



T34/10/17

**APPOINTMENT OF A PANEL OF
SERVICE PROVIDERS FOR THE
PROVISION OF AUDIO VISUAL (AV)
PRODUCTION SERVICES**

**BID CLOSING DATE: TUESDAY, 24
OCTOBER 2017 AT 12:00 NOON**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Response Format

INSTRUCTIONS ON HOW TO COMPLETE THE BID DOCUMENT

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

Returnable Schedule 1

The following documents must be submitted together in a separate envelope clearly marked "Schedule 1":		
No.	Description of the Documents	Tick
1.1	Executive Summary (explaining how you understand the requirements of this RFP and the summary of your bid response)	
1.2	Annexure 1 of this RFP document (duly completed and signed)	
1.3	Valid Tax Clearance Certificate(s) (TCC)	
1.4	Originally certified copies of bidder's CIPC company registration documents (listing all members with percentages, in case of a CC)	
1.5	Originally certified copy of ID document for the Company Representative	
1.6	Certified copy of a resolution by Board of Directors authorising the person to sign the bid (where applicable)	
1.7	Latest Financial Statements	
1.8	Annexure 2 of this RFP document (duly completed and signed)	
1.9	Annexure 3 of this RFP document (duly completed and signed)	
1.10	Annexure 4 of this RFP document (duly completed and signed)	
1.11	Annexure 5 of this RFP document (duly completed and signed)	
1.12	Annexure 6 of this RFP document (duly completed)	
1.13	Annexure 8 of this RFP document	
1.14	Annexure 9 of this RFP document (duly completed and signed)	
1.15	Valid B-BBEE verification / sworn affidavit	
1.16	Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)	

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

Returnable Schedule 2

The bidder must complete and /or attach the information set out below and return it with this schedule. The bidder may also attach any or supporting documents to enhance its response. The response must include the following:

- Completed applicable Technical Evaluation Criteria (page 17-22)
- Completed Annexure 7 (page 37-38)

2. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

3. Enquiries

- 1.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Mr Luyanda Dlamini</u>
Telephone Number:	<u>+27 11 269 3767</u>
Fax Number:	<u>086 724 0292</u>
Email address:	<u>luyandad@idc.co.za</u>

- 1.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 16 October 2017**.
- 1.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 1.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

4. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

5. Instructions on submission of Bids

- 1.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T34/10/17: Appointment of a panel for the provision of audio visual (AV) production services**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Tuesday, 24 October 2017.
- 1.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 1.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 1.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box.

The IDC will not be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 1.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 1.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 1.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

6. Preparation of Bid Response

- 1.1 All the documentation submitted in response to this RFP must be in English.
- 1.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 1.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 1.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 1.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

7. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

8. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

9. IDC's Rights

- 1.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 1.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 1.3 The IDC reserves the right to award this bid as a whole or in part.
- 1.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 1.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 1.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

10. Undertakings by the Bidder

- 1.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 1.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 1.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 1.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 1.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 1.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

11. Reasons for disqualification

- 1.1 The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
 - 11.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
 - 11.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
 - 11.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
 - 11.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
 - 11.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
 - 11.1.6 bidders who fail to comply with FICA requirements;

12. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

- 1.1 **Phase 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
 - Submission of a valid Tax Clearance Certificate as referenced above
 - Submission of Company Registration Forms as referenced above
 - Submission of ID copy for the Company Representative as referenced above
 - BEE Status Certification as referenced in above

- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 3: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Terms and Conditions of Bid
 - Annexure 3: Supply Chain Management Questionnaire
 - Annexure 4: Declaration of Interest
 - Annexure 5: Shareholders' Information/ Group Structure
 - Annexure 6: Pricing Schedule
 - Annexure 7: Bidders Experience & Project Team
 - Annexure 8: BEE Commitment Plan
 - Annexure 9: Certificate of Independent Bid Determination

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

1.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

Criteria for Small and Medium Sized Entities

ELEMENT	WEIGHT
Bidder's Relevant Experience	40%
Bidders Capacity	20%
Experience, Skills and Qualifications of Key Personnel	40%
TOTAL	100%

Note: Only bidders who achieved a technical score of more than 70% will be considered further in terms of Price and B-BBEE.

