

**RFQ: 9 July 21/documentaryNSW**

## **SPECIFICATIONS**

### **Women in science: National Science Week 2021**

#### **Production of 30 minute documentary (video)**

##### **Scope of work**

Production of a documentary that will showcase the work and life of a member of the Academy who is a scientist and aligning with the theme of the month 'women's month'.

The whole documentary will be 30 minutes and each section are specified below.

The service provider will

1. Provide video, audio, lighting and editing services for the documentary.
2. Convert available pictures, clips and documents into a format that can be used in the documentary.
3. Advise on suitability of setting.
3. Submit a documentary in a format suitable for mass distribution electronically.
4. Provide all technical skills relevant to the documentary.

The Academy will identify the one member who will be the subject of the documentary, organise venue(s) for the shoot, work with the service provider on the storyline.

The filming will take place in Gauteng.

##### **Project time frame**

Day 1 to day 5: Confirm storyline and filming.

Day 6 to day 10: Editing and submission.

The timeframe is not cast and stone, there is space for negotiation.

Deadline for Quotes: **12 July 2021**

Deadline for delivery: **23 July 2021**

##### **Opening Scene**

###### **Introduction and thesis 4 minutes**

General introduction to women in science and a short abstract of the documentary.

###### **1. Scene – University Of - Lab**

###### **Background 5 minutes**

A brief background of the national science week and why women in science need to get a prominent slot every year and all the time.

## **2. Scene – University of – Studio**

We showcase the main character's daily activities in her workspace while she is also telling us about her background and the contribution that she has made to the science field in South Africa and beyond (2min)

*2 minutes short interview*

*2 minutes character in action*

*2 minutes character in a social environment*

### **Short term impact 3 minutes**

How will the audience be impacted by the doccic immediately?

### **Long term impact 3 minutes**

How is society benefitting from the contribution of women in science?

### **Wrap 3 minutes.**

What have we learned?

### **End titles and credits 4 minutes**

### **Risk assessment**

Considering the scope of work, the service provider needs to submit a register outlining all risks that could be encountered as well as strategies that would be implemented by the service provider to mitigate those risks.

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

- 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.

### **REQUIREMENTS TO SUBMIT QUOTATION**

- Organisational profile
- Two (2) examples of similar work,
- 2 x recent reference letter of similar work