

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
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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	02 May 2024	RFQ Number	RFQ/COS/008/2024
Closing Date:	08 May 2024	Closing Time:	11H00
Description of Services	Photoshoot and Makeup Artist(s) for the Annual Report		

1. SPECIFICATIONS/REQUIREMENTS

1.1. CATHSSETA is looking for a service provider for a staff photoshoot for the Annual Report. The appointed service provider should also provide makeup artist(s) for participating staff members. Photoshoot and makeup services will be rendered at our Head Office.

2. ANNUAL REPORT CORPORATE PHOTOGRAPHY SPECIFICATION

- 2.1. Corporate photoshoot will be provided for a total of five hours thirty minutes over the course of one day at the Head Office;
- 2.2. Take high-resolution professional photos;
- 2.3. Editing of the final product to ensure top quality photos;
- 2.4. Utilisation of professional photoshoot equipment such as Studio Lights, backdrop Cotton Cloth, etc.
- 2.5. External Speedlight Flash for enhancing pictures taken inside the venue and additional lighting equipment to ensure optimal lighting conditions;
- 2.6. Expert guidance on posing and composition to capture the best possible shots;
- 2.7. Secure online gallery for easy viewing and selection of photos;

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- 2.8. Digital enhancements to perfect the images;
- 2.9. Flexible scheduling to accommodate the needs of the organisation.

3. CORPORATE PHOTOGRAPHY SHOOT SCHEDULE AND TIME SLOTS

Location	No. of Employees	Time
Head Office	73	10h00 -15h30

4. CORPORATE MAKE-UP ARTIST SPECIFICATIONS

- 4.1. Demonstrated experience in providing makeup services for corporate or professional photoshoots;
- 4.2. A portfolio showcasing previous work, particularly in corporate settings;
- 4.3. Ability to ensure that makeup is applied appropriately for photography, accounting for lighting and camera effects;
- 4.4. Efficiently manage time to ensure timely makeup application for approximately fifty female staff members involved in the photoshoot.
- 4.5. Adherence to strict hygiene and sanitation standards, including the use of clean and sanitised makeup tools.
- 4.6. Flexibility to accommodate the schedule of the photoshoot.
Maintain a professional demeanor and appearance throughout the photoshoot process.

5. SCOPE OF WORK AND EXPECTED OUTPUTS FOR SERVICE PROVIDER.

- 5.1. The service providers will work closely with the Communications and Branding Unit.
- 5.2. The appointed service provider and makeup artist(s) should deliver professional services that contribute to enhancing the organisation's image and brand identity through visually compelling photographs and impeccable makeup looks.

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- 5.3. They should demonstrate creativity, professionalism, and attention to detail to ensure the successful execution of the project.

N.B. The date of the photoshoot will be confirmed with the service provider upon appointment.

6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 6.2. Completed and signed SBD4, SBD6.1
- 6.3. Valid Tax Compliance Pin issued by SARS.
- 6.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 6.5. Central Supplier Database (CSD) Supplier Number.
- 6.6. All RFQ related responses must include the RFQ number as the subject matter.
- 6.7. Copy of registration documents with the Registrar of Companies.

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