Criteria for Large Sized Entities

ELEMENT	WEIGHT
Bidder's Relevant Experience	40%
Bidders Capacity	20%
Experience, Skills and Qualifications of Key Personnel	40%
TOTAL	100%

Note: Only bidders who achieved a technical score of more than 70% will be considered further in terms of Price and B-BBEE.

1.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of B-BBEE, as follows

CRITERIA	POINTS
B-BBEE	20

Note: IDC reserves the right to appoint a limited number of bidders to the panel of experts/ service providers for the provision of professional services to the IDC and will apply the provisions of the PPPFA in determining the Top Scoring Bidders.

14. BEE Information

The bidder must submit the B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. Qualifying Small Enterprise (QSE) with black shareholding of 51% or more may also submit a sworn affidavit. A sample of the affidavit can be downloaded on IDC website www.idc.co.za under the tab tenders. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

15. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: SPECIFIC CONDITIONS OF BID

SECTION 2: SPECIFIC CONDITIONS OF BID

1. Bid Pre-qualification criteria

- 1.1 In terms of Regulation 4 of the 2017 PPPFA Regulations, the IDC requires that bidders meet the following pre-qualification criteria:
 - (a) Bidders must have a minimum B-BBEE contributor status level of 4 or better.
- 1.2 The IDC will only consider a bid if the relevant bidder meets the pre-qualification criteria. Where a bidder fails to meet the pre-qualification criteria, the bid will be considered an unacceptable bid and will be disqualified from further evaluation.

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Background Information

As part of our marketing initiatives, the IDC periodically showcases the progress and success of its funded clients who are spread across all the nine (9) provinces of South Africa. This is to mainly report to the business and its stakeholders on how and where IDC funds are being invested and what impact these investments have on the South African economy. To this end, the IDC requires videos of its funded clients. Videos may also be commissioned as part of IDC internal and external communication campaigns from time to time.

It is for this reason that the IDC seeks to appoint a panel of capable agencies to provide Audio Visual (AV) Production services on an as-needed basis for a period of two (2) years.

3. Scope of Service

- 3.1 The appointed panel of service providers must offer a complete end-to-end package from conceptualisation, scriptwriting through to post production. The end package delivered to IDC is to be in a DVD format and MP4. We also require all editing to be done in a well-equipped studio which will enable the service provider to produce broadcast quality productions to any other format that may be required. The studio must be based in Johannesburg for ease of interaction between the IDC and the service provider during the editing period.

The appointed service providers must also be able to re-use/edit any existing footage that was previously filmed internally or by another AV Production agency.

It is to be noted that the IDC will be responsible for the provision of all travel and accommodation needs for services rendered in any of our regions outside of Gauteng. In providing the service, the IDC will require the bidder to use high-end cameras and

top of the range equipment (lights, sound and grips) which is versatile and able to deliver professional results under any circumstances.

In more detail, the service provider will be required to provide the following services:

A. Corporate Videography Services must include:

- Research, concept development and Script writing
- Filming on high end professional cameras
- Editing
- Online and Animation
- Create and Animate titles
- Source Voice over artists
- Audio Final Mix
- Music search, fees rights (including performance and usage)
- Duplication, Storage and Delivery of final material
- Grading process (colour correction or specialist grading facility – telecine)
- Production Insurance

B. Stills Photography:

- Supply of final required stills shots
- Retouched and colour corrected
- Stills digital delivery

3.2 The IDC would also like to promote broad based transformation and development of small firms in this industry and as such will appoint firms in the following categories. The bidder must indicate, in the table below, with a **tick (✓)** the relevant category:

Firm Categories	Definition	PLEASE TICK (✓)
Category 1: Small Entity	Firm with an annual turnover of not more than R10 million	
Category 2: Medium Firms	Firm with an annual turnover greater than R10 million but below R50 million	
Category 3: Large Firms	Firm with an annual turnover greater than R50 million	

Note: The bidder must submit their latest Financial Statements as proof of their annual turnover as confirmed by an independent accountant. Small businesses with no financial history, must submit a letter from their independent accounting firm confirming their financial status and / or projections.

