

Postal Address
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1GOODS/SERVICES REQUISITION FORM

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

Date Issued	29 April 2025	RFQ Number	RFQ/LPO/004/2025
Closing Date:	6 May 2025	Closing Time:	11H00
DESCRIPTION:	PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES ARTISANS GRADUATION AWARD CEREMONY		

1. SCOPE OF WORK

- 1.1. The Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is seeking for professional video and photography service provider to capture high-quality images and videos for the CATHSSETA Artisan Graduation Ceremony, which will be posted on social media, other communication platforms and used for media purposes.
- 1.2. The Graduations will take place in Durban, KwaZulu Natal (70 attendees) on 16 May and Sandton, Gauteng (70 attendees), on 28 May 2025.
- 1.3. The service provider is required to supply and manage a 360-degree rotating photo booth for the event.

2. SPECIFICATIONS: VIDEO AND PHOTOGRAPHY SERVICES

- 2.1. The photographer to take the images and videos and supply them via WhatsApp group or link that will be created immediately to post on social media.
- 2.2. Shoot images and videos of the setup (venue, branding, seating, etc.).
- 2.3. Shoot images and videos of the guest networking and guests interacting with each other and the food (editorial shots).
- 2.4. Shoot images and videos of the CATHSSETA key role players, i.e. CEO, Executives, College Principals, etc.
- 2.5. Shoot images and videos of the speakers.
- 2.6. Shoot images and videos of the graduates as they walk to the stage and receive their awards.
- 2.7. Shoot on-stage images and videos of the award ceremony, capture the Programme Director, etc.
- 2.8. Shoot images and videos of the audience during the sessions - capture wide shots to show attendance and close-ups to capture reactions and audience engagement
- 2.9. Shoot images and videos of the award ceremony
- 2.10. ***All key role players and stakeholders will be pointed out to the photographers by the organising team**

3. SPECIFICATIONS: 360 ROTATING PHOTO BOOTH

- 3.1. The photo booth should enhance guest engagement and offer a memorable experience.
- 3.2. Provide a fully functional 360 rotating photo booth capable of capturing high-quality, slow-motion videos.

- 3.3. Custom branding options on the videos and booth to reflect the event's theme and corporate identity.
- 3.4. Instant sharing options (e.g., SMS, email, social media) for guests to receive and share their videos.
- 3.5. Professional-grade lighting and backdrop to enhance video quality.
- 3.6. The service provider should provide trained staff to manage and operate the booth, assist guests, and troubleshoot any technical issues throughout the event.
- 3.7. The service provider must be professional, friendly, and presentable, ensuring a positive experience for all attendees.
- 3.8. The service provider must handle the booth's setup and dismantling.
- 3.9. Set-up must be completed at least 2 hours prior to the start of the event to ensure everything is operational and thoroughly tested.
- 3.10. The booth should be available for the entire duration of the event, with full technical support provided on-site.
- 3.11. Option for post-event delivery of all videos captured during the event in a digital format, along with analytics (e.g., number of videos shared).
- 3.12. Option for custom photo overlays or event branding.

4. DELIVERY

- 4.1. Provide images and videos outlined above in 1-hour intervals for the social media team to use. Have editor onsite who will edit and share images with the social media team at hourly intervals via a WhatsApp Group, Telegram and/or Google Drive link.
- 4.2. Deliver the rest of the images (minimum of 150), edited high-resolution photographs digitally and via a USB/Hard Drive within 1-week post-event

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

5. GENERAL CONSIDERATIONS

- 5.1. The photography and videography teams are to take the following into account:
 - 5.1.1. Ensure subject facial expressions are flattering (do not show people who are disengaged, bored, distracted, chewing, etc.)
 - 5.1.2. For audience shots, ensure there aren't any gaps i.e. empty seats in the rooms
 - 5.1.3. Capture angles that demonstrate the events success and positive engagement from the audience.
 - 5.1.4. Capture the CATHSSETA branding, as far as possible, on the images
 - 5.1.5. Do not cut off the CATHSSETA logo on the images - it must always be legible / fully visible.
 - 5.1.6. Ensure speaker images on stage are close up to ensure subject visibility (both front and side profiles)
 - 5.1.7. Capture close-up and wide-angle images.
 - 5.1.8. Wear all black attire and do not wear any distracting accessories that will draw attention.
 - 5.1.9. Arrive two hours early to familiarise yourself with the venue(s), onsite briefing/walkthrough and to be introduced to the team.
 - 5.1.10. Phones must be on silent / Do not disturb.

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

6. IMAGE REFERENCES



Showcase speakers & award recipient



Showcase the audience



Showcase guests interacting with each other



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Showcase speakers at the podium



7. ADMINISTRATIVE REQUIREMENTS

- 7.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 7.2. Completed and signed SBD4, SBD 6.1.
- 7.3. Valid Tax Compliance Pin issued by SARS.
- 7.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 7.5. All RFQ related responses must include the RFQ number as the subject matter.
- 7.6. Central Supplier Database (CSD) Summary Report.
- 7.7. Company Registration Document (CIPC).
- 7.8. The service provider is required to submit a comprehensive portfolio of evidence demonstrating their experience in handling similar events. This portfolio should include examples of both photography and videography from past projects that reflect the scale and nature of the event in question.
- 7.9. Failure to meet the requested specifications may result in financial penalties, including but not limited to:
 - 7.9.1. A deduction from the final payment to cover the costs of sourcing alternative items.
 - 7.9.2. A penalty fee for the inconvenience and any delays caused by the non-compliance.

8. PRICING AND SPECIFIC GOALS EVALUATION

- 8.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 8.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

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9. RESPONSES/SUBMISSIONS

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