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DATE: 01 December 2020

REQUEST FOR QUOTATION (RFQ)

RFQ	RFQ/HC/2020/78
RFQ ISSUE DATE	01 December 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR VISION CONTROL (RACKS) AND VISION MIX TRAINING AS A ONCE-OFF PERIOD.
CLOSING DATE & TIME	11 December 2020 @ 12h00 PM

Quotations must be submitted electronically to tenderquiries@sabc.co.za on or before the closing date of the RFQ

For queries, please contact **Livhuwani Ramushweu** at Tel +2711 714-2150 ramushweuls@sabc.co.za
The SABC requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. Late and incomplete submissions will invalidate the quote submitted.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO. : _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

NOTES ON QUOTATIONS AND PROPOSALS SUBMISSION

1. All electronic submissions must be submitted in a **PDF** format that is protected from any modifications, deletions or additions.
2. Financial/pricing information must be presented in a **separate** attachment from the Technical / Functional Response information.
3. The onus is on the Bidder to further ensure that all mandatory and required documents are included in the electronic submission.
4. All electronic submissions should be prominently marked with the full details of the tender in the email subject line.
5. Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email
6. Tender submission emails received after submission date and time will be considered late bid submissions and will not be accepted for consideration by SABC.
7. SABC will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:
 - receipt of incomplete bid
 - file size
 - delay in transmission receipt of the bid
 - failure of the Bidder to properly identify the bid
 - illegibility of the bid; or
 - Security of the bid data.

DETAILED TECHNICAL SPECIFICATION

VISION CONTROL AND VISION MIX TRAINING

1. BACKGROUND (*Technical and operational requirements*)

Vision Mixers work across all genres of television programmes, which are either transmitted live, recorded as live, or pre-recorded in any multi-camera environment in studios or during Outside Broadcasts (OBs). These include news, sport, current affairs, light entertainment, one-off studio-based dramas, children's programmes, situation comedies, and soaps or serial dramas. On studio-based programmes, Vision Mixers work in the Production Gallery, on OBs they are based in the mobile Production Gallery in the OB/Fly Away Kit.

Vision Control (also called Camera Racks) is a device used to select between several different camera shots and in some cases Compositing (mix) video sources together to create special effects.

This is also method of controlling picture quality by utilizing test equipment to adjust camera exposure, black levels and color balance.

The new DSNG's have been provided with equipment to facilitate 2-camera crossing with Cameras supplied by TV News. The requirements for 2-camera crossing are increasing and many are high profile. News is experiencing a shortage of cameras and crew to allocate to the 2-camera broadcast need. This has led to TV OB having to find a solution for cameras and crew at the last minute. Also the logistics involved in using these cameras and unreliable power in the venues have resulted in many failed or impaired broadcasts. In order to ensure reliable broadcasts this submission presents the *Business Case* and requests to prioritize these training needs.

SABC TVOBs, News and Sport have been for years required to broadcast using specialized equipment which the corporation did not have and had to rely on sourcing and hiring operators at a cost, until recent years, when the process of procuring 2 camera DSNGs for live News crossings, which makes use of highly specialized camera equipment that requires the vision controller's knowledge in order to operate these DSNGs. The demand for 2 camera facilities from TV News has greatly exceeded TV OB's ability to supply on the request. In order to meet this demand TV OB's new DSNG's have been equipped with remote Camera control units to enable the facilitation of 2 camera crossings, with cameras physically supplied by TV News division. The units use tactical fibre in order to achieve the distances required, therefore operated from the DSNG units and needs to have a person mending and vision controlling. Since the purchase of these DSNG Camera units was finally approved, and SABC TVOBs have since installed them, accordingly, training delivery is urgently needed.

The need for this Vision controller equipment has become a regular feature and a must have, and a use as according to the now expected industry standards so that SABC Sport, News and other programs can be competitive and relevant according to the Digital broadcasting Standard.

At present TVOBs and SABC News depend largely on hiring Vision Control operators who are sourced at a stern high cost to the company. Being a Vision Controller operator is a specialized skill that handles the video and picture quality and needs specialist trained operators; and often SABC battles to secure qualified users from external resources due to vision controllers being in short supply within the industry. SABC does not own much of these skills, as no one or few have been trained as operators.

It is common knowledge that SABC News and Sport have over the years become competitors in the digital world, especially in covering news and soccer matches and outside broadcasting, both locally and internationally, increasing competition within broadcasting.

It would therefore be of high importance for business to invest in utilizing these resources optimally and owning the scarce specialized skills which will give the SABC as a broadcaster, added capabilities in final on-air product of good quality.

