

RFQ: 3/December/2019

**SPECIFICATIONS**

**GenderInsite video**

**Deliverable – Video 8 minutes - shoot in Pretoria**

- 1. Introduction (the opening with visuals and the name of the video)
- Also a voice over or music to start. (30 seconds)
- 2. Background about the topic (1 – 2 minutes)
- This could be a senior person speaking on whatever the theme is or the reason for the video/project. Could use some graphics to illustrate.
- 3. Speaker 1 – 2 minutes with graphics/photos/images to illustrate
- 4. Speaker 1 – 2 minutes with graphics/photos/images to illustrate
- 5. Closing
- Same or different senior person coming to a conclusion (1 minute)

Deadline for quote: 5 December 2019

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**

- 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.