

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
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REQUEST FOR QUOTATION

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING
AUTHORITY (CATHSSETA)**

Date issued	16 NOVEMBER 2022	RFQ number	EXEC/ HYBRID AGM/2022
Closing Date:	18 November 2022	Closing Time:	15h00pm
DESCRIPTION OF SERVICES:	Render full management of the live streaming platform – Annual General Meeting 2022		

BACKGROUND AND PURPOSE

CATHSSETA seeks service provider for the full management of the live streaming platform (including technical support pre and during the event), presentations and presenters during the CATHSSETA Hybrid Annual General Meeting (AGM).

On the 2nd of December 2022, CATHSSETA will host a 'hybrid' AGM comprising an in-person event at a JHB based venue for a small group of people and then a live stream of the event will enable other stakeholders to 'attend' the event. CATHSSETA requires the services of a suitably qualified service provider to assist with the live streaming of the event and related technical services.

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Ms Karen Ann Borain • Mr Khumbudzo Vincent
Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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SCOPE OF WORK

The equipment and services are listed but not limited to the following:

AGM DETAILS:

Date: 02 December 2022

Venue: Anew Hotel Centurion

Time: 10:00am to 14:00pm

Virtual Guests: 700

Studio Guests: 60

Duration of webinar: 4 Hours

Live Presenters and presentations: 5 (Board Chair/CEO/ACFO/GBV Speaker/MC)

TECHNICAL REQUIREMENTS

- 1.1 Provide live streaming services;
- 1.2 Provide qualified human resources to deliver the services;
- 1.3 Ensure that the SETA can seamlessly stream on YouTube, Facebook, Twitter and Microsoft Teams platforms and the content is delivered in high quality;
- 1.4 Provide sixty (60) pieces of high-definition (HD)- mutable and MS Teams compatible earphones as a replacement for the traditional desktop microphones;
- 1.5 Provide sufficient high quality audio cameras to capture the event from different angles, that is the audience as well as the presenters;
- 1.6 Ensure that required lighting is provided together with qualified lighting technician(s);
- 1.7 Ensure that all the AV equipment together with the personnel are available for the dry run a day prior to the main event;
- 1.8 Provide cabling, mixers, speakers and stands as well as two (2) screens;
- 1.9 Ensure that a bandwidth of **50 megabits per second (50Mbps) upstream and downstream** is made available to ensure that the stream does not experience any lagging or lip-sync issues the **hotel connectivity is more preferred**;

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- 1.10 Provide sound/audio engineer;
- 1.11 Provide two (2) high-definition projectors;
- 1.12 Provide computing equipment (6 x laptops) and ensure that the CATHSSETA social media platforms are tested on the equipment on the day of the dry run;
- 1.13 Address and resolve any streaming challenges on the day of the dry run;
- 1.14 Provide any required storage media, for example a hard disk drive to serve as the recording platform for the event where necessary.

CONDITIONS OF THE CONTRACT

The service provider will be expected to conduct a dry run and technical testing a day prior (01 Dec 2022) the AGM with IT team to ensure audio and streaming quality.

- Wi-Fi services for user devices hotspot
- Ethernet cable connection for live streaming
- Transportation charges if any
- Any additional services if any
- Specification of the bandwidth and cameras quoted

ADMINISTRATIVE REQUIREMENTS

Proposal must contain Pricing with clear breakdown of all activities and resources allocated and RFQ total inclusive of VAT

- Completed and signed Bidder's Disclosure **SBD4** and **SBD 6.1**
- Valid Tax Compliance Certificate issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

Technical enquiries must be sent via e-mailed and proposals must be forwarded to this email address supplychain@CATHSSETA.org.za on or before the closing date as indicated above for consideration.

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