

Enquiries: C Buso-Niwa

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Framework Agreement Number: FAN14-23/24-0001

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT LIVE STREAMING, RECORDING, OUTSIDE BROADCASTING OF DEPARTMENT PROGRAMMES AND KEY EVENTS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PURPOSE OF THE BID:

The Department of Sport, Recreation, Arts and Culture (DSRAC) is inviting proposals from suitably qualified service providers for the provision of livestreaming, recording & video production, and outside broadcast services for targeted departmental events/ programmes for a period of 3years, as and when required.

BACKGROUND:

The DSRAC Communications Directorate plays a key role in supporting and profiling of departmental events and programmes. As part of this role, the Communications Directorate is tasked with maximizing the marketing and promotion of programmes and major events organized by the Department by profiling them in various platforms and ensuring increased public access to these events through livestreaming and outside broadcasting services.

SCOPE OF WORK:

The scope of work comprises the following:

- Provide multi-cam HD live video production and real-time livestreaming services to DSRAC social media accounts for targeted events/ programmes.
- Provide Outside Broadcasting services linking a minimum of three community radio stations with adverts, live reads and interviews.
- Provide video production services and packaged video of the livestreamed event/ programme with highlights, interviews, background music and voice overs.



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DELIVERABLES:

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ACTIVITY	DESCRIPTION	NO. OF DESTINATION PLATFORMS	NO. OF CAMERAS PER EVENT
1. Livestream DSRAC events/ programmes	<p>Livestreaming of events to the DSRAC social media accounts using multi-cam HD live video production and real-time livestreaming to MEC page, OTP page and DSRAC social media pages for targeted events/ programmes.</p> <p>Provide live feed for the attendees, which will require the service provider to have two TV screens for the feed for the duration of the event. The screens should be at list be 65inch.</p>	4 DSRAC social media platforms	Minimum of 3 cameras for the livestreaming and live-feed purposes to have different shooting angles.
2. Provide Outside Broadcasting services	Provide Outside Broadcasting services linking a minimum of three community radio stations with adverts, live reads and interviews.	A minimum of three community radio stations	
3. Video production	Provide a packaged video of the event with highlights, interviews,		Minimum of 3 cameras and a drone



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		background music and voice overs.	
4.	Resolution of a Cameras	The resolution of the cameras should be high-definition (HD) video that has four times the resolution of 1080p HD video.	DSRAC social media platforms Video production
5.	Time frame	The final production must be delivered within 5 days after the event.	

MANDATORY REQUIREMENTS

Attach minimum of three (3) CVs detailing exposure in the field of Livestreaming, Recording and Outside Broadcast Services and relevant qualifications of the project teams.

FUNCTIONALITY:

CRITERIA	GUIDELINES	POINTS
Methodology/ Approach	<p>The service provider should set out the workplan and methodology to execute/ achieve the project results i.e., Project plan with final outputs and identified timeframes, management of the project with regards to livestreaming, outside broadcast and video production services.</p> <p>The project implementation plan should entail the following:</p> <ul style="list-style-type: none"> a) Approach/ Process – 25 points b) Activities/ Workplan – 25 points 	50

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Experience	Number of traceable and contactable references on the letterhead of the client for previous relevant projects completed. a) 1 reference – 5 points b) 2 references - 10 points c) 3 to 4 references and more – 15 points d) 5 and more references – 20 points	20
Sample/ Example of previous related work	(a) Livestreaming – 10 points (b) Outside broadcast – 10 points (c) Video production – 10 points The Sample <u>must</u> on the USB.	30
TOTAL		100

NB: The bidder must score a minimum of 60 points to proceed to the next stage of evaluation

PRICING SCHEDULE:

LIVESTREAMING AND PRODUCTION PRICE			
	RATE PER HOUR	RATE PER HOUR	RATE PER HOUR
ACTIVITY	YEAR 1	YEAR 2	YEAR 3
1. Livestreaming			
2. Outside Broadcast			
3. Video Production			

NB: ALL PRICES MUST BE PROVIDED ON A RATE PER HOUR BASIS, NON-COMPLIANCE TO THE ABOVE PRICING SCHEDULE WILL RESULT IN DISQUALIFICATION.



PRICE NEGOTIATION

The Department will decide on the final rate through negotiations with the recommended service provider/s.

EVALUATION CRITERIA

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

A maximum of 80 points is allocated for price on the following basis:



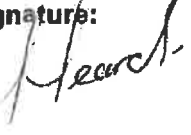
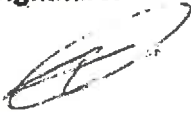

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

ALL POTENTIAL SERVICE PROVIDERS ARE EXPECTED TO ATTAC THE FOLLOWING DOCUMENTS

- Copy of CSD report.
- All SBD Documents filled in and signed: SBD 1,4,6.1,

SIGNING OFF OF THE TERMS OF REFERENCE:

Compiled By	Recommended By:	Endorsed By:	Supported By:	Approved By:
Mr Z. Nonjewu	Mr L Zibonda	Mrs A. Peard	Mr. NT Adonis	Ms S Mpofu
Project Leader	Chairperson: Specification Committee.	Senior Manager: SCM	CFO: Chairperson of the Bid Adjudication Committee	Head of Department
PR. Q. BUSO-NIWA				
Signature: 	Signature: 	Signature: 	Signature: 	Signature: 
Date: 20/04/2023	Date: 20/04/2023	Date: 24/4/2023	Date: 02 May 2023	Date: 05/05/2023

