



nhc

National Heritage Council
SOUTH AFRICA

an agency of the

Department of Sport, Arts and Culture

www.nhc.org.za

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PROVISIONING OF PRODUCTION OF A DOCUMENTARY AUNT KHOLEKA TUNYISWA AND THE NURSING NIGHTINGALES

RFQ NUMBER:	RFQ NHC/2024/25/016
RFQ ISSUE DATE:	08-05-2024
CLOSING DATE AND TIME:	15-05-2024 @ 11:00am
COMPULSORY BRIEFING SESSION	None

SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY LETTERHEAD FOR THE FOLLOWING:

<u>No</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
1.1	Provisioning of production of a documentary Aunt Kholeka Tunyiswa and the nursing nightingales as per attached terms of reference.		

ITEM DESCRIPTION	DETAILED INFORMATION
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
COMPULSORY REQUIREMENT	<ul style="list-style-type: none"> - Valid current Tax compliance status pin code for verification of tax compliance status with SARS. - Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD. - Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.
SUBMISSION OF QUOTES	e-mail to: procurement@nhc.org.za
CONTACT PERSON FOR ENQUIRIES	Ms. Tebogo Shilakwe t.shilakwe@nhc.org.za and cc procurement@nhc.org.za

INTRODUCTION

1. PURPOSE OF THE REQUEST

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

2. NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicating on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered, or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated, and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.
- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to procurement@nhc.org.za.

3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended in 2022, please see SBD 6,1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required.

IMPORTANT: Suppliers to failed to claim points on SBD 6.1 will score zero by default.

Your assistance and co-operation is appreciated.

Kind Regards

*Ms. Nompumelelo Ndlovu
Supply Chain Management Intern
National Heritage Council of South Africa
353 Festival Street
Hatfield
0028
Tel: 012 748-3930
Email: procurement@nhc.org.za*

REQUEST FOR A QUOTATION – PRODUCTION OF A DOCUMENTARY – AUNT KHOLEKA TUNYISWA AND THE NURSING NIGHTINGALES

1. BACKGROUND OF THE PROJECT

The National Heritage Council of South Africa is mandated to preserve the heritage of the country and ensure that it is promoted and celebrated. The mission of the NHC, as a government entity, is to transform, protect and promote heritage through the coordination and management of heritage knowledge and resources for social cohesion and sustainable development.

Among the projects that were initiated to drive the mission and the mandate is the Resistance & Liberation Heritage Route (RLHR). This programme is aimed at unearthing and documenting historic places, events and the people who played a critical part in the liberation of South Africa.

Many people who had first experience in the liberation struggle are now old and some frail. This poses a danger to the preservation of a history that never had an opportunity to be recorded or told by the owners. It is a growing risk to the objective of knowledge production if the sources of history being lost with time without being documented.

It is these people that the NHC is interested in recording their story and contribution to the Liberation Heritage of the country. Some have, sadly, already left this earth but the hope is that those who were closely associated with the departed liberation icons have unique stories to share.

One of the most poorly documented parts of the country's heritage is the contribution of various professions to the liberation struggle, especially the nursing profession. A group of 20 nurses, later known as the South African Nursing Nightingales accepted invitation or deployment by the liberation movement to go to newly independent Tanzania and assist the strengthening of the formal health sector in that country. This was an important dimension of international solidarity and people to people diplomacy, long before South Africa was liberated.

The return of the mortal remains of Mama Kholeka Tunyiswa, provided an opportunity to focus on the nursing nightingales. Mama Kholeka Tunyiswa was one of the nursing nightingales who went to serve in Tanzania. Theirs is a rich, diverse and valuable heritage worthy of presentation to present and future generations. South Africa's Nursing Association working with the Department of Sport and Culture, have entered a collaboration with the National Heritage Council. One of the outcomes of this collaboration has to be a documentary.

An opportunity has not arisen to develop a documentary based on interactions with family members and associates of the Nursing Nightingales, side by side with a national programme of social cohesion and heritage of examining the contribution of nursing professionals to liberation and to social cohesion.

Innovative, Experienced and Capable film producers are invited to submit proposals for taking forward this need for a documentary.

2. OBJECTIVES

The objective of this assignment is to produce two video outputs of the NHC: a shorter 7 minutes' version and a longer 52 minutes' version. In addition to the documentary film, the company will be expected to submit high resolution pictures of the interviewees and complete recordings of the interview sessions.

The produced video should be educational and serve as an audio visual electronic archival material to preserve history and heritage. It should therefore subscribe to high standards of research ethics and subjected to factual verification. It should be produced in a format that takes care of long-term availability and possible future changes in storage and reading technologies.

The documentary must be able to be used for television broadcast, online and live presentations as well as social media platforms such as YouTube. It should meet the highest technical requirements for television programming and broadcast. The lower resolution full-length copy and the shorter promotional version should be suitable for social media platforms; specifically, YouTube.

The primary target audiences for the documentary production include.

