SANBI
Biodiversity for Life
South African National Biodiversity Institute

SBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE)					
BID NUMBER:	**Q10764/2024**	CLOSING DATE:	**10 September 2024**	CLOSING TIME:	11h00
DESCRIPTION	**APPOINTMENT OF SERVICE PROVIDER FOR SOURCING OF IMAGES AND FILM CLIPS, AND PRODUCTION OF SHORT FILMS.** **When responding to the RFQ, please state the Bid number as the reference number on the subject line.**				

Submission of proposals: proposals must be emailed to S.SCM-Quotations@sanbi.org.za with a copy to Ms. T. Lubisi at T.Lubisi@sanbi.org.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	Tryphina Lubisi	CONTACT PERSON	Carol Poole
TELEPHONE NUMBER	012 843 5163	TELEPHONE NUMBER	021 799-8695
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	T.Lubisi@sanbi.org.za	E-MAIL ADDRESS	c.poole@sanbi.org.za.

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED**?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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SBD 4

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.
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.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a 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.

3.6 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 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

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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) 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \qquad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

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

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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership **(Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof)**	10	
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership **(Points will be allocated based on the percentage of ownership per be verified on CSD. CSD must be attached as proof)**	10	

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: .....

.....

.....

.....

SANBI
Biodiversity for Life
South African National Biodiversity Institute

Request for Proposals and Quotations:
Appointment of Service Provider for Sourcing of Images and Film Clips, and Production of Short Films

The South African National Biodiversity Institute (SANBI) invites proposals and quotations from qualified individuals or entities to enter into a Services Agreement for the sourcing of images/film clips and the production of short social media films and documentaries. The selected service provider will collaborate with SANBI to create visual content suitable for a variety of knowledge products specifically related to National Biodiversity Assessment (NBA) 2025, climate adaptation finance programmes and South Africa's Key Biodiversity Areas (KBAs) network.

Introduction

The South African National Biodiversity Institute (SANBI), a public entity, plays a pivotal role as the primary organisation dedicated to researching, coordinating, and reporting on the status of biodiversity within South Africa.

Through its multifaceted endeavours, SANBI generates a diverse array of knowledge products, including reports, guidelines, books, posters, flyers, and other materials. To effectively complement the key messages within these products, SANBI relies heavily on the incorporation of high-quality images. SANBI's need for images spans a broad spectrum, encompassing various aspects of biodiversity, such as species, ecosystems, human interactions with biodiversity, and landscapes depicting diverse uses adjacent to natural habitats. Furthermore, SANBI seeks images that portray the multitude of pressures exerted on biodiversity, including but not limited to mining activities, freshwater abstraction, agriculture, climate change, unsustainable harvesting and pollution.

Recognising the significance of multimedia initiatives for fostering ongoing dialogue and knowledge exchange within its community, SANBI also utilises films (both 'short documentary length' – i.e. 10-15 minutes; and 'social media length' - i.e. <2 minutes). These films are open to the public via SANBI's website and social media platforms. They establish a platform for viewers to engage with the remarkable work being undertaken within the institute. This initiative underscores SANBI's commitment to fostering collaboration and keeping stakeholders informed and engaged through multimedia.

To fulfil its requirement for compelling visuals, SANBI seeks to engage a Service Provider tasked with sourcing (and if necessary purchasing) and curating a selection of approximately 100 digital images; and producing several social media length films as well as potentially several 10-15 minute short documentary length film (note: the number of films to be made will be budget-dependent).

Particularly, this contract emphasises the necessity for images and short films focusing on South Africa's new network of Key Biodiversity Areas (KBAs), the National Biodiversity Assessment (NBA) 2025 and SANBI's Climate Adaptation Finance programmes of work. The material being considered includes:

- A brochure about South Africa's new Key Biodiversity Areas network.