It is for this purpose that the IDC will be using different evaluation criteria for the small and medium sized law entities as depicted in Section 3(A) of this document and a different set of evaluation criteria applicable to large entities as depicted in Section 3(B) of this document.

4. Contract Duration

The service providers will be appointed to the IDC Panel for a period of two (2) years. The performance of appointed service provider(s) against this contract will be reviewed on an annual basis and/or on completion of a specific project. Subject to the performance of the service provider(s), the IDC reserves the right to extend the term of appointment for a longer period but not beyond five (5) years.

SECTION 3 (A) TECHNICAL EVALUATION CRITERIA APPLICABLE TO SMALL AND MEDIUM SIZED ENTITIES

Name of Bidder: _____

Authorised signatory: _____

5. Technical Evaluation Criteria

5.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.1.1 Insurance	Comply	Not Comply
<p>The bidder is required to have all applicable insurance for any damage or harm (public liability claim) to its equipment and employees while working on any IDC related projects.</p> <p>The IDC reserves the right to verify this for any specific project.</p>		
<p>Substantiate / Comments</p>		

5.1.2 Editing studio in Johannesburg	Comply	Not Comply
<p>The bidder must ensure that they have or have access to an editing studio in the Johannesburg area. This is for ease of access for IDC during the post-production stage.</p>		
<p>Substantiate / Comments</p>		

5.1.3 Music Rights	Comply	Not Comply
<p>The bidder must have applicable rights to use any music that is part of its production.</p> <p>Note: The IDC will not be liable for any breaches of rights for music used by the agency in IDC productions.</p>		
<p>Substantiate / Comments</p>		

5.2 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

5.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate its relevant experience in providing audio visual production services.</p> <p>Bidder to provide one (1) relevant contactable references of AV production work done for an entity (private or public) in the past 3 (three) years. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p> <p>The bidder is also required to provide one (1) end to end package for the references provided above. The package should include a document which has the relevant client brief, research and implementation plan, call sheet, script and the end product. A copy of the AV done from the above process must be included in the package, in a USB stick.</p>			
<p>Substantiate / Comments</p>			

5.2.2 BIDDER'S CAPABILITY	Comply	Partially Comply	Not Comply
<p>Bidder to submit a brief proposal which demonstrates the bidder's process and tools for the management of corporate videography productions and stills photography.</p>			
<p>Substantiate / Comments</p>			

5.2.3 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The bidder must provide an organogram of the team members that will be servicing the IDC account. The team should include but not limited to the following: Creative Director, Producer, Production Manager, Director of Photography (DOP), Camera Assistant, Sound, Stills Photographer, Agency and Client Chaperone, Crew Drive, Videographer, Key Account Manager, Mid -Level Strategist, Traffic Manager, Copywriter and any other resource that may be required to fully provide services. Bidder must include the number of years of experience, relevant skills and qualifications for each team member.</p> <p>Bidder must include CV's of all team members to be servicing the IDC account. The CVs must clearly highlight qualifications, areas of experience/ competence.</p>			
<p>Substantiate / Comments</p>			

SECTION 3 (B) TECHNICAL EVALUATION CRITERIA APPLICABLE TO LARGE ENTITIES

Name of Bidder: _____

Authorised signatory: _____

6. Technical Evaluation Criteria

6.1 Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

6.1.1 Insurance	Comply	Not Comply
<p>The bidder is required to have all applicable insurance for any damage or harm (public liability claim) to its equipment and employees while working on any IDC related projects.</p> <p>The IDC reserves the right to verify this for any specific project.</p>		
Substantiate / Comments		

6.1.2 Editing studio in Johannesburg	Comply	Not Comply
<p>The bidder must ensure that they have or have access to an editing studio in the Johannesburg area. This is for ease of access for IDC during the post-production stage.</p>		
Substantiate / Comments		