What Is Vision Control?

Vision Control works in lighting and vision platforms and helps a lighting designer together with console operator in creation of video production world. Vision control also interfaces visual imagery of lighting design and engineering of the studio's vision system. All the technical aspects of camera control and color matching and balancing of cameras in the production environment and producing quality and consistent video images.

Benefits of Vision Control and Vision Mixing

- Broadcasting enhanced on quality of production
- High quality and better HD looking visuals
- Reduction of the need for hiring of scarce operators
- Continuity in the quality of product delivered
- Consistent use of modern equipment by SABC News and TVOB
- Compliance with DTT and requirements
- Saving in costs as skills will be owned by SABC and optimally used and efficiently.

Training will have to be designed so that it caters for both studio vision mixers, expected to be working on live and or pre- recording productions and also for Vision Controllers expected to be working in the DSNG two Cameras units and both to undergo on the Job practical training as part of the key requirements of these training needs.

Structured Delivery Plan and Course Content :- (Training Methodology)

Methodology -

TVOB:- Vision Control Operational Training

DAY 1- GROUP 1 (6-12 Delegates)	DAY 2- GROUP 2 (6-12 Delegates)	DAY 3 - GROUP 3 (6-12 Delegates)	DAY 4 - GROUP 4 (6-12 Delegates)	DAY 5	DAY 6	DAY 7
TVOB – In Class	TVOB – In Class/Practical	TVOB – In Class/Practical	TVOB – Production Practical	OB1	OB2	OB3
<ul style="list-style-type: none"> • The role of vision Control • Technical Qualities of light • Light Sources for TV • Televised image • Q & A 	<ul style="list-style-type: none"> • Vision Monitoring • Operational Line-up • Test signals • Use of line-up Charts • Q & A 	<ul style="list-style-type: none"> • Television gamut • Photo Sensitive Epilepsy • Assignments • Q & A 	<ul style="list-style-type: none"> • Flare Corrector • System Gamma • Assignments & Gaps • Assignments Remedial • Q & A 	Live Production (On the Job coaching) <ul style="list-style-type: none"> • 3 Live Production OB In - house Facilities to be pre- booked to be in line with the live production		

TVOB:- Vision Control Technical Training		
DAY 1	DAY 2	DAY 3
TVOB – In Class	TVOB – In Class/Practical	TVOB – In Class/Practical
<ul style="list-style-type: none"> • The role of vision Control • Technical Qualities of light • Light Sources for TV • Televised image • Q & A 	<ul style="list-style-type: none"> • Vision Monitoring • Operational Line-up • Test signals • Use of line-up Charts • Q & A 	<ul style="list-style-type: none"> • Television gamut • Photo Sensitive Epilepsy • Assignments • Q & A

Methodology - TV News:- Vision Control Technical Training			
DAY 1	DAY 2	DAY 3	DAY 4
TV NEWS – In Class	TV NEWS – In Class	TV NEWS – In Class & Practical	TV NEWS – In Class & Practical
<ul style="list-style-type: none"> • Operating multiple mix effects bank • Setting and using wipes • Keying & Key Types • Q & A 	<ul style="list-style-type: none"> • Multiple transitions • Masking Spilt key • Storing Effects • Creating backgrounds • Q & A 		

Target Group and Number of Learners:-

- TVOB 22 requests skills projects (Technical and Operational)

- TV News 14 as Reflected on 2019/20 WSP (Operational Training)

- Six to eight delegates per group, Vision operators from TV News, Henley and TVOBs will need to be trained to operate vision control unit and vision mixing for studio environment and outside broadcast productions.
- The group trained will form part of the crew that will be alternating between major production coverage and or any production requiring the use of specialized vision control as camera tool that the SABC uses in covering events.

2. REQUIREMENTS AND SCOPE OF SERVICES

Course Content Needed:
Vision Control

What is Vision Control?