- The NBA 2025 webportal – which will require a variety of still images over its ~70 individual webpages
- A printed Summary of Key Messages booklet for NBA 2025, where each key message contains an image, a graph or map, and some text. Key messages are structured with three elements: (i) the finding (the scientific facts); (ii) the 'so what' (i.e. what this finding means and why it matters to people); and (iii) the 'call to action'. Images and their captions are strategically used to convey an element of the key message.
- An electronic flipbook of the profiles of SANBI's Groen Sebenza Climate Change interns.
- Short social media length films (<2 minutes), each about one of the NBA 2025 key messages. Depending on the cost of social media length films, we will endeavour to produce several linked to the NBA 2025 key messages. Drafts of NBA 2025 key messages will be available from early 2025, with the vision that at least one short film should be ready for the launch of the NBA in November 2025.
- Potentially several short documentary length (10-15 minutes) film (the number will be budget dependent), likely on the following topics:
    - South Africa's Key Biodiversity Areas
    - SANBI's Climate Adaptation Financing role
    - SANBI's Groen Sebenza Climate Change interns.

Scope of work of Service Provider

2.1 Scriptwriting and developing lists of images / film clips required

With a focus on engaging storytelling and effective communication, the Service Provider will work with SANBI staff to craft scripts tailored specifically for short films commissioned by SANBI, both 'short documentary length' (i.e. 10-15 minutes), and 'social media length' (i.e. <2 minutes). These scripts will be meticulously developed to convey SANBI's conservation messages in a compelling and impactful manner.

Drawing upon a deep understanding of SANBI's objectives and communication goals, the Service Provider will weave narratives that not only captivate the audience but also educate and inspire action towards biodiversity conservation.

These films should be seen as multimedia films – i.e. they could incorporate actual film, still images, voice-over, graphics, on-screen text, maps or other elements to tell the story. The Service Provider will, as part of the scriptwriting phase, determine the elements needed to convey the messages.

In addition to the scriptwriting for short films, the Service Provider will work with the SANBI team to finalise a draft list of still images required for upcoming SANBI publications.

Note: the exact number of short documentary films and social media length films to be scripted will be determined depending on the successful Service Provider's estimated costing for each of these types of films, and through workshopping various topics with the SANBI team.

2.2 Sourcing relevant images and amateur film clips

The Service Provider will undertake the task of sourcing a diverse range of images and amateur film clips that will contribute to the films planned during the scriptwriting phase and SANBI's list of upcoming publications. The Service Provider will also be expected to have some knowledge of what might be possible to create using generative artificial intelligence (GenAI).

The images and amateur film clips will be selected and prioritised for those where: a) SANBI is granted unlimited usage rights for communication, education, and awareness purposes across print and online mediums; b) the images or film clips are of an appropriate resolution (e.g. images at least 300 mm wide at 300 dpi); c) are in an appropriate format (e.g. images are Tiff or uncompressed lossless JPEG2000) for future use; and d) are accompanied by relevant metadata (name of photographer/filmmaker, date of image or film clip, camera used, keywords).

Sourcing images and film clips could be done through various methods, including:

- Using iNaturalist to collect photos from avid amateur photographers, like SANBI already does for the VegMapPhoto project (https://www.inaturalist.org/projects/vegmaphoto-s-afr);
- Sending out requests for donations of photos and film clips – e.g. via the SANBI website, to mailing lists (e.g. Biodiversity Planning Forum and other mailing lists that SANBI maintains);
- Searching online on various image or film clip banks, with the potential to purchase images or film clips;
- Requesting contributions from SANBI partners (e.g. BirdLife South Africa, WWF SA and other non-profit organisations) to request the use of their images or film clips;
- Requesting contributions for SANBI project beneficiaries from projects funded by donors such as the Green Climate Fund and the Adaptation Fund;
- Using GenAI text prompts to create a video clip or image needed.

SANBI is committed to acknowledgment of the source of the film clips or images, and emphasises that it will refrain from utilising these for commercial purposes. Additionally, image/film clip owners will retain the right to utilise the images or film clips for their own purposes. In instances where an image may be utilised for commercial endeavours benefiting SANBI, explicit permission will be sought from the respective image owner. Consequently, any quotation for image or film clip procurement must meticulously outline the granted usage rights associated with each purchase, ensuring clarity and transparency in all transactions.

