

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	12 October 2023	RFQ Number	RFQ/CSU/052/2023
Closing Date:	17 October 2023	Closing Time:	11h00am
Description of Services	PRODUCE CATHSSETA PROMOTIONAL VIDEO		

1. SCOPE OF WORK

CATHSSETA is currently seeking the services of a qualified provider **to handle the complete production, shooting, editing, and direction of two vital promotional videos, one lasting 30 seconds and the other 60 seconds in duration.** These videos are integral to our outreach and communication strategies, aiming to effectively convey essential content to our audience in events such as Africa's Travel, DSTV delicious, NTCE and expos.

Components of the Video

- The video will provide an overview of CATHSSETA's role, purpose, and significance within our diverse sub-sectors and must incorporate background music that complements the video's tone.
- The service provider must draft a compelling script for both videos and must articulate CATHSSETA's vision and mission statements to establish the organization's core values and goals.
- Highlight the various educational and training programs offered by CATHSSETA, including certifications, courses, and initiatives and must include subtitles or closed captions to make the video accessible to a wider audience.

- The video must grab the viewer's attention with engaging visuals, graphics, animations, and relevant footage etc.
- The video must include a mix of high-quality visuals, such as footage or images related to our diverse subsectors. It must show scenes that reflect diversity, professionalism, and competence and there must be consistent branding throughout the video, including the CATHSSETA logo and colours.
- The video must have engaging visual effects that include transitions, animations, or special effects to maintain viewer engagement without overwhelming the message.
- The video must display CATHSSETA's contact details, including the website URL, email address, and phone number, so interested parties can easily reach out for more information.

Detailed Specification

Service provider is required to source sector stock images for the video and produce:

1. a high impact 30-second Promotional Video.
2. a high impact 60-second Promotional Video.

Video Duration

1. 30-second video is concise and to the point.
2. 60-second version provides more in-depth information without losing the viewer's interest.

Video Technical Description

Broadcast Standard – NTSC, aspect ratio - 16:9, Size - HD (1920 x 1080)

Codec: H264, Format: MP4

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



Video Thumbnails

Image Dimension - 1280 x 720, Format and Size JPG 2MB,

Audio Specifications: 48000 Hz Stereo, CBR, 24-bit depth, Aac Codec

Special Conditions:

- Deliver the USB with videos to the address: 270 George Road, Noordwyk, Midrand.
- CATHSSETA logo and CI Manual will be provided and must be strictly adhered to by the appointed service provider.

ADMINISTRATIVE REQUIREMENTS

- Include approach to scriptwriting in the proposal, demonstrating understanding of the content, storytelling capabilities, and commitment to aligning the script with CATHSSETA's vision.
- Quote/Pricing 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.
- Central Supplier Database (CSD) Summary Report.
- The successful service provider must send digital designer proofs for the required services and samples for approval before commencement.

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