

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 March 2025	RFQ Number	RFQ/COS/087/2024
Closing Date:	20 March 2025	Closing Time:	11H00
Description of Services	NEW BOARD MEMBERS PHOTOSHOOT		

1. SPECIFICATIONS/REQUIREMENTS

1.1. CATHSSETA is looking for a service provider to shoot, edit and digitally send the high-resolution photos in a USB and digital. Photoshoot will be rendered at our Head Office.

1.2. PHOTOGRAPHY SPECIFICATION

1.2.1. Conduct a corporate photoshoot for 2 - 3 hours at the Head Office on 08 April 2025.

1.2.2. Capture high-resolution professional photos with proper composition and clarity.

1.2.3. Types of photographs:

1.2.3.1. Still and action photographs.

1.2.3.2. Three different sets of photographs.

1.2.3.3. Close up head and shoulder; full length standing; and one seated.

1.2.4. Edit and enhance final images to ensure top-quality output.

1.2.5. Utilise professional photography equipment, including studio lights, a backdrop cotton cloth, and other necessary tools.

1.2.6. Provide an External Speedlight Flash and additional lighting equipment for optimal lighting conditions.

- 1.2.7. Offer expert guidance on posing and composition to ensure professional and engaging shots.
- 1.2.8. Set up a secure online gallery for easy viewing and selection of final photos.
- 1.2.9. Perform digital enhancements and retouching to perfect the images.
- 1.2.10. Maintain flexibility in scheduling to accommodate CATHSSETA's needs.
- 1.2.11. Provide all final high-resolution photos on a USB drive and via digital delivery (including unedited and edited pictures taken).
- 1.2.12. Bring necessary extension cords to ensure uninterrupted lighting during the photoshoot.
- 1.2.13. The service provider must have proven experience in corporate photography and provide a portfolio of previous work.
- 1.2.14. Ability to deliver the final edited images within an agreed timeframe.
- 1.2.15. Competitive pricing and a commitment to quality service.

2. ADMINISTRATIVE REQUIREMENTS

- 2.1. Quote/Pricing with a clear breakdown of Scope of work 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) Supplier Number.
- 2.6. Service providers are to provide a Portfolio of Evidence (POE) of at least three projects where similar work/project was rendered at State Owned Entities or government departments. Failure to submit the POE may lead to disqualification.
- 2.7. All RFQ related responses must include the RFQ number as the subject matter.
- 2.8. Failure to meet the requested specifications may result in financial penalties, including but not limited to:

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

2.8.2. The appointed service provider will be expected to arrive at least an hour and a half before the scheduled time to set up.

2.8.3. A penalty fee for the inconvenience and any delays caused by the non-

2.8.4. compliance.

3. PRICING AND SPECIFIC GOALS EVALUATION

3.1. 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.

3.2. 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.

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