Note: SANBI has historically been allowed to utilise many images as 'donations' from South Africa's passionate photographers who have kindly allowed the use of their photographs on SANBI materials as long as they are acknowledged as the image provider. SANBI will strive to source as much as possible through this 'donation' method again, however if there is a specific image/film clip that is essential for messaging that can only be sourced through procurement, the Service Provider will be expected to

procure that image/film clip on behalf of SANBI.

2.3 Curating the image and film clip library

The Service Provider will be responsible for acquiring appropriate metadata for the selected visuals to ensure compliance with copyright laws and regulations. This involves confirming usage rights with content creators to ensure the necessary permissions for SANBI's intended use.

The service provider will upload the acquired images and film clips to the SANBI image management system with their accompanying metadata. Batch-uploads are possible if the metadata is captured in an excel sheet (an excel sheet containing all required metadata fields will be provided), however it is advisable to have adequate bandwidth to upload big files. The uploads could be done from a SANBI network point should the Service Provider prefer that option (i.e. at one of the national botanical gardens (NBGs) – ideally Pretoria NBG or Kirstenbosch NBG).

2.4 Production and editing of short films, with the potential for additional filming needed

Upon finalisation of the scripts and the sourcing of relevant film clips and other elements needed, the Service Provider will proceed with the production and editing of the short film(s) in accordance with SANBI's communication objectives. This includes overseeing all aspects of the production process including providing final edited film files.

The Service Provider will ensure that the final products adhere to high standards of quality and effectively communicate SANBI's biodiversity messages. This may involve incorporating visual elements, sound effects, and other multimedia components to enhance the overall impact of the films.

Note: should the amateur film clips sourced not be suitable for the scripted film(s), the Service Provider will work with the SANBI team to take decisions about whether to shoot additional footage or change the script. The ability for the Service Provider to shoot additional footage will be budget-dependent.

2.5 Training / capacity building during the production of the short films

Recognising the importance of building capacity in SANBI for filmmaking, the Service Provider must utilise the production of the films (short documentary and social media) as capacity building opportunities for selected SANBI staff on basic filmmaking techniques. These sessions will equip SANBI staff with the necessary skills and knowledge to contribute effectively to future film projects.

The training program must cover fundamental aspects of scripting, sourcing footages, taking footage utilising available cameras (i.e. mostly cell phone cameras), video editing (including free software usage and best practice of editing techniques), and final file production. Through hands-on exercises and practical demonstrations, SANBI staff will gain proficiency in producing high-quality video content that aligns with SANBI's communication goals.

Note: the Service Provider will be expected to provide specialised guidance on techniques for maximising the use of cell phone cameras, ensuring that all participants are equipped with the skills to capture high-quality footage with available resources.

Deliverables expected from the Service Provider

- Compelling scripts developed for short films (number to be determined), incorporating key messages on biodiversity conservation and SANBI's mission.
- High-quality images and film clips sourced (ideally for free use by SANBI, alternatively procured) and uploaded to SANBI's image management systems.
- Production and editing of short films (numbers to be determined by budget) – likely:
    - Several (number dependent on budget) visually appealing and impactful short 'social media length' films (<2mins). Likely topics are the key messages of National Biodiversity Assessment (NBA) 2025.
    - Several (number dependent on budget) 10-15 minute 'short documentary length' film(s) – topics to be determined, but probably on South Africa's network of Key Biodiversity Areas (KBAs) and on SANBI's Climate Adaptation Finance programmes of work.
- Training sessions conducted for SANBI staff, enhancing their proficiency in filmmaking, alongside the scope of work items 2.1, 2.2, 2.4 described above.
- Comprehensive report on lessons learned, best practices, and a thorough analysis of successes and challenges encountered (particularly within the digital landscape) to enable SANBI to log insights for future endeavours.

