



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

**MICT SETA Head Office; Supply Chain Management 19 Richards
Drive, Gallagher Convention Centre, Gallagher House, Level 3
West Wing Tel +27 11 207 2600; E-mail: bidqueries@mict.org.za**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA INFORMATION AND COMMUNICATIONS TECHNOLOGIES SECTOR EDUCATION AND TRAINING AUTHORITY

REQUEST FOR BID REF: MICT/SETA/MULTIMEDIA/09/2025

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF MULTIMEDIA
SERVICES FOR A PERIOD OF TWELVE (12) MONTHS**

BID CLOSING DATE: 30 SEPTEMBER 2025 at 11:00 AM (SOUTH AFRICAN TIME)



BID REFERENCE NUMBER	MICT/SETA/MULTIMEDIA/09/2025
BID DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF MULTIMEDIA SERVICES FOR A PERIOD OF TWELVE (12) MONTHS
SUPPLIER BRIEFING SESSION	N/A
BID CLOSING DATE & TIME	30 September 2025 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
INSTRUCTION FOR SUBMISSION OF BID	<u>NB:</u> Bid must be received in a sealed envelope (1 hard copy and 1 USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
LOCATION FOR BID SUBMISSIONS	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
BID VALIDITY PERIOD	Bids received shall remain valid for acceptance for a period of 120 days counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five (5) days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.
- Bids sent to any other platform other than the one specified herein will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct platform and that this is received by the MICT SETA before the closing date and time in MICT SETA's dedicated platform
- All the documentation submitted in response to this RFP must be in English.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of **MICT- SETA** in respect of the RFB, between the closing and award date of the business.



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SECTION 1: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report.		
SUPPLIER REGISTRATION ON CSD Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.		
SBD 1 - Fully completed with required proof (Where applicable)		
CIPC registration documents		
Bidder's eligibility: Form A		
Valid Tax Clearance Certificate (\$) and or proof of application endorsed by SARS / and or SARS issued verification pin		
SBD 4 - Declaration of interest		
SBD 6.1: Preferential Procurement Claim Form		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable)		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
Shareholding Certificate (Where applicable)		
Pricing / Financial Proposal envelope and USB (Must be submitted in a separate sealed envelope)		
Financial Statements for 2023/2024 FY of the bidder		

Note: This BID must be completed and signed by the authorised Company representative



SECTION 2: MICT SETA -BID CONDITIONS

1. BID CONDITIONS

- a. MICT SETA considers this bid and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MICT SETA. The respondent shall not disclose, publish, or advertise this RFB or related information to any third party without the prior written consent of MICT SETA.
- b. Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>
- c. MICT SETA does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- d. No Bid shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- e. The technical proposal shall not include any price or financial information, technical proposal containing material financial information may be declared non-responsive.

1.1 MICT SETA reserves the right to:

- a. Not evaluate or award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw or amend the RFB at any stage.
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

3. EXTENSION OF PROPOSAL VALIDITY PERIOD

In exceptional circumstances, prior to the expiration of the proposal validity period, MICT SETA may request Bidders to extend the period of validity of their bid proposals in writing and shall be considered integral to the proposal.

**SECTION 3: FORM A: BIDDER'S ELIGIBILITY FORM****Name of Bidder:****RFB Number:**

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,"*
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
COMPANY REGISTRATION NUMBER				
DATE OF REGISTRATION				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.				
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing		TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



PART B: TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE.**
- 1.3. **BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



SECTION 4: BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub-Contracting Arrangement list the members of such Consortium or Joint Venture and Sub-Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	

**SECTION 5:
ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION****REQUIREMENT DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE
PROVISION OF MULTIMEDIA SERVICES FOR A PERIOD OF TWELVE (12) MONTHS****1. INTRODUCTION**

The Media, Information and Communication Technology Sector Education and Training Authority ("MICT SETA") is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). Adhering to the key principles of the Skills Development Act and the National Skills Development Plan (NSDP), the SETA seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. BACKGROUND

The MICT SETA has a Marketing and Communication Strategy, mandated to drive constant brand visibility in the market. To achieve its success, the MICT SETA seeks to appoint a highly experienced panel of service providers to deliver high-quality multimedia services, and digital storytelling for promoting the MICT SETA's flagship programmes, stakeholder engagement, and brand visibility for a period of 12 months.

These services will document, showcase and amplify the impact of the organisational mandate across various communication channels. The visuals will be used to deliver professional audio-visual and digital content for the MICT SETA's communications, marketing, and public relations initiatives.