- Overview and Understanding Vision Control
- The Role of Vision Control
- Lighting Techniques
- Qualities of Light
- Television Lighting Sources
- Televised Images

Vision Monitoring

- Television Scopes Measuring
- Colour corrections and TV RGB monitoring
- Multi camera environment
- Multiple Transitions

Line Up and Studio directions

- Operational line up
- Studio and Outside broadcast environment (TD Instructions)
- Use of test signals and Camera settings
- Use of line up charts and system (ENPS / Quantel SQ)

Operational Camera Panel (OCP)

- Know your OCP
- Different camera panels for Studio and OB Van environment
- OCP In depth (Used by the SABC and the Market for Studio and Remotely)

Masking and Keying

- Correct use of chromakeying effects
- Aperture controls and remote lens control
- Storing effects
- Creating Backgrounds
- Working in the Virtual studio set environment (Tri-Caster 8000 advance)

Television Colour Gamut

- Television Gamut setting used by the industry standards
- Photosensitivity Epilepsy
- Definitions of Gamut and ratio resolutions
- Assessment on Training (Covered topics)

On Production hands on the job

- Local Production (Pre-recorded or Live production)
- Relations with the Technical Director on production
- Story telling in Pictures
- Flare Corrector
- System Gamma

Coaching and Assessments

- Assignments
- Gap identification
- Remedial Assessment
- Live Production (On the Job coaching)
- 3 Live Production OB
- In - house Facilities to be pre- booked to be in line with the live production
- Q & A

3. COSTING

3.1 The quotation must reflect a detailed cost breakdown, and any indirect costs associated with the provision of training.

3.2 *RFQ Response Information*

Effective Date of Bid

Vendors should state in writing in its quotation to the SABC that all furnished information, including price, will remain valid and applicable for 90 days from the date the vendor quotation is received by the SABC.

4. LOCATION OF SITE

4.1 *The Contract site and delivery point is at TV News*

5. EVALUATION CRITERIA

5.1 **BBBEE and Price**

The RFQ responses will be evaluated on the **80/20** point system

5.2 **Technical Evaluation**

5.2.1 The RFQ submission will be technically evaluated out of a maximum of **88**;

5.2.2 A threshold of **61** out of the **88** has been set

5.2.3 All bidders achieving less than the set threshold will not be taken to the next phase of evaluation.

5.3 Objective Criteria

- 5.3.1 The SABC further reserve the right not to award this RFQ to any bidder based on the proven poor record of accomplishment of the bidder in previous projects within the SABC.

6. Technical Criteria

Technical Requirements

Evaluation Area	Evaluation Criteria	Min Points	Max Points
Company Previous Experience	(Provide experience and references) <ul style="list-style-type: none"> • <1 year – 2 years = (3 points) • 3-4 years = (5 points) • >4 years = (10 points) 	3	10
Provider Accreditation Status	Provider Accreditation status with relevant Television Broadcasting institution/s- (10) <ul style="list-style-type: none"> • Additional points if you have the below: <ul style="list-style-type: none"> ✓ Vision Control Vision Mixing and Studio Environment Disciplines and Tri-Caster 8000 (5) • Registered and accredited facilitators/ ETD Practitioners, produce: (10) <ul style="list-style-type: none"> ✓ CV's & Qualifications • No information (0) 	5	10
Logistical Requirements	<ul style="list-style-type: none"> • Good Understanding and Experience in Vision Control Vision Mixing Training. (5) • No information (0) 	5	5
Programme/ Course Content and service Requirements	Alignment to Requirements and Scope of work - provider to supply brief outlines for the following learning areas, for theory and practical training: Studio and Outside Broadcast <ul style="list-style-type: none"> • Vision Control (6) • Vision Monitoring (6) • Line Up and Studio directions (6) • Operational Camera Panel (OCP) (6) • Masking and Keying (6) • Television Colour Gamut (5) • On Production hands on the job (5) • Coaching and Assessments (5) • No information (0) • Minimum score required (40) 	40	50
	Course/programme should be accredited/recognized with professional Television Standards (4) <ul style="list-style-type: none"> • No information (0) 	4	4
	<ul style="list-style-type: none"> • Clear Detailed Project Plan & delivery within time frame (3) • No information (0) 	3	3
Training/ Programme/ Course Delivery	<ul style="list-style-type: none"> • Detailed, effective, robust, practical and measurable feedback. Reports/documents submitted should be submitted as evidence: <ul style="list-style-type: none"> ✓ Programme Highlights (1) ✓ Learners progress/participation (1) ✓ Attendance Registers (1) ✓ Evaluation Forms (1) Facilitator/Close out report (1) <ul style="list-style-type: none"> ✓ Certificate of completion/competence (1) ✓ No information/any of the above not provided (0) 	1	6
Total		61	88

7. ADJUDICATION USING A POINT SYSTEM

- 7.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 7.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 7.3 In the event that two or more bids have scored equal pints, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 7.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 7.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

8. POINTS AWARDED FOR PRICE.

The **80/20** preference point system
 A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps = Points scored for comparative price of bid under Consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

9. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of Contributor Number of Points