Regular contact with the SANBI project management team

The Service Provider will be required to submit regular progress reports to SANBI at predefined intervals (likely every second month or quarterly, possibly more frequently if multiple deliverables are happening within a tight time period). These reports must be in writing via email and must detail the status of deliverables, including the completion of training sessions with identified SANBI staff. Progress reports must also provide insights into any challenges encountered during the execution of tasks, along with proposed solutions or mitigation strategies. This ensures transparency and enables SANBI to stay informed about the project's progress and address any issues promptly.

Adherence to SANBI's quality standards and data security and ownership

All deliverables produced by the service provider must adhere to SANBI's stringent quality standards and communication guidelines. This includes ensuring that images sourced are of high quality, scripts are well-crafted and aligned with SANBI's messaging objectives, and short films are professionally produced and edited with appropriate acknowledgements and use of SANBI and partner logos as necessary.

The service provider must also take into account key considerations such as data ownership and usage rights, and compliance with regulations and procedures for secure data transfer and retention. Service providers must recognise the importance of safeguarding sensitive information, protecting intellectual property, and ensuring compliance with data protection regulations throughout the project lifecycle.

SANBI's quality assurance team will conduct thorough evaluations of deliverables to assess their adherence to established standards. Any deviations or deficiencies will be communicated to the Service Provider for rectification, ensuring that the final outputs meet SANBI's expectations. Regular communication with SANBI's graphics & editing and marketing & communication units (in addition to the project management team) will be required in this regards – e.g. the presentation of drafts for comments before final sign-off.

Timeline of the contract and scheduling deliverables

The schedule for deliverables will be outlined in the contract after discussion with the Service Provider. It is envisaged that this Service Provider will be contracted from mid-2024 (as soon as procurement processes are concluded) to mid-2026 (a two-year contract). The schedule of deliverables may vary, depending on the calls for donations of film clips and images. The NBA 2025 will likely be launched in late 2025, and it will be ideal to have at least one (preferably more) short films available by the launch. The short documentary about the KBA network can be made as soon as film clips are available. The Climate Adaptation Finance aspects of work will be scheduled appropriately in amongst the other outputs.

Skills, experience and competencies of the Service Provider:

Understanding of biodiversity terminology: An understanding of biodiversity terminology is essential for comprehending the wish-list of images and the nature of the short films required by SANBI. The Service Provider should be proficient in biodiversity concepts and terminology to accurately identify and select visuals that meet SANBI's criteria. Additionally, the ability to list appropriate keywords for GenAI and metadata tagging is crucial.
Experience in sourcing images and/or film clips: The Service Provider must possess demonstrable experience in sourcing images for use in both print and online publications, and ideally show experience in sourcing film clips (e.g. from amateur filmmakers) as well. This includes a track record of successfully identifying and acquiring high-quality visuals that align with the specific requirements and objectives of clients or projects. A track record in creating images and/or video clips using GenAI will be advantageous.
Filmmaking experience: the successful Service Provider will have a track record in producing both social media length and short documentary films, preferably on biodiversity/environment topics. The filmmaking skills must be from the conceptualisation and scriptwriting stage, include actual skills in shooting footage, and have a strong focus on editing various multimedia (footage, still images, maps/graphics, on-screen text and voice-over) into a coherent story.
Data capturing and image filing skills: Proficiency in data capturing and image filing is necessary for effectively managing the extensive collection of images sourced by the Service Provider. This includes cataloguing images and film clips, with their associated metadata (particularly usage rights and the necessary permissions for SANBI's intended

use), and implementing a systematic filing system to facilitate easy access and retrieval when needed. Note: SANBI's image management system will be used as the final repository.
Networking skills: Strong networking skills are paramount for the Service Provider to establish connections within the photography world and with still image or film clip providers/agents. Building and maintaining relationships with photographers, filmmakers, agencies, and other relevant stakeholders enable access to a broader pool of high-quality images and enhances the Service Provider's ability to fulfil SANBI's image requirements effectively.
Negotiation skills: The Service Provider should possess proficient negotiation skills to secure the best possible prices from image providers while maintaining quality standards. Negotiating favourable terms and pricing agreements is essential for optimizing SANBI's budget allocation and ensuring cost-effectiveness in image procurement.
Capacity building skills: the Service Provider should be able to build filmmaking capacity to a small team of SANBI staff while undertaking the production of the short films under the contract.