Our Vision

Cutting-edge future skills

Mission

To strategically lead the MICT sector skills development system in support of meaningful economic participation of beneficiaries, for improved socio-economic conditions.

Values

- Collaboration
- Committed
- Customer Centricity
- Ethical
- Innovative
- Meritocracy



3. OBJECTIVES

The objective of this panel is to establish a pool of qualified multimedia service providers who can be engaged on an as-needed basis to create compelling and professional content that promotes the MICT SETA's programmes, projects and stakeholder related engagements.

The panel of qualified multimedia service providers will be capable of delivering:

- High-impact video documentaries (success stories, project highlights).
- Professional photography (event coverage, programme documentation).
- Edited promotional content (social media clips, highlight reels).
- Multilingual & accessible content (subtitles, translations, voice-overs).
- Interactive/digital media (animations, infographics, VR/AR where applicable).

4. SCOPE OF WORK

The panel of multimedia service providers will be responsible for delivering the following:

4.1. Technical Specifications

The multimedia service providers must have a professional crew capable of covering selected flagship projects, ensuring high-quality production standards. The team should include a professional voice-over artist where applicable and utilise film cutaways to enhance storytelling. Proper video lighting setups must be in place to guarantee visually appealing content, complemented by professional sound recorders and lapel microphones for clear audio capture. Post-production should involve industry-standard editing and sound mixing software, along with access to a basic music library for background scoring. Additionally, translation and subtitle services must be available to ensure accessibility, and all raw and edited footage should be securely stored for future use.

4.1.1. Service providers must have the capacity to deliver the following:

Requirement	Description
Professional Crew	Videographers, photographers, sound technicians, voice over, and lighting specialists.
Equipment	4K/HD cameras, drones (for aerial shots), professional lighting, lapel mics, sound recorders.
Editing Software	Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or equivalent.
Sound Mixing & Music	High-quality audio editing, licensed background music library.
Graphics & Animation	Motion graphics (After Effects), subtitles, translations, and branding integration.
Raw & Edited Footage	All materials must be archived and delivered in editable formats (MP4, MOV, PSD, RAW).

4.2. Outputs and deliverables

The panel of multimedia service providers will be responsible for delivering high-resolution photographs and videos capturing various MICT SETA projects, ensuring comprehensive documentation of key initiatives. Edited video packages will be produced for marketing and stakeholder communications, alongside short-form videos tailored for social media engagement. Additionally, documentary - style features will be developed for sector events and public relations efforts, complemented by graphics, animations, and interactive elements where necessary to enhance storytelling and audience engagement.



The panel will be expected to provide:

Deliverable	Requirements
Video Documentaries	3-5 min edited videos (HD/4K) with interviews, B-roll, subtitles, and branded graphics.
Social Media Clips	30-60 sec highlight reels (vertical & horizontal formats for Instagram, LinkedIn, X, YouTube).
Photography	High-res images (event coverage, project sites, beneficiaries) with copyright release.
Translated Content	Subtitles in English & other South African official languages where needed.
Final Archive	All raw footage, edited files, and project files stored on a hard drive/cloud for the MICT SETA.

4.3. Proposed Methodology

To ensure a structured and competitive selection process, service providers should submit proposals that clearly articulate their approach to delivering MICT SETA's multimedia requirements.

Below is a suggested framework for how service providers should structure their proposed methodology to demonstrate capability, creativity, and compliance:

4.3.1. Understanding the brief:

- Summary of Requirements: Confirmation of understanding MICT SETA's objectives.
- Key Challenges & Solutions: Brief analysis of potential challenges (e.g., multi-location shoots, tight timelines) and proposed solutions.

4.3.2. Concept Development Approach:

Concept development of multimedia projects, including developing video scripts, storyboard process, and proposed visual style (documentary, cinematic, corporate, etc.) to ensure alignment with the MICT SETA's objectives.

4.3.3. Production Process:

Workflow for capturing high-resolution photographs and video footage, including planning, filming, lighting, and sound recording techniques to ensure professional quality.

4.3.4. Interview and Storytelling Methodology:

Detail how interviews with project managers, beneficiaries, and relevant SETA representatives will be conducted to enhance storytelling (e.g., candid interviews, cinematic B-roll).

4.3.5. Post-Production and Editing:

Highlight editing process, including the use of industry standard software, sound mixing, visual effects, and subtitles, how branding, motion graphics, and animations will be incorporated to produce polished, engaging content.

