

TENDER QUESTIONS - SCI/PCM/05/2026 — APPOINTMENT OF A PANEL OF INTEGRATED CREATIVE MEDIA SERVICE PROVIDERS FOR VIDEOGRAPHY, PHOTOGRAPHY, GRAPHIC DESIGN AND MULTIMEDIA CAMPAIGN SUPPORT SERVICES FOR THE “WHERE GIRLS ARE SEEN, MOVEMENTS BEGIN” CAMPAIGN

QUESTION 1: If I was unable to attend the briefing session, will I be allowed to submit a tender.

ANSWER: Yes. Attendance at the compulsory briefing session is encouraged but not a disqualification criterion. All bidders who meet the eligibility requirements and submit compliant proposals by the closing date and time will be considered.

QUESTION 2: Please elaborate annexure c – pricing template. How should other pricing elements not captured in the template be approached? E.g. legal, content clearance support, location and studio rental coordination, specialist venue fees permitting and compliance administration, talent management support, travel and accommodation costs (which was a key area of discussion during the virtual briefing), as well as other project-specific production requirements.

ANSWER: Annexure C is designed as a standardised professional rate card for comparative evaluation across bidders. It defines core service rates for integrated creative production services. Any costs not explicitly included in Annexure C (e.g. legal support, content clearance, venue hire, permits, specialist production requirements) must not be incorporated into the rate card unless specifically listed. Such costs will be:

- scoped per individual assignment,
- approved in advance by SCI, and
- procured or reimbursed separately in line with SCI procurement processes.

Travel and accommodation arrangements are excluded from the rate card and will be managed separately by SCI or through approved travel management processes where applicable.

QUESTION 3: Should responses on the pricing template abide strictly to the categories listed within Annexure C, with any additional project-specific requirements to be quoted separately should appointed panel members be invited to submit quotations for future assignments.

ANSWER: Yes. Bidders must strictly adhere to the categories provided in Annexure C. The rate card must be completed exactly as provided. Any additional or project-specific requirements outside Annexure C will be addressed separately through project-specific quotations issued to appointed panel members.

QUESTION 4: Annexure C lists seven service lines with estimated quantities (e.g. Videography Production quantity 12) but does not specify what constitutes one unit for each line. Please confirm whether SCI intends each unit to be priced as: (a) a production day, (b) a deliverable / piece of output, (c) a monthly retainer, or (d) a typical assignment or engagement in that category.

ANSWER: Annexure C has been revised to a professional integrated rate card model based on hourly and role-based production rates rather than fixed “unit” quantities or production days. Bidders must submit hourly rates reflecting integrated production roles required for campaign delivery, including but not limited to:

- Videography: hourly rate
- Photography: hourly rate
- Graphic Design: hourly rate

- Multimedia/post-production: hourly rate
- Live streaming (where applicable): hourly or session-based rate

All assignments will be scoped per project and converted into hours or sessions based on approved production plans.

QUESTION 5: Annexure A, Clause 5.6.1 sets out the requirement for a consolidated B-BBEE Status Level verification certificate in the case of a Joint Venture or Consortium. Please confirm what B-BBEE documentation is required where a bidder submits as a primary bidder with a named subcontractor (rather than as a JV/consortium), for example, whether the primary bidder's own B-BBEE certificate/affidavit is sufficient, or whether documentation for both parties must be submitted

ANSWER: Where a bidder submits as a primary contractor with subcontractor(s) (and not as a JV or consortium), only the primary bidder's valid B-BBEE certificate or affidavit is required for compliance purposes. Subcontractors are not required to submit separate B-BBEE documentation unless forming part of a formal JV/consortium arrangement.

QUESTION 6: Annexure A, Clause 7 requires a single consolidated proposal in PDF format. Annexure C is provided as an Excel (.xlsx) file. Please confirm SCI's preferred submission format for the completed pricing template: (a) embedded within the consolidated PDF, (b) submitted as a separate .xlsx file alongside the PDF, or (c) both

ANSWER: Bidders are required to submit both:

- the completed Excel (.xlsx) pricing template, and
- the same document embedded in the consolidated PDF submission

The Excel version will be used for evaluation and comparative analysis purposes.

QUESTION 7: Is the tender primarily intended for registered entities - Can individual consultants or sole practitioners apply for the tender.

ANSWER: Yes. Individual consultants and sole proprietors may apply, provided they meet the minimum eligibility, capacity, and experience requirements outlined in the tender. Where applicable, sole proprietors may submit valid identification in place of CIPC registration documents.

QUESTION 8: The instructions indicate that proposals should be submitted as a single PDF document. Given the multimedia scope and number of examples potentially required to adequately demonstrate relevant experience, would it be acceptable to provide:

- Links to online portfolio materials (e.g. websites, Google Drive folders or video platforms); or
- A concise portfolio summary within the proposal with links to supporting examples?

ANSWER: Yes. Bidders may include portfolio links to external platforms (e.g. websites, Vimeo, YouTube, Google Drive), and/or a concise portfolio summary within the proposal. All links must be active, accessible, and not require restricted permissions.