Requirements for proposals and quotations

Service Providers interested in contributing towards this project should submit a concise written proposal that addresses the scope of work and the above requirements and outputs. The proposal must include:

- A copy of the South Africa Central Suppliers Database **(CSD) registration report**, which includes evidence such as all tax clearance and other requirements are met. The Service Provider is welcome to provide other supporting documents not available on the CSD (e.g. BBBEE scorecard), if relevant. Evidence of professional registration should be provided in support of any claims.

- Duly completed and **signed SBD forms**, located on this Request for Quotation website.

- **Information on how the Service Provider's team profile, skills, networks and experience suit the scope of work**. Short CVs of all individuals on the Service Provider's team must be included, ideally showing linkages to examples of past work provided. Evidence of the competencies described in Section 5 above will be scored as per the evaluation table in Section 7 below.

- At least **five relevant examples of past work** where images have been sourced by the Service Provider and/or films have been created by the Service Provider (hyperlinks if online or a sample of pages if a book). Ideally, these examples should show the Service Provider's past work in biodiversity/environment topics. The five examples of past work will be scored as per the evaluation table in Section 7 below.

- The Service Provider's **approach to the scope of work and proposed work plan** considering the deliverables listed in Section 3 above. While the proposals will be evaluated on the general approach and entire workplan (see Section 7), emphasis will be on the **workplan and timeframes for the completion of a) <u>one</u> multimedia short social media length (<2 minutes) film and b) <u>one</u> multimedia short documentary film (10-15 minutes in length)** - i.e. <u>a workplan for quotation items a) and b) below</u>. *Note: the entire workplan of the contract will be determined after the appointment of the successful Service Provider, and the request for the detailed workplan specifically on items a) and b) below is for comparative purposes in the proposal evaluation phase.*

- **Quotation in the format of Appendix A**. The total number of films developed under this contract and images purchased will be budget-dependent. <u>To allow for SANBI to evaluate all quotations submitted equally, potential Service Providers are to submit the following (**a to f below**) as their quotation</u>:

  a) Estimated cost for the conceptualisation, editing and production of <u>one</u> multimedia short social media length (<2 minutes in length) film with the topic "*Estuaries and Wetlands are the most threatened and least protected ecosystems in South Africa*" (this is a key message from NBA 2018, and more information can be found in the NBA 2018 Synthesis Report uploaded to the webpage of this Request for Quotations). Prospective Service Providers can look at SANBI's YouTube channel for some examples of social media length films: https://www.youtube.com/channel/UCh93upoxopdBqoTBrpQrdZw

  b) Estimated cost for the conceptualisation, editing and production of <u>one</u> multimedia short documentary film (10-15 minutes in length) on the topic "*South Africa's amazing Key Biodiversity Areas*". [Note: the South African KBA network has recently been released on the World Database of KBAs; and there are 263 KBAs approved for South Africa. The following links can assist with more information:
     - The KBA secretariat released a short film announcement about KBAs and their value for the Global biodiversity Framework: https://www.linkedin.com/feed/update/urn:li:activity:7199029320990760961/).]
     - The SANBI webpage about KBAs: https://www.sanbi.org/biodiversity/building-knowledge/biodiversity-monitoring-assessment/key-biodiversity-areas-in-south-africa/

