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NELSON MANDELA MUSEUM

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an entity of the
Department of Arts and Culture

22 April 2024

RFQ 15 of 2024: PROVISION OF LIVESTREAMING SERVICES FOR THE MUSEUM AT THE AFRICA'S TRAVEL INDABA IN DURBAN.

1. BACKGROUND

Technological innovation is a feature of our rapidly changing communication environment. The rise of online media platforms has revolutionised the way in which people communicate, share and receive information.

With SA being a youthful country, it is becoming increasingly important that as the institution we embrace digital communication, in order to profile the Nelson Mandela legacy whilst promoting transparency and accountability.

Through these online media tools, NMM seeks to provide an opportunity for two-way communication between the institution and its target audiences (partners and stakeholders), thereby increasing the frequency and speed of engagement.

Livestreaming and digitally packaged communication products have become communication services that are in high demand, due to efficiency. The digital communication service has assisted NMM in profiling the work done and highlights achieved.

2. OBJECTIVE

Nelson Mandela Museum is looking for a reputable service provider with verifiable experience and proven track record, to facilitate and manage its live streaming on both its Facebook and YouTube Pages respectively, videography and photography for the open day at the Travel Indaba in Durban.

3. SCOPE OF WORK

3.1 Livestreaming services on both the museum's Facebook Page and YouTube Page.

4. PRODUCTION EQUIPMENT SPECIFICATION

- 4.1 3 x High-Definition Broadcast Quality Cameras.
- 4.2 Vision Mixing Desk with display of 5 audio visual feeds
- 4.3 Preview and Live Monitors
- 4.4 Audio mixing desk for monitoring and adjusting sound for live broadcast during the speeches
- 4.5 Engineering monitors for calibrating camera picture quality and exposure levels (this is very important to ensure that all cameras are the same colour and exposure)
- 4.6 Graphics and editing capability for usage of logos and artwork to create products per livestream
(Ability to character generate during a live broadcast)

5. CAMERA OPERATORS

- 5.1 Camera 1: Close up shot of main speaker
- 5.2 Camera 2: Wide shot of main speaker and cutaways
- 5.3 Camera 3: Crowd shots

6. AUDIO & LIGHTING SETUP

- 6.1 1 x Public Address System to feed audio from the Podium to the Broadcast Console.
- 6.2 4 x lapel microphones for speakers
- 6.3 3 x Roving microphones for extra interactions when necessary

7. EXPECTED DELIVERABLES

- 7.1 The successful service provider will be required to supply livestreaming services for the museum on the 15th May 2024.
- 7.2 The successful service provider will be required to provide livestreaming services on NMM's Facebook and YouTube Pages.
- 7.3 The successful service provider must be ready to deliver the services at short notice.
- 7.4 Package the recording of the livestreamed programme for reporting and accounting purposes.
- 7.5 Provide a usable link to the livestreaming for the event and schedule the broadcasting time, using a holding slide and/or playback material.

- 7.6. Make use of professional Cameras with High-definition quality livestreaming.
- 7.7. Have unlimited data for livestreaming, storage space for inscribed content, as well as network boosters to afford streaming almost everywhere. Make use of various networks to ensure that the strongest one is used for livestreaming.
- 7.8. Provide own power supply and audio feed as the venue facility is not guaranteed.
- 7.9. Provide professional microphones during the livestreaming to cater for the audience watching the programme online and on social media platforms.
- 7.10. The successful bidder must produce quality work as per requirements in the Scope of Work

8. APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM

Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.
- (c) Where 80 points will be allocated for price and 20 points allocated specific goals

CRITERIA	VALUE	WEIGHT
1. Methodology A detailed methodology of how livestreaming will be carried out and the steps taken in the development process. study will be conducted, and how it will be interpreted.	Excellent Points= 30 points	30
	Good Points= 20 points	
	Fair Points= 10 points	
	Poor Points= 3 points	
	Failure to submit Project Methodology= 0 points	
2. Livestreaming and video Production Reference Letters Bidders must give NMM signed reference letters on the recommending company’s letterhead not older than 3 years. No purchase orders and appointment letters will be accepted.	7 or more reference letters points = 40 points	40
	6 reference letters = 30 points	
	5 reference letters = 25 points	
	4 reference letters = 20 points	
	Between 2 and 3 reference letters = 15 points	

	1 reference letter = 10 points	
	No submission = 0 points	
3. Experience A CV of the team leader/ producer who will be leading the team responsible for livestreaming, detailing their experience must be furnished to the Museum	Development of 5 Livestreams= 30 points	30
	Development of 3 Livestreams= 20 points	
	Development of 1 Livestreams= 10 points	
	No experience= 0 points	
	<i>(Links to the livestreams not older than 5 years will be the POE)</i>	
Total		100

Category		Sub-categories	Specific goals points	Verification documents
Local Supplier	5	Durban Metro Supplier	5	CIPC Registration Certificate (CK) or Proof of residence
		KZN Supplier	4	
		Anywhere in South Africa	3	
		Non-South African	0	
Women-owned supplier	4	Black African Women	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Black African Women	2	
Youth Owned Supplier	4	Youth Owned (< 35-year-old persons)	4	CIPC Registration Certificate (CK) and CSD Report
		Non-Youth Ownership (> 35-year-old persons)	2	
People living with disabilities	3	People living with disabilities	3	CSD Report
Small Micro, Medium & Enterprises	4	SME – Owned by people with disability	4	CSD Report
		SME – Black owned	3	

		SME – Other	2	Sworn Affidavit (BBBEE Affidavit)
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9. RETURNABLE DOCUMENTS

Service providers are required to submit all the returnable documents together with their quotations. **Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFQ will result in a respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.**

10. COMPULSORY RETURNABLE DOCUMENTS

- Duly signed & completed **SBD 1** Invitation to BID
- Duly signed & completed **SBD 4** Declaration of Interests form.
- Duly signed completed **SBD 6.1** Preference Points Claim Form
- Proof of CSD registration.

11. QUOTATION SUBMISSIONS

- All quotations and accompanying documents must be forwarded to: supplychain@nelsonmandelamuseum.org.za
- NO FAXED OR HAND DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is **3 May 2024 at 12H00**.

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

FOR ADMINISTRATION & SERVICE PROVIDER SPECIFICATIONS
Ms M Mputa
Email: mihlali@nelsonmandelamuseum.org.za
Supply Chain Specialist
Technical Enquiries:
Mr U Songca

Email: unathi@nelsonmandelamuseum.org.za

PR Officer

NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.



Dr. V. Booie

CEO

Nelson Mandela Museum