

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

Physical Address  
270 George Road,  
Noordwyk, Midrand, 1687

Contact  
Call Centre: 0860 100 221  
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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>02 October 2025</b>	<b>RFQ Number</b>	<b>RFQ/LPO/032/2025</b>
<b>Closing Date:</b>	<b>06 October 2025</b>	<b>Closing Time:</b>	<b>13H30</b>
<b>DESCRIPTION:</b>	<b>Provision of Professional Photography and Videography Services</b>		

### 1. SCOPE OF WORK

#### SPECIFICATIONS

##### 1.1. Purpose

1.1.1. To capture high-quality photographs and videos for The Department of Higher Education & Training and Basic Education in support for the G20 Education Working Group Outreach Programme Event, scheduled for the 09<sup>th</sup> October 2025; and

1.1.2. The event will take place at the University of Mpumalanga in Mpumalanga with approximately 400 attendees, made up of senior government officials and Ministerial delegates, SETA CEOs, officials and unemployed youth who will be in attendance.

##### 1.2. The service provider will be responsible for the following:

###### 1.2.1. Photography:

- Event coverage should include keynote sessions, breakout sessions, networking events, and entertainment segments.
- The equipment to be used should include a professional Digital Single-Lens Reflex (DSLR) camera(s) with a variety of lenses.

- **Deliverables:**

- A minimum of 200 edited high-resolution photographs, delivered digitally and a USB within one-week post-event.

### 1.2.2. Videography:

- The coverage should include keynote sessions, interviews with key speakers, and event highlights.
- The equipment to be used should include professional video cameras, microphones for clear audio, and necessary lighting equipment.
- **Deliverables:**
  - Short clips of the interviews and event highlights to be placed on our social media platforms during the proceedings.
  - A 10-minute highlight reel of the event.
  - Videos of key sessions and interviews.
  - Raw footage, if requested.
  - All videos are to be delivered digitally and a USB in high-definition format within 2 weeks post-event.

## 2. ADMINISTRATIVE REQUIREMENTS

- 2.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2. Completed and signed SBD4, SBD 6.1.
- 2.3. Valid Tax Compliance Pin issued by SARS.
- 2.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5. All RFQ-related responses must include the RFQ number as the subject matter.
- 2.6. Central Supplier Database (CSD) Summary Report.
- 2.7. Company Registration Document (CIPC).
- 2.8. Service providers to submit a portfolio depicting similar work done for large scale events.

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- 2.9. Service providers to submit at least two reference letters for similar work.
- 2.10. Exact venue details will be shared with the appointed service provider.

### **3. PRICING AND SPECIFIC GOALS EVALUATION**

- 3.1. 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.
- 3.2. 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.

### **4. RESPONSES/SUBMISSIONS**

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