     It is recognised that a short documentary film could never cover all KBAs individually, so the multimedia film is envisaged to explain what KBAs are and why they are important, feature why South Africa has so many KBAs (being a megadiverse country), and possibly showcase a few selected KBAs that

might inspire further investment and interest (e.g. can be visited by tourists, are in need of resources for specific management, etc.). Some examples of short documentary films are located on SANBI's YouTube channel above and here: https://www.iucn.org/our-union/commissions/world-commission-protected-areas/our-work/specialist-groups-and-task-forces-1
Note: considering the high cost of documentary films with filmed footage, even for a short length of 10 -15minutes, it is likely the KBA documentary may have less live footage and may include still images, maps, and some on-screen text as well as footage and voice-over.
***Important note for the above two items**: the service provider should assume that all film clips, graphics and voice-over will be 'donated' to SANBI or done in-house by SANBI or generated by AI, so the cost should be for conceptualising, scripting, editing and producing the films only (i.e. the Service Providers time and use of editing equipment and software only), with the knowledge that a small group of SANBI staff members will be involved as much as possible for capacity building purposes.*

c) Hourly rate (1 hour) for the individual/small team who are to be involved in scripting the films with the SANBI team. Team members must be itemised and a separate rate given as necessary – e.g. the hourly rate for team leader or experienced film director could be different to the hourly rate of a scriptwriter.

d) Hourly rate (1 hour) for sourcing of images and film clips and uploading these to the SANBI image management system. This hourly rate is for a data management function (i.e. contacting photographers, searching image libraries, negotiating purchase price, undertaking procurement if required, collating metadata and uploading image or film clip to the SANBI repository). Important note: this rate is for the Service Provider's time only, and does not include the potential cost of the images or film clips.

e) Hourly rate (1 hour) for travel to and shooting of additional film clips. Important note: the rate is time only, and should not include travel costs, as these (e.g. mileage, accommodation, subsistence) can be claimed separately from SANBI under its various policies and procedures). If multiple team members are needed for the filming (e.g. director, cameraman, sound person, etc.), the team members must be itemised and separate hourly rates given.

f) Hourly rate (1 hour) for film editing and finalisation (i.e. the Service Providers time and use of editing equipment and software only).

Important notes about the quotation:

- VAT must be listed separately if applicable

- Cell phone, computer expenses and local travel (e.g. to visit the local SANBI office) are for the Service Provider's own account. Travel should not be included in the budget and may be arranged separately, in line with SANBI's policies, if long-distance travel is required (however, such travel will only be authorised if evidence of importance is provided).
- A set separate maximum amount will be added to the Service Provider's contract for the purchase costs of still images or film clips. Selected images or film clips will be purchased against this amount until it is depleted. No images or film clips can be purchased before authorisation from the SANBI project managers for this consultancy. SANBI will reimburse the Service Provider for such purchases upon the presentation of the 3rd party invoice. Service Providers will therefore be expected to clearly separate professional time and reimbursements for the purchasing of images or film clips on their invoices.

Evaluation criteria

This bid will be evaluated in two stages:

Stage 1: Functionality Criteria
The first stage will evaluate functionality according to the criteria listed in the table below.

Criteria for evaluating functionality	Weight
1. Relevance of past work by the Service Provider – the examples of past work provided will be evaluated on the following: - Sourcing of images and/or film clips from various sources, preferably in the biodiversity/environment sector - Track record in creating images and/or video clips using GenAI - Film making experience (filming footage, editing, producing final multimedia documentaries), ideally in the biodiversity/environment sector	**25 total** (5) (5) (15)
2. Evidence of competencies amongst Service Provider team members proposed for this work: - Understanding of biodiversity terminology - Data capturing and image / film clip curation skills, particularly with regards to metadata and usage rights - Networking ability (evidence of connections to the photography / filmmaking world, photographers, filmmakers and agents) - Negotiation skills (evidence of ability to negotiate best prices from image providers) - Ability to build capacity in filmmaking skills while undertaking editing of final films	**35 total** (5) (10) (5) (5) (10)

3. Technical merit of the proposal: - Demonstrated understanding of the requirements of the scope of work - General approach and workplan for scope of work and all deliverables - Approach and detailed workplan for the two specific deliverables itemised as a) and b) above under quotation requirements: a) one short social media length (<2 minutes) film on a key message from NBA 2018 b) one short documentary length (10-15 minutes) film on South Africa's KBA network)	**40 total** (5) (15) (10) (10)
TOTAL	**100**

Service Providers who fail to score a minimum of 70 points out of 100 points for functionality will not be considered for stage 2.