- Different generations of nursing professionals

- Heritage practitioners
- Political organisations and their members
- Researchers
- Educators
- Learners in high school and university students
- General public

3. ABOUT KHOLEKA TUNYISWA AND THE NURSING NIGHTINGALES:

Born in Gqeberha 88 years ago, Kholeka Rosemond Tunyiswa was a nurse who was part of a 20-members delegation that left South Africa in their mid-20s to go help support the health system of the newly liberated Tanzania. This deployment was at the behest of leaders like Govan Mbeki and others, in response to a request by the then government of Tanzania made to the African National Congress.

Evidence shows that their work was not limited to capacitating the health system of Tanzania, but also was of value in making the life of exiled freedom fighters, somewhat liveable. The poor public availability of the life stories of these amazing internationalists and the details of their contributions, the ideas that shaped them, and the context that produced them warrants a timely correction.

She passed away in Dar es Salaam, Tanzania on 05 March 2023 and was cremated on 06 March 2023. The Burial of the remains of her remains took place at the North End Cemetery (Gqeberha: EC) on 22 April 2023.

The full contribution that Mama Tunyiswa and her team made warrants full examination, presentation, narration and be a subject of wider teaching. The proposed documentary would be part of the efforts to fully unearth their contributions.

4. SCOPE OF WORK

The scope of making the documentary film includes the following:

- a) Develop a storyline for the documentary.

- b) Develop Questions to be discussed with stakeholders that are connected to the Nursing Nightingales
- c) Undertake historical and archives research to ensure an exceptional and historically accurate production.
- d) Preparation of the script (including narration) which would be submitted to NHC for approval before the start with the documentary film making.
- e) Participate in Nursing Dialogue forums as organised by Democratic Nursing Organisation of South Africa in collaboration with the department of Sport, Arts and Culture.
- f) Meet families and other stakeholders associated with the Nursing Nightingales
- g) Present and refine methodology for implementing the assignment.
- h) Take visual footages as well as high resolution photographs.
- i) Creatively enhance the visual appeal and interpretation of the story by using infographics and animation.
- j) Handle all post-production and professional narration used in the documentaries.
- k) Make logistical arrangements including air travel, ground travel, accommodation, equipment, communication services and any other needed details.
- l) Ensure full compliance with legal and ethical requirements associated with productions of this nature
- m) Submit the rough-cut documentary to the NHC (both longer and shorter versions) for review and approval by 30 September 2024 or other agreed date state on the service level agreement.

5. IMPORTANT CONSIDERATIONS

The proposal must make provision for all of the following at the cost of the production company:

- a) Travel, accommodation and living needs for a minimum necessary crew to the areas that are relevant to the production of the documentary; for purposes of archival research; interviews with stakeholders associated with the Nursing Nightingales.
- b) Filming of the sites that marked key milestones in their life and work journey as professionals, family representatives and internationalists.
- c) Negotiation of access, filming and/or scanning of historic photographs of their families or other important activities that should be part of the documentary.
- d) Tracing and securing other nursing nightingales and those connected with them.
- e) Ensure adherence to all intellectual property and ethical requirements on behalf of the NHC.
- f) Negotiating access to archival footage from the national broadcaster and other news agencies, while obtaining only the relevant to reduce costs.
- g) Negotiating access to archival footage from diverse sources
- h) Securing an interview with the Chairperson and the CEO of the NHC for interviews.
- i) Using the most cost efficient and effective approach

6. INFORMATION FOR SUBMISSION

The following information is compulsory to be submitted with your quotation that itemise each activity and cost item of the documentary:

- a) A profile of the company including trade references
- b) 3 samples of documentaries produced solely by the company (a link to the video material will be acceptable)
- c) A narrative proposal, not exceeding three A4 pages, about the treatment of the documentary; methodology to be followed; measures to minimise costs; comparative and competitive advantage of the bidder)
- d) A list of the crew members, area of expertise, years of experience, names of 3 previous projects; (the expectation is a highly qualified, experienced, multi-disciplinary team relevant

to the production of such a documentary). Match the team members to the methodology and milestones of the project.

e) 3 Testimonial letters from companies that can comment on contacts, value of project and where it was broadcasted or publicly shared.

f) Costed Budget Proposal – aligned to the methodology AND proposed timelines.

g) Suppliers must be able to demonstrate in the proposals that they have experience, skills and knowledge related to historical documentaries similar to the requirements outlined in this RFQ.

h) The quotation must be detailed and broken down as per the services required. All cost must be included with all applicable taxes. No change will be made on the price after closure of the RFQ.

7. ENQUIRIES

All enquiries and submissions should be sent on email to: t.shilakwe@nhc.org.za

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements that
I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON

purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) 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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

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

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Compliance Based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)		8		
	Level 1-2 = 4 pts Level 3-4 = 3 pts Level 5-6 = 2 pts Level 7-8 = 1 pt Non-compliant contributor = 0	Level 1 = 8 pts Level 2 = 7 pts Level 3 = 6 pts Level 4 = 5 pts Level 5 = 4 pts Level 6 = 3 pts Level 7 = 2 pts Level 8-9 = 1 pt Non-compliant contributor = 0		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed. (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The promotion of SMME's		4		
The promotion of woman owned enterprises		2		
The promotion of youth owned enterprises		0		
The promotion of people with disabilities		0		
The promotion of enterprises located in rural areas		5		
The promotion of enterprises located in the township		0		
The promotion of co-operatives		1		

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 because 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 because of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because 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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>