



Limpopo Legislature

REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TV LIVE BROADCAST SERVICES TO LIMPOPO LEGISLATURE FOR STATE OF THE PROVINCE ADDRESS (SOPA) EVENT TAKING PLACE AS FOLLOWS:

DATE: 27 FEBRUARY 2025

VENUE: GOVERNMENT COMPLEX – LEBOWAKGOMO

RFQ NUMBER: SOPA 001/2025

CLOSING DATE: THURSDAY, 06 FEBRUARY 2025

TIME: 11:00 AM

	REQUEST FOR QUOTE (RFQ) INVITATION	Section 1
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SUPPLIER/ SERVICE PROVIDER NAME:

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REQUEST FOR QUOTATION (RFQ SOPA 001/20)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TV LIVE BROADCAST SERVICES TO LIMPOPO PROVINCIAL LEGISLATURE FOR STATE OF THE PROVINCE ADDRESS (SOPA) EVENT TAKING PLACE AS FOLLOWS: DATE: 27 FEBRUARY 2025

VENUE: GOVERNMENT COMPLEX- LEBOWAKGOMO

Issue Date	30 January 2025
Closing Date	06 February 2025

The request for Quote (RFQ) bundle consists of the following documents:

#	DESCRIPTION	SECTION
a)	Invitation to Quote	1 (one)
b)	Detailed specification	2 (two)
c)	Terms and Conditions	3 (three)
d)	Declaration of Interest (SBD 4)	4 (four)
e)	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)	5 (five)

This quotation document and proposals/quotation must be submitted in the appropriate format clearly marked with the Quote Description & Quote Reference to this e-mail address:

quotations@limpopoleg.gov.za

NB: All quotations must be on the company's letterhead

Further information regarding this quote may be directed to this email address:

quotations@limpopoleg.gov.za

Name

Signature

Date

	DETAILED SPECIFICATION	Section 2
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1. POWER

- 1.1 1 Generator for OB trucks and SNG (minimum 80KVA 3 phase)

2. SATELLITES UPLINK - SA TO SA (to Parliament live broadcast and a commercial TV channel)

- 2.1 1 K U -Band Uplink (redundant meaning dual string)
 2.2 1 Uplink Engineer
 2.3 Satellite van must have the capability of SD and HD and multiple outputs
 2.4 Time and date for satellite: XX February 2025, the broadcast will start at 9h30 to 13h00

3. OUTSIDE BROADCAST VAN

- 3.1. HD and SD capable with audio & video – Broadcast cables should cover a distance of 150-200 meters between the chamber and OB vans
- 3.2. 14 Broadcast quality Cameras with broadcast lenses (NO PTZ cameras) (7 cameras with RF connection; 2 cameras with autocue; 1 camera on a jib of 3 meters; 9 X cameras on tripods - [the podium camera on a long lens])
- 3.3. 1 drone Full HD camera with 500m transmission range, operated by a licensed pilot! With capability to send live feed to the OB Van. The Drone must have HD output with either HDMI(must have HDMI to SDI converter) HD-SDI BNC output
- 3.4. Capability to record the whole broadcast to a 2T SSD hard-drive at high definition resolution(1080i50) to be delivered to the client.
- 3.5. Must have a Character Generator for lower thirds and Logo
- 3.6. 2 Floor Monitors (Audio and visual). For program and off-air
- 3.7. Auto cue system on two cameras (running in sync) at the mobile studio to feed the two presenters.
- 3.8. Radio Comms between the OB van, studio (IFB for presenters), Camera personnel, director and coordinators, 2 Floor Manager with assistant and audio assistance
- 3.9. 4 lapel directional microphones on cables in the STUDIO to avoid wireless frequency interference.
- 3.10. 1 Head worn wireless microphone (for Praise Singer)
- 3.11. 3 x Wireless Rifle mics: 1 for the choir in the foyer to the chamber; 1 at the Police Parade; 1 at the Traditional dancers
- 3.12. 2 x Goose neck microphones at the podium in the chamber
- 3.13. 2 handheld radio mic and earpiece comms/radio comms(for red carpet interviews)

