

Postal Address  
P.O. BOX 1329, Rivonia  
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### 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)**

<b>Date issued</b>	<b>01 August 2024</b>	<b>RFQ Number</b>	<b>RFQ/COS/037/2024</b>
<b>Closing Date:</b>	<b>06 August 2024</b>	<b>Closing Time:</b>	<b>16H00</b>
<b>DESCRIPTION:</b>	<b>SETA SKILLS CONFERENCE PHOTOGRAPHY AND VIDEOGRAPHY</b>		

#### 1. SCOPE OF WORK

- 1.1. The Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is seeking for professional video and photography service provider to capture high-quality images and videos for the CATHSSETA Sector Skills Conference, which will be posted on social media and used for media purposes. The conference will take place on the 3 - 4 September 2024 in Johannesburg, Gauteng.

**(RFQ/COS/036/2024)**

- 1.2. The conference aims to provide a platform for engagement with industry and thought leaders, academic institutions, government officials, partners, other SETA colleagues and stakeholders from the various CATHSSETA sectors.
- 1.3. Agenda Highlights:
  - 1.3.1. Keynote addresses from industry leaders
  - 1.3.2. Interactive workshops and breakout sessions
  - 1.3.3. Networking opportunities with professionals and thought leaders
  - 1.3.4. Showcase of CATHSSETA High Impact Projects (HIP)

**2. SPECIFICATIONS**

<b>Brief</b>	Capture high-quality images and videos for the CATHSSETA Sector Skills Conference, which will be posted on Social Media and used for media purposes
<b>General Considerations</b>	<p>The photography and videography teams are to take the following into account:</p> <ul style="list-style-type: none"> <li>➤ Ensure subject facial expressions are flattering (do not show people who are disengaged, bored, distracted, chewing, etc.)</li> <li>➤ For audience shots, ensure there aren't any gaps i.e. empty seats in the rooms</li> </ul>

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	<ul style="list-style-type: none"><li>➤ Capture angles that demonstrate the events success and positive engagement from the audience</li><li>➤ Capture the CATHSSETA branding, as far as possible, on the images</li><li>➤ Do not cut off the CATHSSETA logo on the images - it must always be legible / fully visible</li><li>➤ Ensure speaker images on stage are close up to ensure subject visibility (both front and side profiles)</li><li>➤ Capture close up and wide angle images</li><li>➤ Capture key stakeholders on most of the images and footage i.e. CATHSSETA's CEO, Minister, Speakers, etc. These individuals will be pointed out to you on-the-ground</li><li>➤ Do not engage directly with the key stakeholders without the organizing team facilitating introductions and your movements (there are protocols in place and security requirements) Be as unobtrusive as possible, especially during the sessions. Move subtly and do not draw attention to yourself</li><li>➤ Wear all black attire and do not wear any distracting accessories that will draw attention</li><li>➤ Arrive 45 minutes early to familiarise yourself with the venue(s), onsite briefing/walkthrough and to be introduced to key stakeholders</li><li>➤ Lunch will be provided in a separate area for all staff - do not eat where the guests are eating nor consume any of the food set out for the conference guests</li><li>➤ Phones must be on silent / Do not disturb</li><li>➤ Your belongings can be placed in the staff work room that will be organised.</li><li>➤ Do not leave bags, cables, etc. in the comms areas with guests. All editing must happen in the work room.</li><li>➤ All communications are to be done via the organising team – do not engage directly with the venue personnel</li></ul>
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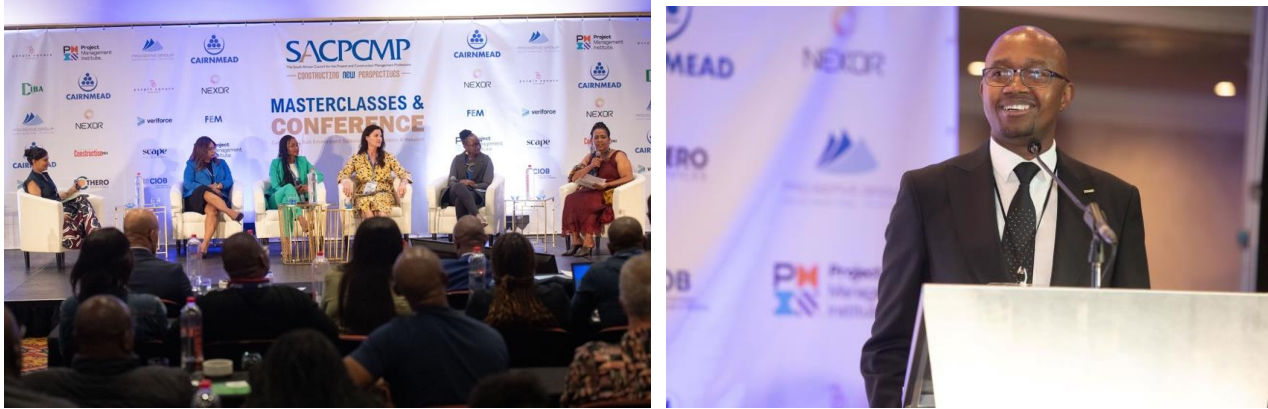
	or the client
<b>Photography Requirements</b>	<ul style="list-style-type: none"> <li>➤ Photographer to take the following images and supply via WhatsApp group or link that will be created immediately to post on social media.</li> <li>➤ Shoot Images of the setup (venue, branding, seating, etc.)</li> <li>➤ Shoot images of the registration, networking and guests interacting with each other and the food (editorial shots)</li> <li>➤ Shoot images of the CATHSSETA key role players i.e. Chairperson, Board Members, CEO and EXCO Members</li> <li>➤ Shoot images of the key stakeholders i.e. Minister, Deputy Minister, Director General, etc.</li> <li>➤ Shoot images of the Speakers and other VIPs</li> <li>➤ Shoot on stage images of the conference sessions capture the Programme Director, CATHSSETA Chair, CATHSSETA CEO, Minister, Speakers, Facilitators, Panels, Breakaway Sessions, etc.</li> <li>➤ Shoot the images of the audience during the sessions - capture wide shots to show attendance and close ups to capture reactions and audience engagement</li> <li>➤ Shoot images of the media interviews showcasing the journalist and interviewees and the media house mic with their logo showing</li> <li>➤ Shoot images of the entertainment - all performances and audience reactions to the performances</li> <li>➤ Shoot images of the cocktail event that is taking place on Day 1 (3 September)</li> </ul>

