



TERMS OF REFERENCE

25 Thornhill Office Park, 84 Bekker Rd, Vorna Valley, Midrand, 1686 (Head Office)
88 Loop Street, Cape Town, 8001 or PO Box 15223, Vlaeberg, 8018 (Regional Office)
T: 021 426 0577 • F: 021-426 2598 • E-mail: contacts@sheriffs.org.za

TERMS OF REFERENCE

LIVE STREAMING OF THE 2024 SABFS ANNUAL WOMEN'S DAY EVENT

Reference Number: SABFS012/2024

Advertisement Date: 13 June 2024

Closing Date: 26 June 2024

Closing time: 17:00

Tender Type: closed

1. BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

3. OBJECTIVES

The SABFS requires professional service from a reputable and experienced provider to manage a live streaming project which should capture live proceedings from the event.

4. SCOPE OF WORK

The preferred service provider will render the required professional services in August 2024 at an event venue still to be confirmed in Mpumalanga.

4.1. DELIVERABLES

4.1.1. The service provider should produce efficient and high-quality services in the following areas.

- a) Livestreaming for 4 hours (August 2024) date to be confirmed.
- b) 3 X Sony HD Cameras.
- c) 2 X Camera Operators.
- d) Stage Lighting.
- e) 1 X Vision Mixer/ Director.
- f) 1 X Blackmagic Mixer Kit & Recorder.
- g) 1 X Streaming Operator.
- h) 2 X LTE Routers & Data.
- i) Live U Streaming Encoder.
- j) 1 X Restream to SABFS social media Pages, YouTube, Facebook, and Twitter.
- k) 1 X HD Recording.
- l) Full PA system to accommodate speaker microphones as well as sound to accommodate a DJ and a full band which will require microphone stands and a backline.
- m) X1 sound engineer - setup & strike.
- n) Work in close collaboration with the Training and Communications Manager.
- o) Transport to be included in the quotation.
- p) Livestreaming to YouTube, Facebook, LinkedIn and any other platform.

4.1.2. Additional Notes:

- a) Venue Address: still to be confirmed
- b) Time of Event : 9h00 – 13h00

5. EVALUATION CRITERIA

5.2. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

| Criteria | Points |
|--|------------|
| Company experience in the provision of the required services including specialized skills, expertise, and value-added services | 40 |
| Methodology and Approach | 40 |
| Qualifications and experience of team members | 20 |
| TOTAL | 100 |

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Training and Communications Manager whenever applicable.

5.2.2. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.3. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

| Item | Quantity | Unit Price in (R) | Total Price in (R) |
|-------------------------|----------|-------------------|--------------------|
| | | | |
| | | | |
| | | | |
| Additional Costs | | | |
| VAT | | | R |
| TOTAL AMOUNT | | | R |

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) Company profile
- b) Certificate of Registration
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
- e) List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- f) Proof of banking details.
- g) Pricing Schedule
- h) Declaration of Interest

NB:

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
 - Non-compliance with the above mandatory submissions will lead to disqualification.
 - Proposals must be properly indexed.
7. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 26 June 2024. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS012/2024 – Live Streaming Of The SABFS 2024 Annual Women’s Day Event.
 8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
 9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
 10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs