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## GOODS/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)**

<b>Date Issued</b>	<b>27 August 2025</b>	<b>RFQ Number</b>	<b>RFQ/COS/025/2025</b>
<b>Closing Date:</b>	<b>01 September 2025</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>DESCRIPTION:</b>	<b>PROVISION OF VIDEOGRAPHY SERVICES: CATHSSETA BENEFICIARY VIDEO</b>		

### 1. SCOPE OF WORK

- 1.1. The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) invites suitably qualified and experienced service providers to conceptualise, direct, film, edit, and deliver a high-quality Beneficiary Success Story Video. This production will highlight the achievements of learners and beneficiaries who have successfully participated in, and benefitted from, CATHSSETA's diverse skills development programmes.
- 1.2. The final product must not only demonstrate the impact of CATHSSETA's interventions on individual career development and empowerment but also illustrate the wider value of these initiatives for communities and the industries in which CATHSSETA operates.
- 1.3. **The video must reflect representation across the following six (6) sub-sectors:**
  - Arts, Culture & Heritage.
  - Conservation.
  - Gaming & Lotteries.
  - Hospitality.
  - Sport, Recreation & Fitness.
  - Tourism & Travel Services.

## **2. SPECIFICATIONS FOR THE CATHSSETA BENEFICIARY VIDEO**

- 2.1 The appointed service provider will be required to deliver a professional, learner-centred video that aligns with CATHSSETA's branding and strategic messaging.
- 2.2 Specific requirements include:
  - Coverage across all six sub-sectors and nine provinces, with a strong focus on real-life beneficiary journeys and learner achievements.
  - Authentic on-camera testimonials from learners, employers, and trainers, captured within workplaces or training environments.
  - Inspiring narratives demonstrating how CATHSSETA's interventions have built skills, advanced careers, and expanded opportunities.
  - A pre-approved script, developed from CATHSSETA-provided content, ensuring consistency of messaging.
  - Integration of professional voice-overs, licensed background music, and English subtitles (with capacity for additional languages as required).
  - Use of creative graphics, sector identifiers, and lower-thirds to contextualise each story.

## **3. TECHNICAL REQUIREMENTS**

### **3.1 Video**

- Broadcast standard: NTSC.
- Aspect ratio: 16:9.
- Resolution: Full HD (1920 x 1080 pixels).
- Codec: H264.
- Format: MP4.

### **3.2 Audio**

- 48 000 Hz, Stereo, CBR.
- 24-bit depth, AAC codec.

### 3.3 Video Thumbnails

- Customised video thumbnail to be provided.
- Dimensions: 1280 x 720 px.
- Formats: JPG, GIF, PNG.
- Maximum file size: 2 MB.

## 4. DELIVERABLES

- 4.1 One (1) comprehensive Beneficiary Success Story Video (30 minutes), incorporating representation from all six sub-sectors across nine provinces.
- 4.2 Six (6) sector-specific videos (2–3 minutes each), highlighting learners/beneficiaries in each respective sector.
- 4.3 Short promotional clips (30–60 seconds each), optimised for social media platforms, designed to inspire participation and increase programme uptake.
- 4.4 High-resolution still images of learners and beneficiaries, extracted from captured footage, for use in marketing and communications.
- 4.5 All raw footage and fully editable project files stored on an external hard drive, to be delivered to CATHSSETA Head Office for archival and future use.

## 5. PRODUCTION LOGISTICS

- 5.1. The service provider's quotation must be fully inclusive of **all production-related costs**, including transport, accommodation, and refreshments; no additional costs will be borne by CATHSSETA after the Purchase Order has been issued.
- 5.2. Filming schedules must be pre-approved and coordinated in consultation with CATHSSETA's Communications and Branding Unit.
- 5.3. All production activities must comply with applicable health, safety, and location permit requirements.

## 6. PROFESSIONALISM & CONDUCT REQUIREMENTS

6.1 The service provider shall uphold the highest standards of professionalism throughout the project. Requirements include:

- The ability to engage effectively with learners and stakeholders across multiple provinces and in diverse languages.
- All team members to be professionally presented, courteous, and respectful at all times.
- Strict adherence to agreed schedules, with efficient management of filming days to avoid disruption of workplace or training activities.
- Submission of a detailed project roadmap with clear timelines, milestones, and delivery dates for CATHSSETA's approval prior to commencement.
- Full responsibility for covering all travel, accommodation, meals, and incidental production costs.
- Inclusion of a digital link for at least two previous high-resolution projects of a similar nature, ideally featuring learner or beneficiary storytelling.
- Acknowledgement that non-compliance with the above may result in termination of contract.

## 7. GENERAL CONSIDERATIONS

7.1 When producing the Beneficiary Success Story Video, the service provider must ensure:

- Beneficiaries remain at the centre of the narrative, with strong emphasis on their journeys, achievements, and the positive outcomes of CATHSSETA programmes.
- Testimonials are authentic, natural, and credible, avoiding scripted or staged delivery.
- Learners are portrayed respectfully and inspirationally, with visuals that convey pride, confidence, and engagement.

- Group and audience shots reflect genuine participation, avoiding imagery of disengagement or empty venues.
- CATHSSETA's logos, banners, and brand assets are prominently visible and never cropped or obscured.
- A balanced mix of close-up, mid, and wide shots is used to demonstrate both personal impact and wider sectoral relevance.
- Speakers, learners, and facilitators are clearly identifiable, with front and side profile shots enhancing recognition.
- Diversity across learners, communities, and industries is visibly represented, reflecting the richness of CATHSSETA's mandate.
- All visuals, sound, and editing uphold the professionalism, credibility, and authority of CATHSSETA as a leading skills development body.

## **8. ADMINISTRATIVE REQUIREMENTS**

- 8.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 8.2 Completed and signed SBD4, SBD 6.1.
- 8.3 Valid Tax Compliance Pin issued by SARS.
- 8.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 8.5 All RFQ related responses must include the RFQ number as the subject matter.
- 8.6 Central Supplier Database (CSD) Summary Report.
- 8.7 Company Registration Document (CIPC).
- 8.8 Failure to meet the requested specifications may result in financial penalties, including but not limited to:
  - 8.8.1 A deduction from the final payment to cover the costs of sourcing alternative items.
  - 8.8.2 A penalty fee for the inconvenience and any delays caused by the non-compliance.

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## 9. PRICING AND SPECIFIC GOALS EVALUATION

- 9.1 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.
- 9.2 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.

## 10. RESPONSES/SUBMISSIONS

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