6.1.3 Music Rights	Comply	Not Comply
<p>The bidder must have applicable rights to use any music that is part of its production.</p> <p>Note: The IDC will not be liable for any breaches of rights for music used by the agency in IDC productions,</p>		
Substantiate / Comments		

6.2 Other Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

6.2.1 BIDDER'S EXPERIENCE	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate its relevant experience in providing audio visual production services.</p> <p>Bidder to provide two (2) relevant contactable references of AV production work done for entities (private or public) in the past 5 (five) years. Please refer to Table (a) of Annexure 7 of this document for the format in which the required information must be provided.</p> <p>The bidder is also required to provide two (2) end to end packages for the references provided above. The package should include a document which has the relevant client brief, research and implementation plan, call sheet, script and the end product. A copy of the AV done from the above process must be included in the package, in a USB stick.</p>			
Substantiate / Comments			

6.2.2 BIDDER'S CAPABILITY	Comply	Partially Comply	Not Comply
<p>Bidder to submit a brief proposal which demonstrates the bidder's process and tools for the management of corporate videography productions and stills photography.</p>			
Substantiate / Comments			

6.2.3 QUALIFICATIONS AND SKILLS OF KEY PERSONNEL	Comply	Partially Comply	Not Comply
<p>The bidder must provide an organogram of the team members that will be servicing the IDC account. The team should include but not limited to the following: Creative Director, Producer, Production Manager, Director of Photography (DOP), Camera Assistant, Sound, Stills Photographer, Agency and Client Chaperone, Crew Drive, Videographer, Key Account Manager, Mid -Level Strategist, Traffic Manager, Copywriter and any other resource that may be required to fully provide services. Bidder must include the number of years of experience, relevant skills and qualifications for each team member.</p> <p>Bidder must include CV's of all team members to be servicing the IDC account. The CVs must clearly highlight qualifications, areas of experience/ competence.</p>			
Substantiate / Comments			

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:	
Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	

Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2: Terms and Conditions of Bid

1. 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). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
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. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
2. 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.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> NO	
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES
<input type="checkbox"/> 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 ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

Annexure 3 - Supply Chain Management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 1.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 4 – Declaration of Interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity

Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
 presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person
connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
 the appropriate authority to undertake remunerative
 work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
 document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO** any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not **YES/NO**

they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

Annexure 5 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 1.]

5.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

5.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

Annexure 6 – Pricing Schedule

The bidder must complete the Pricing Schedule below which must be submitted with the bid response as Returnable Schedule 1:

The bidder must indicate their standard rates:

No.	Name of Resource/ Expert	Designation	Years of Experience	Hourly Rate (VAT Excl.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Annexure 7: Response Format for Section 3

Request for Proposal No: _____

Name of Bidder: _____

Service Category _____

Sector _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 3 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 2.]

The bidder must provide the following information:

Table (a) Details of the bidder's current and past experience in the provision of AV production services (please refer to Section 3 of this RFP document):

Client' Name	Project Value	Project period (Start Dates)	Project period (End Dates)	Description of service performed and extent of Bidder's responsibilities	Name, title and telephone contact of client

Table (b) Details of the key personnel of the bidders' proposed team:

Name	Years of Experience	Role / Duties in Passed Project	Experience in Relevant Passed Project	
			Project description, Client, Project period	Project Cost

Annexure 8 – BEE COMMITMENT PLAN

The IDC encourages existing vendors and prospective bidders to support the objectives of B-BBEE and as far as possible strive to improve their B-BBEE contribution status. For bid evaluation purposes, bidders are allocated points in terms of a preference point system based on the B-BBEE Contribution Level status that is in accordance with a valid B-BBEE certificate.

Bidders are therefore required to submit a B-BBEE improvement plan in view of the new B-BBEE Codes of Good Practice. Bidders must indicate the extent to which their ownership, management control, employment equity, preferential procurement and enterprise development will be maintained or improved over the contract period in the event that they are successful in this bid process.

Annexure 9: Certificate of Independent Bid Determination

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

(1)

(2) ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.

³ 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.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder