandwidth of **100 megabits per second (100Mbps) upstream and downstream** is made

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyenzi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

available to ensure that the stream does not experience any lagging or lip-sync issues;

- 1.10 Provide sound/audio engineer;
- 1.11 Provide a high definition projector;
- 1.12 Conduct a **Dry Run and technical testing on the 23rd November 2023 from 15h30 – 20h00** in Kempton Park with IT team to ensure audio and streaming quality.
- 1.13 Provide computing equipment (laptop) and ensure that the CATHSSETA social media platforms are tested on the equipment on the day of the dry run;
- 1.14 Address and resolve any streaming challenges on the of the dry run;
- 1.15 Provide any required storage media, for example a hard disk drive to serve as the recording platform for the event where necessary.

Additional Requirements

- 1.16 Ethernet cable connection for live streaming
- 1.17 Transportation charges if any
- 1.18 Any additional services if any
- 1.19 Specification of the bandwidth and cameras quoted.

AGM DETAILS:

Date: 24 November 2023

Time: 09:0am to 13:00pm

Virtual Guests: 200

Studio Guests: 70

Duration of webinar: 4 Hours

Live Presenters and presentations: 5 (Board Chair/CEO/CFO/Guest Speaker/Program Director)

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



2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing including all costs 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 Central Supplier Database (CSD) Summary Report.
- 2.6 All RFQ related responses must include the RFQ number as the subject.

The quote will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations of 2022, Price, and Specific Goals Evaluation.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.