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	<p>*All key role players and stakeholders will be pointed out to the photographers by the organizing team</p> <ul style="list-style-type: none"><li>➤ <b>Delivery:</b></li><li>➤ Provide images as outlined above in 1 hour intervals for the social media team to use. Have editor onsite who will edit and share images with the social media team at hourly intervals via a WhatsApp Group, Telegram and/or Google Drive link</li><li>➤ Deliver the rest of the images (minimum of 200) edited high-resolution photographs digitally and via a USB/Hard Drive within 1 week post-event</li></ul>
<p><b>Image References</b></p>	 <p>Showcase the audience and speakers on stage</p>

(RFQ/COS/036/2024)



Showcase the audience



Showcase guests interacting with each other

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Showcase speakers at the podium



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**Board Chairperson** Mr David Themba Ndhlovu

**Board Members** Ms Margareth Edith Tukakgomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli • Mr Solomon Zawempi Mhlanga  
Mr Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

Showcase spokespeople interacting with the media



Showcase attendees posing in front of banner



Workshops and sessions



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<b>Image Resolution Requirement</b>	Hi Res 300dpi
<b>Image Size Requirements</b>	1MB -3MB
<b>Videography Requirements</b>	<p>Videographer(s) to shoot content on the day which will highlight the conference.</p> <p>The videos must showcase key moments, as follows:</p> <ul style="list-style-type: none"> <li>➤ Set up and Branding</li> <li>➤ Networking and Mingling</li> <li>➤ Sessions throughout both days</li> <li>➤ Speakers on stage - cut to audio of the speakers on stage speaking (few seconds to capture salient points/moments - see reference video for context and guidance)</li> <li>➤ Audience reactions and engagement</li> <li>➤ Entertainment</li> <li>➤ Media interviews</li> <li>➤ Cocktail Event</li> </ul>

(RFQ/COS/036/2024)

	<p><b>Key considerations:</b></p> <ul style="list-style-type: none"><li>➤ Ensure that the branding is visible in the videos (Conference, CATHSSETA and Partners branding)</li><li>➤ Key role players, speakers, and attendees</li><li>➤ Activities taking place</li></ul> <p><b>Tone and look and feel:</b></p> <ul style="list-style-type: none"><li>➤ High beat music on the video to capture and retain the viewers' attention</li><li>➤ Cut to soundbites of the speakers delivering their addresses (only applicable to the 5 - 6 minutes video)</li><li>➤ Crisp, high quality visuals and footage</li><li>➤ Capture multiple angles - hybrid of wide and close up shots to create interest and depth</li></ul> <p><b>Delivery:</b></p> <ul style="list-style-type: none"><li>➤ Provide a 1 - 2 minutes highlights video for the social media team to use within 24 hours of event completion</li><li>➤ Deliver the 5 - 6 minutes video digitally and via a USB/Hard Drive within 1 week post-event</li><li>➤ Provide all the raw footage on a Hard Drive</li></ul>
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<b>Video References</b>	<b>1 - 2 minutes highlights video reference:</b>  <a href="https://drive.google.com/file/d/1HXzDZDiHlffSjwKfQD_w6H_C5Po9BZ_4/view?usp=sharing">https://drive.google.com/file/d/1HXzDZDiHlffSjwKfQD_w6H_C5Po9BZ_4/view?usp=sharing</a>  <b>5 - 6 Minutes video reference:</b>  <a href="https://www.youtube.com/watch?v=zwa_4YA9f2M">https://www.youtube.com/watch?v=zwa_4YA9f2M</a>
<b>Video Resolution Requirement</b>	Hi Res MP4

### 3. ADMINISTRATIVE REQUIREMENTS

- 3.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2. Completed and signed SBD4, SBD 6.1.
- 3.3. Valid Tax Compliance Pin issued by SARS.
- 3.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5. All RFQ related responses must include the RFQ number as the subject matter.
- 3.6. Central Supplier Database (CSD) Summary Report.

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3.7. Company Registration Document (CIPC).

3.8. Failure to meet the requested specifications may result in financial penalties, including but not limited to:

3.8.1 A deduction from the final payment to cover the costs of sourcing alternative items.

3.8.2 A penalty fee for the inconvenience and any delays caused by the non-compliance

#### **4. PRICING AND SPECIFIC GOALS EVALUATION**

4.1. 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.

4.2. 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.

#### **5. RESPONSES/SUBMISSIONS**

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