- 3.14. Lights for the STUDIO and inside the CHAMBER suitable to bring the light/luminance level to broadcast quality
- 3.15. 1 Downlink with monitoring on DSTV
- 3.16. 2 Roving floor mics (to mic traditional group performances)
- 3.17. The OB van must feed the Satellite van and all monitors in/at the interview studio and chamber during the live broadcast plus a capability to provide pool feed to other broadcasters that might need to plug in for a feed (Video and Audio)
- 3.18. Provide real time broadcast feed (audio and video) to the screen in the chamber for Members to view events outside before the Premier starts speaking.
- 3.19. Four(4) X 75 inch TV screens and stands showing the real time broadcast feed at the foyer of the SOPA venue.
- 3.20. SOPA broadcast should provide feed to Social Media platforms of Office of the Premier and Limpopo Legislature(YouTube, X, Facebook and Instagram).
- 3.21 . Floor monitors for TV and PGM in the studio .

4. CREW

- 4.1 2 OB Engineers
- 4.2 2 Racks Controllers
- 4.3 14 Cameramen (2 on RF wireless cameras, 1 Jib operator and 8 other cameramen)
- 4.4 1 Autocue Operator
- 4.5 1 Character Generator Operator
- 4.6 1 Vision Mixer
- 4.7 1 Audio Engineer/mixer
- 4.8 1 Audio Assistant
- 4.9 3 Rigger/Drivers

- 4.10 1 Technical director (to direct the crew during the broadcast)
- 4.11 2 Floor Managers (for studio and red carpet)
- 4.12 2 sound engineers/technicians
- 4.13 1 Production secretary
- 4.14 1 Licensed Drone Pilot

5. STUDIO BOOTH for PRESENTERS AND ANALYSTS

Constructed with Perspex, glass or any other transparent material to create a semi-soundproof environment. One side should be covered with an ND Filter or equivalent material to cut down the sunlight from outside. Covered on all sides with a door for access. Air conditioned.
 Length 6 meters, Height 3.5 meters; Width 6 meters
 The floor of the STUDIO to be raised on a 0.5m height platform
 Service Provider must procure services of the presenters (two) and analysts (two).

6. INSERT PRODUCTION

- 6.1 Production of Vox pops (public mood about service delivery issues) and other clips
- 6.2 Opening Digital Still of the event with Limpopo Legislature logo.

7. ADDITIONAL INFORMATION

- 7.1 Satellite connectivity needs to be arranged with both Parliament and Telemedia
- 7.2 1 copy of the entire SOPA Broadcast in web streaming format at 1080i50

7.3 1 copy of the entire SOPA Broadcast uncompressed in high resolution(1080i50) on a 2T SSD hard-drive

7.4 There will be weekly technical/production meetings a month before the event

7.5 Rigging and testing must be done two days before the event, starting at 12 midday, to allow dry run a day before the event from 12 midday. Three days(3) accommodation and meals for the crew to be covered by the service provider

7.6 Service Providers should be prepared to come for a briefing session and a walk-through/inspection of the venue.

7.7 Service provider is expected to make a compatibility assessment and ensure that his equipment and the Chamber system is compatible and is able to provide a seamless quality production.

8. Big Screen for LIVE TV broadcast during SOPA 2025

One(1) X 4m Width X 2.5m height LED DAYLIGHT screen and audio showing the broadcast feed at the basement.

