

**RFQ2August/2021/Povertyvideo**

**SPECIFICATIONS**

**Combining 4 webinar videos on poverty and inequality reduction into one**

**Deliverable:**

- 1) one-hour video (mp4) and
- 2) a concise three-minute clip (mp4)

- Review footage of three webinars (2, 2.5 and 2 hours respectively), with a fourth webinar providing a summary and insights (one hour)
- Review supporting documentation (concept notes, invitations, programmes and biographies)
- Draw out key points of discussion, highlight points of agreement and points of contention, and integrate with supporting documentation
- Using footage and images (video and supporting files), create a single one-hour video capturing the key points in an impactful, logical and easy-to-follow flow

Deadline for quote: **11 Aug 2021**

Delivery: **TBC**

All technical queries may be directed to [communications@assaf.org.za](mailto:communications@assaf.org.za)

Submissions to be directed to [scm@assaf.org.za](mailto:scm@assaf.org.za)

**EVALUATION CRITERIA**

The evaluation criteria will be based on compliance, specifications, and where applicable 80/20 PPPFA price point's evaluation.

**SUPPORTING DOCUMENTATION**

- 2 Examples of similar videos/work
- 2 Referral letters.
- Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE)
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation. ASSAF will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.