QUESTION 9: We understand the need for a standardised approach to comparing services across bidders using the provided rate card template. We would welcome clarification on how SCI would like suppliers to present approaches where story development, content production and impact showcasing are delivered through a connected, people-centred process rather than as discrete production services. In some cases, the full value of our proposed approach may not be reflected through an hourly rate card alone. Would SCI recommend that bidders include explanatory notes to help contextualise their methodology and ensure proposals clearly communicate full offer of services?

ANSWER: Yes. Bidders are encouraged to include brief explanatory notes within the technical proposal to contextualise their methodology and integrated approach. However, pricing must still strictly follow the Annexure C rate card structure. Methodology will be evaluated under the technical evaluation criteria and not within pricing.

QUESTION 10: With regards to Annexure E, do we need to submit CVs for each member?

ANSWER: No, CVs must be submitted for only key personnel proposed to deliver services under the contract, particularly those in production, creative, and project management roles.

QUESTION 11: Is this tender geared towards a strict agency model or category-based panel

ANSWER: This tender is intended to establish a non-exclusive panel of integrated creative service providers. The panel will operate on a rate card basis across defined service categories, with appointments made based on project requirements, capability, and value for money considerations. SCI may appoint multiple service providers under this arrangement as required.

QUESTION 12: In certain instances, there wouldn't be a requirement for an additional photographer, etc., are we permitted to omit the rate provision of certain line items?

ANSWER: Bidders are required to complete only the service categories within their demonstrated capability as reflected in Annexure C. All pricing fields within the relevant service categories must be completed in full. Where a service category is not applicable to the bidder's offering, no rate should be submitted for that category. Completed rates will be used for evaluation and benchmarking within each respective service category for the purposes of establishing a category-based framework panel. No restructuring or alteration of the pricing template is permitted.

QUESTION 13: We would appreciate clarification regarding Annexure A, Page 4, Point 5.3 – Phase 1 Pre-Qualification Process, specifically relating to the following requirements:

- Confirmation of acceptance of SCI payment terms
- Acceptance of SCI General Terms

ANSWER: Bidders must confirm acceptance of SCI payment terms by signing the General Terms and Conditions on the last page as part of the mandatory eligibility requirements. Failure to confirm acceptance will result in disqualification.

QUESTION 14: In Annexure B, there is a list of deliverables and scope of work, but the quantity of the output is not clear. Is there an indication of quantity of work in the scope?

ANSWER: No fixed quantities are defined in Annexure B. Work will be allocated on a project-by-project basis depending on campaign requirements, geographical needs, and available budgets.

QUESTION 15: What is your preferred workflow for daily access to footage? - Would you prefer that hard drives remain on-site while raw footage is uploaded daily to a cloud platform such as Google Drive, Dropbox, or another approved solution?

ANSWER: SCI does not prescribe a single workflow. However, a hybrid approach combining secure local storage and periodic uploads to a secure cloud platform is acceptable and preferred where feasible. Final workflow arrangements will be confirmed per assignment.

QUESTION 16: Are there any approved cloud storage platforms or digital asset management systems that we are required to integrate with? If so, please specify any technical, security, or compliance requirements.

ANSWER: No specific platform is mandated at tender stage. However, bidders must use secure, POPIA-compliant platforms and demonstrate the ability to work with commonly used systems such as Google Drive, Dropbox, OneDrive, SharePoint or equivalent secure solutions. Final platform requirements will be confirmed per assignment.

QUESTION 17: Given that footage will be captured in 4K ProRes 4:2:2 format, do you anticipate any challenges with upload speeds or bandwidth limitations, particularly in remote locations?

ANSWER: SCI doesn't anticipate any challenges, but Bidders must propose appropriate mitigation strategies in case.

QUESTION 18: Would a daily backup and upload process meet your operational requirements? Our proposed workflow is to store footage on hard drives during production and upload all content to the selected cloud solution at the end of each day to ensure both redundancy and timely access.

ANSWER: No. A daily backup and upload process is not required for our operational needs. We will work according to our set deliverable timeline, which aligns with the content calendar. Our preferred workflow is for the service provider to transfer all content directly to our hard drive upon delivery of asset.

QUESTION 19: Do you have any specific requirements regarding data backup, redundancy, retention periods, or disaster recovery procedures?

ANSWER: Bidders must ensure secure backup and redundancy during production and until final handover. Long-term retention and archival requirements will be determined per assignment and managed by SCI thereafter.

QUESTION 20: Would you consider a Network Attached Storage (NAS) solution, such as Synology, as part of the project workflow? This would provide on-site storage with RAID redundancy and fast access to large volumes of high-resolution footage.

ANSWER: No. SCI does not require a NAS solution. We will use a cloud-based solution and external hard drives for our workflow. Due to in-house policy, we prefer that the client uses our external hard drive for content delivery.

QUESTION 21: Do you have a preference between a cloud-based solution and an on-premises NAS solution? If so, please outline any factors influencing your preference, such as accessibility, security, cost, performance, or existing infrastructure.

ANSWER: SCI does not prescribe a preferred solution. Evaluation will consider practicality, security, efficiency, accessibility, and cost-effectiveness. Bidders must propose the most appropriate solution based on their operational model and field conditions.

QUESTION 22: Are there any additional technical, security, or operational requirements that should be considered when designing the footage management and delivery workflow?

ANSWER: No. there are no additional technical, security, or operational requirements. Our current internet setup is adequate for footage management and delivery