Stage 2: Specific Goals

The second stage will evaluate the price and specific goals of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's specific goals.

Specific Goal	**Total Points**
1. Categories of persons historically disadvantaged by unfair discrimination on the basis of race. 100% black ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
2. Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. 100 % female ownership (Points will be allocated based on the percentage of ownership per goal. Information will be verified on CSD. CSD must be attached as proof).	(10)
Total Points	**20**

Nature of appointment and contractual arrangements

Reporting structure: The Service Provider will be accountable to both the Project Manager of the National Biodiversity Assessment and the management in the Climate Adaptation programmes. These key stakeholders will oversee the progress of the project, provide guidance as needed, and ensure alignment with SANBI's objectives.

Contractual agreement: A formal contract will be established between SANBI and the Service Provider, outlining the terms and conditions of the engagement. This contract will specify the deliverables to be provided, deadlines for completion, and arrangements for the reimbursement of the cost of purchasing images or film clips.
Payment terms: Invoices submitted by the Service Provider must clearly indicate the deliverables produced in accordance with the contract terms. No upfront payments will be made; payment will be made upon satisfactory completion of work within 30 days from the date of the invoice.
Reimbursement of expenses: If the Service Provider incurs expenses related to the purchase of images as part of the project requirements, arrangements will be made for the reimbursement of these funds by SANBI. The contract will specify the process and documentation required for reimbursement, ensuring transparency and accountability in financial transactions.

Closing date and submission

The closing date for the submission of proposals and quotations is 11:00 AM on 10 September 2024.Proposals received after this deadline will not be considered.

Proposals should be submitted via email to: Tryphina Lubisi T.Lubisi@sanbi.org.za and copy S.SCM-Quotations@sanbi.org.za

Email applications should not be more than 10MB in size.
Late submissions will not be accepted and will be disqualified from consideration. It is imperative that proposals are submitted before the specified deadline to ensure eligibility for evaluation.

Queries for further information:

For any queries or requests for further information regarding the proposal submission process, interested parties may contact Carol Poole at c.poole@sanbi.org.za.

General terms

All documents submitted in the response to this Request for Quotation (RFQ) must be written in English.
Service Providers shall not assume that information and/or documents supplied to SANBI before at any time prior to this RFQ are still available or that they will be considered and shall not make any reference to such information and/or documentation in their response to the RFQ.
Each Quotation shall be valid for a period of three months calculated from the closing date of this Quotation.
SANBI has the right:

- To verify any information supplied in the tender documents.
- Not to appoint any Service Provider.

- To cancel or withdraw this RFQ at any time without attracting any penalties or liabilities.
- To appoint one or more Service Providers, depending on the outcome, to separately or jointly be responsible for the provision of security services on the campus.
- To have the final say in the appointment and that this will be binding.
- To disqualify a tender or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

Appendix A: format for budget

Please use the following template for quotes. Please pay close attention to all notes about the quotation listed in Section 6 above.

Budget item	**Rand amount excl VAT**	**VAT**	**Total (Rand)**
a) Estimated cost for the conceptualisation, editing and production of one multimedia short social media length (<2 minutes in length) film with the topic "*Estuaries and wetlands are the most threatened and least protected ecosystems in South Africa*"			
b) Estimated cost for the conceptualisation, editing and production of one multimedia short documentary film (10-15 minutes in length) on the topic "*South Africa's amazing Key Biodiversity Areas*"			
c) Hourly rate (1 hour) for the individual/small team who are to be involved in scripting the films with the SANBI team (disaggregate into different people as needed).			
d) Hourly rate (1 hour) for sourcing of images and film clips and uploading these to the SANBI image management system.			
e) Hourly rate (1 hour) for travel to and shooting of additional film clips (disaggregate into different people as needed).			
f) Hourly rate (1 hour) for film editing and finalisation.			
GRAND TOTAL:			

Important note: this Grand Total is not the total cost of the contract, as the number of hours and films will be determined by the available budget. This quote is to allow SANBI to evaluate all potential Service Providers equally for the price evaluation portion (see Section 7).