4.3.6. Project Coverage and Logistics:

Demonstrate the ability to conduct location shoots across South Africa, ensuring balanced national representation. Outline logistics, travel plans, and how coverage will be managed effectively.

**4.3.7. Multimedia Innovation & Creativity:**

Showcase how the service provider will integrate creative elements such as animations, interactive content, and innovative visual storytelling techniques.

4.3.8. Quality Control Measures:

Describe how quality assurance will be implemented throughout the production and post-production phases to meet the MICT SETA's brand and communication standards.

4.3.9. Previous Work Portfolio:

Provide examples of past multimedia projects, particularly those relevant to the education, training, or public sector, to demonstrate experience and expertise.

4.3.10. Project Timelines and Deliverables:

Outline estimated timeframes for concept development, filming, editing, and final delivery of content.

4. DURATION OF THE PROJECT

Successful Bidders will be appointed to be part of the panel of service providers to provide multimedia services for the MICT SETA for a period of twelve (12) months.

5. OPERATION OF THE PANEL

Bidders on the panel will be contacted as and when the need arises to compete in the RFQ process.



SECTION 6: BID EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

Bids received will be evaluated on the following set criteria.

6.1. FUNCTIONAL EVALUATION CRITERIA

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **70** out of the **100** points has been set.

Only bidders who meet or exceed the qualification threshold on technical functionality of **70 points** will be appointed to be part of the panel.

Note: All bidders achieving less than the set threshold of **70 points** will be declared non-responsive.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA			
NO.	CATEGORY	FUNCTIONAL EVALUATION CRITERIA	MAXIMUM POINTS
1	BIDDER EXPERIENCE AND TRACK RECORD IN MULTIMEDIA SERVICES	<p>The bidder must provide a detailed Company Profile that highlights experience in Multimedia production services for corporate clients and/or public sector clients) specifically reflecting the following service areas:</p> <ol style="list-style-type: none"> 1. Videography services 2. Photography services <p>Points for submission of a company profile will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a company profile that highlights five (05) or more years of experience in multimedia production services including both videography and photography for corporate/public sector clients = 15 points • The bidder submitted a company profile that highlights four (04) years of experience in multimedia production services = 12 points • The bidder submitted a company profile that highlights three (03) years of experience in multimedia production services = 10 points • The bidder submitted a company profile that highlights two (02) years of experience in multimedia production services = 08 points • The bidder submitted a company profile that highlights one (01) year of experience in multimedia production services = 05 points • The bidder submitted a company profile that highlights less than one (01) year of experience in the specified services demonstrated = 0 points. 	15



		<ul style="list-style-type: none"> • NB: The company profile must clearly indicate years of operation in multimedia production, relevant project examples or client list, and specific roles and services rendered such as production and event photography. 	
2	PORTFOLIO OF EVIDENCE	<p>The bidder must submit a portfolio of evidence showcasing previous multimedia production work. The portfolio should demonstrate the bidder's ability to deliver high-quality/high resolution, professional, and diverse multimedia outputs aligned with the scope of work.</p> <p>The portfolio should reflect the following elements:</p> <ol style="list-style-type: none"> 1. High-impact video documentaries (success stories, project highlights). 2. Professional photography (event coverage, programme documentation). 3. Edited promotional content (social media clips, highlight reels). 4. Multilingual & accessible content (subtitles, translations, voice-overs). 5. Interactive/digital media (animations, infographics, VR/AR where applicable). <p>Points for submission of a track record will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a portfolio of evidence with work that is clearly aligned to scope of work and demonstrates technical excellence, creativity, and relevance, and covers all five (5) elements = 15 points • The bidder submitted a portfolio of evidence with work that is clearly aligned to scope of work and demonstrates technical excellence, creativity, and relevance, and covers only four (04) elements = 10 points • The bidder submitted a portfolio of evidence with a good quality work in at least three (3) of the required elements = 08 points • The bidder submitted a portfolio of evidence that includes limited or moderate-quality samples, covering only two (02) of the required elements = 05 points • The bidder submitted a portfolio of evidence that includes limited or moderate-quality samples, covering only one (01) of the required elements = 02 points • No portfolio provided, or submitted work that does not reflect required multimedia production experience = 0 points 	15
3	METHODOLOGY	<p>The bidder must present a detailed and coherent proposed methodology that clearly demonstrates an understanding of MICT SETA's multimedia services needs, as outlined in the Scope of Services (Section 3.3). The methodology should reflect the quality of the proposed concept, storytelling approach, visual style, and the overall feasibility of the execution plan.</p> <p>Key Areas to be Addressed in the Proposal:</p> <ol style="list-style-type: none"> 1. Understanding the brief 2. Concept Development Approach 3. Production Process and Flow 4. Interview and storytelling techniques 5. Post-production and editing strategy 6. Project coverage, logistical planning 7. Innovation and creativity in Multimedia execution 	20