B-BBEE Status level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 9.1 Bidders who qualify as EME's in terms of the B-BBEE Act must submit a certificate issued by an accounting officer as contemplated in the CCA or a verification Agency accredited by SANAS or a Registered auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting a verification and issuing EMEs with B-BBEE Status Level Certificates.
- 9.2 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a registered auditor approved by IRBA or a verification agency accredited by SANAS.
- 9.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.4 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 9.5 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 9.6 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 9.7 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

10. MANDATORY DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- **CSD report (Bidder must be registered with CSD in order to do business with the SABC)**

11. REQUIRED DOCUMENTS FOR ALL SOUTH AFRICAN PARTNERS

- Valid Tax Clearance and PIN (verification will be done with SARS).
- Valid TV Licence (Company's and all Directors').
- Original Valid Original BBBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA)
NOTE: Verification agencies and auditors who are accredited by the IRBA (Independent Regulatory Board for Auditors) are no longer the 'Approved Regulatory Bodies' for B-BBEE verification and therefore IRBA Auditors are NOT allowed to issue B-BBEE certificates after 30 September 2016. Companies who have engaged their IRBA verification agency prior to 30 September will be able to receive their BEE Certificate after 30 September, but only until 31 December 2016.
- Any EME or QSE is only required to obtain a sworn affidavit on an annual basis, confirming the following:
 - Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE,
 - Level of Black Ownership,

- All EME's and 51% black Owned QSE's are only required to obtain a **sworn affidavit** on an annual basis, confirming the following;
- Annual Total Revenue of R10 Million or less (EME) or Revenue between R10 Million and R50 Million for QSE
- ANY MISREPRESENTATION IN TERMS OF THE ABOVE CONSTITUTES A CRIMINAL OFFENCE as set out in the BBBEE Act as amended.
- Signed Declaration of Interest Form.

12. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a tenderer either directly or indirectly to canvass any officer(s) or employees of SABC in respect of a tender, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

13. CONDITIONS TO BE OBSERVED WHEN TENDERING

The Corporation does not bind itself to accept the lowest or any tender, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Tenderer in the preparation and delivery of his tender. The Corporation reserves the right to accept a separate tender or separate tenders for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the tender at any stage.

- 13.1 No tender shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.
- 13.2 The Corporation reserves the right to:

Not evaluate and award submissions that do not comply strictly with his RFQ document.

- 13.1.1 Make a selection solely on the information received in the submissions and
- 13.1.2 Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this tender.
- 13.1.3 Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 13.1.4 Award a contract to one or more bidder(s).
- 13.1.5 Accept any tender in part or full at its own discretion.
- 13.1.6 Cancel this RFQ or any part thereof at any time.
- 13.1.7 Should a bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs, aligned to the BBBEE & Preference Point system.

14. Cost of Bidding

The Tenderer shall bear all costs and expenses associated with preparation and submission of its tender or RFQ, and the Corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Annexure A - Declaration of Interest
- Annexure B - Consortiums, Joint Ventures and Sub-Contracting Regulations
- Annexure C - Previous completed projects/Current Projects

DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof be awarded to-
 - (a) any person employed by the SABC in the capacity of Tenderer, consultant or service provider; or
 - (b) any person who acts on behalf of SABC; or
 - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
 - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Tenderer or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Tenderer and a person employed by SABC in any capacity.

Does such a relationship exist? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:
POSITION	:
OFFICE WHERE EMPLOYED	:
TELEPHONE NUMBER	:
RELATIONSHIP	:

2. Failure on the part of a Tenderer to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
3. In the event of a contract being awarded to a Tenderer with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
 - recover from the Tenderer all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
 - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING REGULATIONS

1. CONSORTIUMS AND JOINT VENTURES

- 1.1 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.2 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

2 SUB-CONTRACTING

- 2.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 2.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

3 DECLARATION OF SUB-CONTRACTING

- 3.1 Will any portion of the contract be sub-contracted? YES / NO
- 3.2 If yes, indicate:
 - 3.2.1 The percentage of the contract will be sub-contracted%
 - 3.2.2 The name of the sub-contractor
 - 3.2.3 The B-BBEE status level of the sub-contractor.....
 - 3.2.4 whether the sub-contractor is an EME YES / NO

SIGNATURE OF DECLARANT

TENDER NUMBER

DATE

POSITION OF DECLARANT

NAME OF COMPANY OR TENDERER

ANNEXURE “C”

Previous completed projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completed date

Current projects (preferably provide a detailed company profile, detailed the below mentioned information)

Project Descriptions	Client	Contact no	Contact person	Email address	Period of projects	Value of projects	Project Commence date	Completion date