NB The appointed Service Provider will be expected to sign a Service Level Agreement with the Limpopo Provincial Legislature

	Terms and conditions	Section 3
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1. Objective

1.1 To solicit quotations from the services of competent service providers who provide quality services.

1.2 To promote local enterprises for provision of goods and services required for the event.

2. The Role of Limpopo Provincial Legislature

2.1 Appoint supplier and/or service provider for goods and or services required.

2.2 To ensure that the service provider renders the services as per specifications provided.

2.3 Conduct supplier and or service provider performance assessment on goods delivered and or services rendered.

3. The Role of Service Provider

- 3.1 Deliver goods and/or render services required as per specifications and or terms of reference contained in this document.
- 3.2 Allow Limpopo Provincial Legislature to conduct supplier and /or service provider performance assessment on goods delivered and or rendered.

4. SPECIAL INSTRUCTIONS

- 4.1 LPL reserves the right to conduct security clearance and /or vetting of suppliers or service provider before award of business.
- 4.2 LPL reserves the right not to award business to the same supplier or service provider for more than one commodity.

5. KEY ASSUMPTIONS

- 5.1 The suppliers and/or service provider responding to Limpopo Provincial Legislature with a price-quotations, for this RFQ (Request for Quote) is in the financial position to deliver goods and or render the service required.
- 5.2 The service provider and/or supplier has the required skills and competencies to undertake this project.
- 5.3 The service provider will prioritize the project and deliver required goods and/or render required services at the dates agreed upon.
- 5.4 No supplier and/or service provider will accept the appointment of work and later indicate to the Limpopo Provincial Legislature that due to lack of funds, unavailability of stock or any items, he or she will not be in the position to continue with the business awarded and provide the goods and/or services required.
- 5.5 Once Limpopo Provincial Legislature awards the business to any supplier and/or service provider, the service provider accepts the business awarded, the suppliers and/or service provider is bound to deliver the required goods and /or render required services as per specifications and required delivery date.
- 5.6 All prices quotations must be on firm pricing.
- 5.7 The service provider and/or supplier acknowledges general and special conditions pertaining to this assignment by responding to the LPL's request for quote/proposal.

6. PERIOD OF THE ASSIGNMENT

- 6.1 This is a once off event and requirement.
- 6.2 Delivery of goods required must be on or before 27 February 2025 given the setup requirements.

7. EVALUATION CRITERIA

- 7.1 The evaluation criteria are weighted to reflect the importance of project requirements noted in all specifications: All proposals submitted shall be evaluated based on the following criteria:

- ❖ Evaluation Stage One: Administrative Compliance
- ❖ Evaluation Stage two : 80/20 preference point system

ADMINISTRATIVE COMPLIANCE

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the specifications. Service providers who fail to meet all requirements will be disqualified from further evaluation.

ADMINISTRATIVE COMPLIANCE			
Item	Description	Yes	No
1	Invitation to RFQ: Completed & Signed		
2	Declaration of Interest Form (SBD 4): Completed & Signed		
3	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1): Completed & Signed		
4	Recent Central Supplier Database (CSD) report provided		
	Submit copies of full Company Profile		
6	Company Profile that includes the experience of the service provider in providing services similar to TV live broadcast for major corporate events.		
7	Price Quotations (VAT inclusive), quoted in accordance/compliance with required specifications		
<p>Service provider's</p> <p>Name:</p> <p>Completed by:</p> <p>Signature:</p>			

80/20 Preference Point Scoring System

Service Providers must ensure that the price quotation is in accordance or compliant with the required specifications. Limpopo Provincial Legislature reserves the right to reject price quotations that are not complaint with specifications.

	Declaration of Interest (SBD4)	Section 4
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1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, shareholder etc):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
Name of state institution to which the person is connected:
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

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.....
.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL (SBD 6.1)	Section 5
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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

Total points for Price and SPECIFIC GOALS	100
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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.
 (Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed(80/20 system) (To be completed by the tenderer)
Total points	20	
HDI's		
Black Ownership	4	
woman ownership	4	
Person with disability	3	
Specific goals		
Youth	3	
Small, medium and micro enterprises (SMMEs)	3	
Enterprises located in Limpopo province	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have—
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:	