		<p>8. Quality control measures 9. Reference to Previous and relevant work 10. Realistic Project Timelines</p> <p>Points for submission of methodology will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted a methodology that comprehensively covers all ten (10) of the above areas with clear, relevant, and feasible approaches. Demonstrates a strong understanding of MICT SETA's expectations and ability to deliver = 20 points • The bidder submitted a methodology that comprehensively covers only nine (09) of the above areas with clear, relevant, and feasible approaches. Demonstrates a strong understanding of MICT SETA's expectations and ability to deliver = 18 points • The bidder submitted a methodology that covers eight (08) of the above areas with good detail and alignment to the scope = 15 points • The bidder submitted a methodology that covers seven (07) of the above areas with good detail and alignment to the scope = 12 points • The bidder submitted a methodology that covers six (06) of the above areas with moderate clarity and relevance = 10 points • The bidder submitted a methodology that covers five (05) of the above areas with moderate clarity and relevance = 08 points • The bidder submitted a methodology that covers four (04) of the above areas that is generic, lacks cohesion, and does not demonstrate a strong grasp of requirements = 06 points • The bidder submitted a methodology that covers three (03) of the above areas that is generic, lacks cohesion, and does not demonstrate a strong grasp of requirements = 04 points • The bidder submitted a methodology that covers two (02) or less of the above areas with minimal effort shown and proposal lacks sufficient detail or structure = 02 points • The bidder did not submit a methodology or submitted a methodology that does not cover any of the above areas = 0 Points 	
4	REFERENCE LETTERS	<p>The bidder must demonstrate a proven track record in delivering multimedia services by providing proof of production and editing of 4K videos and HD images accompanied by signed client reference letters on a client letterhead confirming the following:</p> <ol style="list-style-type: none"> 1. Quality, 2. reliability, and 3. timely delivery of the services rendered. <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Bidder provided five (05) or more signed client reference letters on a letterhead, each referencing or linking to the samples provided and confirming quality, reliability, and timely delivery = 10 points. 	10



		<ul style="list-style-type: none"> Bidder provided four (04) signed reference letters on a letterhead, each referencing or linking to the samples provided and confirming quality, reliability, and timely delivery = 08 points Bidder provided three (03) signed reference letters on a letterhead, each referencing or linking to the samples provided and confirming quality, reliability, and timely delivery = 05 points Bidder provided two (02) or less signed reference letters on a letterhead, each referencing or linking to the samples provided and confirming quality, reliability, and timely delivery = 5 points Bidder did not provide reference letters or provided reference letters that do not reference or link to the samples provided and does not confirm quality, reliability, and timely delivery = 0 Points MICT SETA reserves the right to contact and verify reference letters submitted by the Bidder. 	
5	TEAM ORGANOGRAM	<p>The bidder must provide a team structure highlighting the following key personnel showing hierarchy and roles of each team member; team structure aligns with project needs (e.g., production, editing, delivery):</p> <ul style="list-style-type: none"> Production Director, Editor, Cinematographer, Production Coordinator/Assistant Project Manager. <p>Points for submission of a team organogram can be allocated as follows:</p> <ul style="list-style-type: none"> The bidder provided a team organogram highlighting the key personnel = 02 Points The bidder did not provide a team organogram/ team organogram does not highlight the key personnel = 0 Points 	02
6	RESOURCE CAPACITY	<p>The bidder must provide CVs of key personnel clearly stating years of experience and area of specialisation in multimedia/ photography.</p> <p>Key personnel:</p> <ul style="list-style-type: none"> Production Director, Editor, Cinematographer, Production Coordinator/Assistant Project Manager. <p>Production Director/ Team Lead (10 points)</p> <p>The bidder must submit CV of the production director/ team lead highlighting at least ten (10) years of experience in multimedia direction; clearly defined area of specialisation (e.g., creative directing, visual storytelling); and have worked on 3+ similar high-quality projects. Strong leadership role evident</p> <p>Points for submission of team lead's CV will be allocated as follows:</p> <ul style="list-style-type: none"> The bidder submitted CV of the production director/team lead highlighting ten (10) years or more of relevant experience and worked on 3 or more similar projects = 10 points 	30



