

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	17 October 2024	RFQ number	RFQ/COS/055/2024
Closing Date:	23 October 2024	Closing Time:	11h00am
DESCRIPTION:	PHOTOGRAPHY AND VIDEOGRAPHY SERVICES		

1. SCOPE OF WORK

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is seeking a professional video and photography service provider to capture high-quality images and videos for the CATHSSETA Annual General Meeting 2024 (AGM 2024) and Award Ceremony which will be posted on social media and other communication platforms. The AGM and Award Ceremony will take place on the 29 November 2024 in Johannesburg, Gauteng (exact venue to be confirmed). Additionally, the service provider is required to supply and manage a 360-degree rotating photo booth for the event.

2. SPECIFICATIONS: VIDEO AND PHOTOGRAPHY SERVICES

- 2.1. Photographer to take the images and videos and supply via WhatsApp group or link that will be created immediately to post on social media.
- 2.2. Shoot images and videos of the setup (venue, branding, seating, etc.)
- 2.3. Shoot images and videos of the registration, networking and guests interacting with each other and the food (editorial shots)

- 2.4. Shoot images and videos of the CATHSSETA key role players i.e. Chairperson, Board Members, CEO and EXCO Members
- 2.5. Shoot images and videos of the key stakeholders
- 2.6. Shoot images and videos of the Speakers and other VIPs
- 2.7. Shoot on-stage images and videos of the AGM and award ceremony, capture the Programme Director, CATHSSETA Chair, CATHSSETA CEO, Speakers, etc.
- 2.8. Shoot images and videos of the audience during the sessions - capture wide shots to show attendance and close ups to capture reactions and audience engagement
- 2.9. Shoot images and videos of entertainment - all performances and audience reactions to the performances
- 2.10. Shoot images and videos of the award ceremony
- 2.11. ***All key role players and stakeholders will be pointed out to the photographers by the organising team**

3. SPECIFICATIONS: 360 ROTATING PHOTO BOOTH

- 3.1. The photo booth should enhance guest engagement and offer a memorable experience.
- 3.2. Provide a fully functional 360 rotating photo booth capable of capturing high-quality, slow-motion videos.
- 3.3. Custom branding options on the videos and booth to reflect the event's theme and corporate identity.
- 3.4. Instant sharing options (e.g., SMS, email, social media) for guests to receive and share their videos.
- 3.5. Booth must be equipped with a large platform to accommodate multiple guests at once.
- 3.6. Professional-grade lighting and backdrop to enhance video quality.
- 3.7. Props that are relevant to the AGM and Awards Ceremony theme.

- 3.8. The service provider should provide trained staff to manage and operate the booth, assist guests, and troubleshoot any technical issues throughout the event.
- 3.9. Service provider must be professional, friendly, and presentable, ensuring a positive experience for all attendees.
- 3.10. The service provider must handle the booth's setup and dismantling.
- 3.11. Set-up must be completed at least 2 hours prior to the start of the event to ensure everything is operational and thoroughly tested.
- 3.12. The booth should be available for the entire duration of the event, with full technical support provided on-site.
- 3.13. Option for post-event delivery of all videos captured during the event in a digital format, along with analytics (e.g., number of videos shared).
- 3.14. Option for custom photo overlays or event branding.

4. DELIVERY

- 4.1. Provide images and videos 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.
- 4.2. 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
- 4.3. Highlight Video: A 3–5-minute promotional reel showcasing the key moments of the event, including guest arrivals, speeches, and main activities, set to a vibrant and engaging soundtrack.
- 4.4. Full-Length Video: A complete coverage of the event, from the opening ceremony to the final remarks, designed to provide an in-depth overview of the entire experience. This includes interviews with key speakers, audience reactions, and the overall ambiance of the event.

5. EXPECTED DELIVERABLES AND OUTPUTS

5.1. The photography and videography teams are to take the following into account:

- 5.1.1. Ensure subject facial expressions are flattering (do not show people who are disengaged, bored, distracted, chewing, etc.)
- 5.1.2. For audience shots, ensure there aren't any gaps i.e. empty seats in the rooms
- 5.1.3. Capture angles that demonstrate the events success and positive engagement from the audience
- 5.1.4. Capture the CATHSSETA branding, as far as possible, on the images
- 5.1.5. Do not cut off the CATHSSETA logo on the images - it must always be legible / fully visible
- 5.1.6. Ensure speaker images on stage are close-up to ensure subject visibility (both front and side profiles)
- 5.1.7. Capture close - up and wide-angle images
- 5.1.8. Capture key stakeholders on most of the images and footage i.e. CATHSSETA's CEO etc. These individuals will be pointed out to you on-the-ground
- 5.1.9. Do not engage directly with the key stakeholders without the organising 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
- 5.1.10. Wear all black attire and do not wear any distracting accessories that will draw attention
- 5.1.11. Arrive one hour early to familiarise yourself with the venue(s), onsite briefing/walkthrough and to be introduced to key stakeholders
- 5.1.12. 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

5.1.13. Phones must be on silent / Do not disturb

5.1.14. Your belongings can be placed in the staff work room that will be organised.
Do not leave bags, cables, etc. in the comms areas with guests. All editing must happen in the work room.

5.1.15. All communications are to be done via the organising team – do not engage directly with the venue personnel or the client

6. IMAGE REFERENCES



Showcase speakers at the podium



Showcase the audience



Showcase guests interacting with each other



Showcase speakers at the podium



7. ADMINISTRATIVE REQUIREMENTS

- 7.1. Quote/Pricing with a clear cost breakdown including set-up, delivery inclusive of VAT.
- 7.2. Completed and signed SBD4, SBD 6.1.
- 7.3. Valid Tax Compliance Pin issued by SARS.
- 7.4. Valid B-BBEE Certificate or Sworn Affidavit.

Video-Photographer– AGM – AWARD CEREMONY

Page 6

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

- 7.5. All RFQ related responses must include the RFQ number on the subject line.
- 7.6. Central Supplier Database (CSD) Summary Report.
- 7.7. Company Registration Document (CIPC).
- 7.8. The service provider is required to submit a comprehensive portfolio of evidence demonstrating their experience in handling similar events. This portfolio should include examples of both photography and videography from past projects that reflect the scale and nature of the event in question

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

- A deduction from the final payment to cover the costs of sourcing alternative items.
- A penalty fee for the inconvenience and any delays caused by the non-compliance.

8. PRICING AND SPECIFIC GOALS EVALUATION

- 8.1. 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.
- 8.2. 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.

9. RESPONSES/SUBMISSIONS

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