

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

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



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	10 June 2025	RFQ Number	RFQ/COS/007/2025
Closing Date:	17 June 2025	Closing Time:	11H00
Description of Services	PHOTOSHOOT FOR THE ANNUAL REPORT		

1. SPECIFICATIONS/REQUIREMENTS

- 1.1. CATHSSETA is looking for a service provider for a staff photoshoot for the Annual Report. The photoshoot will be rendered at our Head Office, 270 George Road, Noordwyk, 1687.

2. ANNUAL REPORT CORPORATE PHOTOGRAPHY SPECIFICATION

- 2.1. Corporate photoshoot will be provided for a total of five hours, thirty minutes over the course of one day at the Head Office;
- 2.2. Professional photographs taken must be high-resolution and usable. The photographs must not be pixilated, blurry and show marks of touch-ups.
- 2.3. Editing of the final product to ensure top quality photos;
- 2.4. 100% of photographs taken must reach CATHSSETA within the stipulated times from the date of the photoshoot.
- 2.5. Utilisation of professional photoshoot equipment such as Studio Lights, backdrop Cotton Cloth, etc.
- 2.6. External Speedlight Flash for enhancing pictures taken inside the venue and additional lighting equipment to ensure optimal lighting conditions;
- 2.7. Expert guidance on posing and composition to capture the best possible shots;

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- 2.8. Secure online gallery for easy viewing and selection of photos;
- 2.9. Digital enhancements to perfect the images;
- 2.10. Flexible scheduling to accommodate the needs of the organisation; and
- 2.11. A portfolio of evidence demonstrating previous work, particularly within corporate environments.

3. CORPORATE MAKE-UP ARTIST SPECIFICATIONS

- 3.1. Makeup for interested staff before the photoshoot;
- 3.2. Proven experience in delivering make-up services for corporate or professional photoshoots;
- 3.3. A portfolio demonstrating previous work, particularly within corporate environments;
- 3.4. Competence in applying make-up suitable for photography, with careful consideration of lighting and camera effects;
- 3.5. Ability to manage time effectively to ensure the prompt application of make-up for approximately fifty female staff members participating in the photoshoot;
- 3.6. Strict adherence to hygiene and sanitation protocols, including the use of clean and sanitised make-up tools;
- 3.7. Flexibility to accommodate the schedule and requirements of the photoshoot; and
- 3.8. A consistently professional attitude and appearance must be maintained throughout the photoshoot process.

4. CORPORATE PHOTOGRAPHY SHOOT SCHEDULE AND TIME SLOTS

Location	No. of Employees	Time
Head Office	76	09h00 -14h30

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5. SCOPE OF WORK AND EXPECTED OUTPUTS FOR SERVICE PROVIDER

- 5.1. The service providers will work closely with the Communications and Branding Unit.
- 5.2. The appointed service provider and makeup artist(s) should deliver professional services that contribute to enhancing the organisation's image and brand identity through visually compelling photographs and impeccable makeup looks.
- 5.3. They should demonstrate creativity, professionalism, and attention to detail to ensure the successful execution of the project.
- 5.4. Ability to manage time effectively to ensure the prompt application of make-up for approximately fifty female staff members participating in the photoshoot.
- 5.5. Flexibility to accommodate the schedule and requirements of the photoshoot;

N.B. The date of the photoshoot will be communicated with the appointed service provider.

6. ADMINISTRATIVE REQUIREMENTS

- 6.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 6.2. Completed and signed SBD4, SBD 6.1
- 6.3. Valid Tax Compliance Pin issued by SARS.
- 6.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 6.5. Central Supplier Database (CSD) Supplier Number.
- 6.6. All RFQ related responses must include the RFQ number as the subject matter.
- 6.7. The service provider must submit a portfolio of evidence of at least three photoshoots that shows similar work performed for organisations, government departments or State-Owned Entities (SOEs). Failure to submit will result in disqualification.
- 6.8. The service provider must submit a Curriculum Vitae (CV) of the Lead Photographer showing a minimum of five (5) years' experience in photography services. Failure to submit will result in disqualification.

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- 6.9. The service provider must attach a minimum of two (2) signed reference letters for photography services rendered, on client's letterhead. Letters should not be older than five years. Failure to submit will result in disqualification.
- 6.10. The service provider shall be responsible for arranging and covering the cost of their own refreshments and transport to and from the head office. No additional provisions or reimbursements will be made in this regard.
- 6.11. If the appointed service provider (make-up artist and/or photographer) fails to deliver services in accordance with the specifications outlined above, the end-user reserves the right to withhold payment, request corrective measures at the provider's expense, or terminate the agreement with immediate effect. Poor performance, failure to meet deadlines, non-compliance or failure to present an acceptable professional appearance may be grounds for such action.
- 6.12. The service provider (both photographer and make-up artist) must arrive at least one hour prior to the scheduled start time to allow sufficient time for equipment set-up, lighting adjustments, and preparation of make-up stations.

7. PRICING AND SPECIFIC GOALS EVALUATION

- 7.1 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.
- 7.2 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.

8. 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.