		<ul style="list-style-type: none"> • The bidder submitted CV of the production director/team lead highlighting seven (07) to nine (09) years of experience, some specialisation and 1 - 2 similar projects listed. Partial leadership involvement = 06 points • The bidder submitted CV of the production director/team lead highlighting four (04) to six (06) years of experience, some specialisation and 1 - 2 similar projects listed. Partial leadership involvement = 02 points. • The bidder submitted CV of the production director/team lead highlighting less than four (04) years of experience; with no clear specialisation; limited or no relevant projects or did not submit a detailed CV = 0 point. <p>Editor (05 point) The bidder must submit CV of the proposed editor highlighting at least five (05) years of specialisation in 4K video and HD image editing; worked on multiple similar projects</p> <p>Points for submission of the editor's CV will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder must submitted CV of the proposed editor highlighting five (05) years' experience or more; specialisation in 4K video and HD image editing; worked on multiple similar projects = 05 points • The bidder must submitted CV of the proposed editor highlighting one (01) to two (02) years of relevant experience = 02 points • The bidder did not submit CV of the editor or submitted CV with limited experience or unclear specialisation = 0 points <p>Cinematographer (05 point) The bidder must submit CV of the proposed cinematographer highlighting at least five (05) years of experience in high-end camera operation, lighting, framing; worked on 3+ multimedia projects</p> <p>Points for submission of the cinematographer's CV will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted CV of the cinematographer highlighted five (05) years in high-end camera operation, lighting, framing; worked on 3+ multimedia projects = 05 points • The bidder submitted CV of the cinematographer highlighted two (02) to four (04) years' experience with relevant projects = 02 points. • The bidder did not submit CV of the cinematographer or submitted CV with basic experience or unclear relevance = 0 points. <p>Project Manager (05 points) The bidder must submit CV of the proposed project manager highlighting at least five (05) years of experience in project/production management; familiar with timelines, client liaison, and multimedia delivery.</p> <p>Points for submission of the Project Manager's CV will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder submitted the project manager's CV highlighting five (05) years of experience or more in project/production 	
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		<p>management; familiar with timelines, client liaison, and multimedia delivery = 05 points</p> <ul style="list-style-type: none"> • The bidder submitted the project manager's CV highlighting two (02) to four (04) years of experience in project/production management; familiar with timelines, client liaison, and multimedia delivery = 02 point • The bidder did not submit CV of the project manager or CV submitted does not highlight relevant experience (Basic project administration experience; no media-specific work) = 0 points. <p>Additional Support Production Personnel (05 point)</p> <p>The bidder must submit CV(s) of additional support personnel (Production Coordinator/ assistant/ Account Executive etc.) highlighting at least three (03) years of experience in project coordination/production; familiar with timelines, and multimedia delivery.</p> <ul style="list-style-type: none"> • The bidder submitted CV(s) of additional relevant roles (e.g., assistant editors, animators, designers, production assistant) highlighting three (03) years or more of relevant experience = 05 point. • The bidder submitted CV(s) of additional relevant roles (e.g., assistant editors, animators, designers, production assistant) highlighting two (02) years or more of relevant experience = 02 points • The bidder did not submit CV(s) of the support personnel or submitted CV that highlights one (01) year of experience or experience that is not related = 0 points 	
7	PROJECT PLAN	<p>The bidder must provide a project plan highlighting key milestones with estimated timelines for deliverables. The project plan must include the following elements:</p> <ol style="list-style-type: none"> 1. Pre-production: Concept development, scriptwriting, storyboard creation 2. Production: Filming, photography, interviews, site visits 3. Post-production: Editing, sound mixing, animation, final edit and approvals 4. Delivery & Distribution: Reflect timeframes for publishing across social media, marketing materials, and industry events <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • The bidder provided a project plan that highlights all four (04) key milestones = 08 points • The bidder provided a project plan that highlights all three (03) key milestones = 06 points • The bidder provided a project plan that highlights all two (02) key milestones = 04 Points <p>The bidder provided a project plan that highlights only one (01) key milestone or did not provide a project plan = 0 Points</p>	08
TOTAL			100
MINIMUM THRESHOLD			70

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PREFERENCE PROCUREMENT CLAIM FORM****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where:

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:



80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where:

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....