

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

27 Stiemens Street
JD House
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600



CALL FOR PROPOSALS WITH QUOTATIONS: MULTI-MEDIA SERVICES FOR A WORKSHOP OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

Deadline for Submissions: 19 September 2022

SAHRC RFP 13-2022

1. Introduction and Context

The South African Human Rights Commission (SAHRC or Commission) is a Constitutional body established in terms of the Constitution of South Africa, 1996 as well as the South African Human Rights Commission Act, 40 of 2014. The Constitution mandates the Commission to contribute to the creation of a human rights culture in the country. The Commission carries out its mandate through advocating and communicating human rights to the public with a view to creating public awareness of both rights and responsibilities. The SAHRC is under the strategic leadership of Commissioners. The administration of SAHRC is overseen by a Chief Executive Officer (CEO).

The Commission is one of the Chapter 9 institutions in South Africa. It has a national footprint through its nine (9) Provincial Offices, and its headquarters are based in Braamfontein, Johannesburg.

In 2007, South Africa ratified the United Nations Convention on the Rights for Persons with Disabilities (CRPD or Convention). Under Article 33(2) of the UNCRPD, "States Parties shall, in accordance with their legal and administrative systems, maintain, strengthen, designate or establish within the State Party, a framework, including one or more independent mechanisms, as appropriate, to promote, protect and monitor implementation of the present Convention . . .". In 2019, the Commission was found to be is an Independent Monitoring Mechanism in terms of Article 33(2) by operation of law. Accordingly, the Commission has created a Disability Advisory Committee to assist it to achieve its obligations under the CRPD.

2. Project Scope

This RFQ serves as an invitation to submit a quotation for the provision of multi-media recording of the Commission's Disability Advisory Committee workshop on the Independent Monitoring Mechanism of the UNCRPD. The Bidder is requested to supply its proposal, in writing, by the date specified. Should the

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Commissioners (Part-Time): A C Nissen, J B Sibanyoni; **Chief Executive Officer (Acting):** C Kisoorn

Bidder require any clarification, the clarification should be submitted by e-mail to the Procurement Officer identified in this document. By submitting a quotation in response to this RFP or participating in this RFP process, the Bidder accepts that it is subject to and bound by all the terms and conditions contained in this RFP document.

This document may not be used for any purpose by the Bidder other than for developing their response to it, and all reasonable efforts must be taken by the Bidder to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the Bidder during the course of RFP process are and will be covered by the non-disclosure agreement to be signed between the Commission and the Bidder.

3. No Obligation to proceed

The Commission reserves the right to discontinue the RFP evaluation process at any time and will not be responsible for any losses incurred by the Bidder as a result of discontinuance of the RFP process.

4. Multi-Media Services

The Commission requires multi-media recording for its Disability Advisory Committee workshop on the Independent Monitoring Mechanism of the United Nations Convention on the Rights of Persons with Disabilities on 26-29 September 2022.

5. Deliverables:

- 5.1. A 1-2 minute highlight video of the workshop with closed captioning, for social media dissemination.
 - 5.1.1. The service provider is to provide closed captioning of the video.
- 5.2. A 2-5 minute highlight video of the workshop with voice over narration, sign language and closed captioning.
 - 5.2.1. The service provider is to provide closed captioning of the video.
 - 5.2.2. The Commission will supply the service provider with a sign language interpreter.
- 5.3. An 8-10 minute educational and informative documentary-style video of interviews of the Disability Advisory Committee members. The content of the video should include the following:
 - 5.3.1. What the United Nations Convention on the Rights of Persons with Disabilities (UNCPRD) is.
 - 5.3.2. South Africa's obligations under the UNCPRD.
 - 5.3.3. The role of the Commission as an Independent Monitoring Mechanism (IMM) in terms of article 33(2) of the UNCPRD.
 - 5.3.4. Who the members of the Disability Advisory Committee (DAC) are.
 - 5.3.5. The role of the DAC.

5.3.6. High-level summary of the strategic and annual plan of the IMM and DAC over the next 1-3 years.

5.4. Fourteen professional headshots.

5.5. One hundred to two hundred edited action photos of the event.

6. Project Timelines

The recording services will commence on 26 September and end on 29 September 2022. Post-production will be for the period of 29 September to 9 October 2022, and the final product will be submitted to the Commission on 10 October 2022.

7. Evaluation Criteria

Please note that all quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

7.1 Please note that the following evaluation criteria will be used:

7.2 Price evaluation based on the 80/20 preferential point system.

7.3 The minimum threshold for qualification by functionality is 70%, assessed as per criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting	Score
1.	Evidence of previous experience working on similar projects in the form of a portfolio and/or links to previous work. The portfolio and/or links must clearly indicate that the product was produced by the company or service provider making the submission. 0 – no evidence of previous work submitted 1 – 1 example of experience working on a similar project submitted 2 – 2 examples of experience working on a similar project submitted 3 – 3 examples of experience working on a similar project submitted	30	

	<p>4 – 4 examples of experience working on a similar project submitted</p> <p>5 – 5 or more examples of experience working on a similar project submitted</p>		
2.	<p>Skills and competencies of the experts.</p> <p>0 – no CVs submitted</p> <p>1 – qualifications.</p> <p>2 - qualifications and experience.</p> <p>3 – qualifications, experience and skills relevant to the terms of reference.</p> <p>4 – qualifications, experience, skills relevant to the terms of reference and contactable references.</p> <p>5 – qualifications, experience, skills relevant to the terms of reference, contactable references and motivational letter.</p>	25	
3.	<p>Workplan to ensure deliverables.</p> <p>0 – no workplan.</p> <p>1-2 – only workplace or action plan, with no clear details or timelines.</p> <p>3 – detailed workplan with action plan to ensure that deliverables are submitted timeously.</p> <p>4 – detailed workplan with comprehensive action plan to ensure that deliverables are submitted timeously. Detailed action plan of measures that will be taken to ensure adherence with the stipulated timelines.</p> <p>5 – high-level workplan with comprehensive action plan detailing timelines and milestones to ensure that deliverables are submitted timeously. Detailed action plan of measures that will be taken to ensure adherence with the stipulated timelines. Assignment of specific roles and responsibilities with internal timelines.</p>	20	

4.	Quotation High level work-plan with an overview of timelines, key milestones and a costs breakdown indicating the major costs drivers.	15	
5.	Diversity of the team: preference will be given to bidders who have a team composition that represents persons at different intersections, and members of historically disadvantaged communities.	10	
	Total	100	

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

Price and BBBEE evaluation

Only Bidders that have met the 70% threshold to be considered for price and BBBEE. Price and BBBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

i. Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$	80

The following formula will be used to calculate the points for price:

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

ii. **Stage 2 – BBEE Evaluation (20 Points)**

a. **BBEE Points allocation**

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

8. Submission Requirements and Contact Details

8.1 To be considered as the preferred service provider, kindly submit the following:

8.2 Proposal

8.3 BBEE Certificate.

8.4 Company profile including profiles of individual members who will work on the project

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- 8.5 SBD 4 document signed
- 8.6 SBD 6 document signed
- 8.7 SBD 7.2 document signed
- 8.8 Latest CSD report at the time of quotation

9. **Please submit quoted proposals via email by 19 September 2022, before 11h00.**

9.1 All documentation must be emailed to: Tenderoffice@sahrc.org.za

9.2 Submissions should be made using the **RFP number** for ease of reference

For further information or clarification please contact Seadimo Tlale: stlale@sahrc.org.za