

Questions from tenderers and corresponding answers

N.B.: The questions and answers will form an integral part of the tender documents.

Transaction number: 7000005592
Project processing number:
Brief project title:
Country: South Africa, Lesotho, and Eswatini

Version 2 from 22.04.2026

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1.	7000005592	Rachael Sapalo	<p>From our understanding:</p> <ul style="list-style-type: none"> • The Terms of Reference request the submission of work samples, including videos, short-form content, and photographs. • The Tender Form requires the submission of three reference projects in the technical field and three reference projects in South Africa. • The eligibility assessment grid indicates a requirement of at least five reference projects in the technical field and at least two in South Africa. <p>In this context, we would appreciate your guidance on the following:</p> <ol style="list-style-type: none"> 1. Overlap of reference projects: Can reference projects be counted in both categories (technical field and South Africa), if they meet both criteria? 2. Number of reference projects submitted: Is it acceptable to submit more than three reference projects per category in the Tender Form to reflect the full extent of experience? 3. Relationship between work samples and reference projects: Do the work samples submitted as part of the Terms of Reference need to correspond directly to the listed reference projects, or can they be independent? 4. Minimum vs. requested number of references: Could you please clarify how the requirement of at least five technical reference projects (eligibility grid) relates to the request for three reference projects in the Tender Form? 	<ol style="list-style-type: none"> 1. Yes. 2. Yes 3. If reference projects refers to the eligibility requirements, yes, work samples in the TOR can be independent. 4. The five projects form the eligibility criteria, which is a yes/no decision. The TOR asks for three projects that will be assessed on a qualitative level – not just a yes/no. 5. The eligibility check is separate from the TOR. The projects submitted as part of the TOR may overlap with the ones submitted for the eligibility check. 6. A GANTT chart. It can also be a table. 7. Travel: a fixed budget shall be offered up to ZAR 40,000. You can provide details on your planned travels in the “Explanations” column. Subcontracting: should you have an in-house animations specialist, we could do a contract amendment to transfer this budget line partially or in full to the staff section. 8. Only complete bids for all deliverables are possible. 9. Consortium structures are possible. However, the lead must be an entity registered in South Africa as this is a local procurement process.
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			<p>5. Evaluation criteria: Are the submitted work samples also considered as part of the evaluation of the reference project requirements in the eligibility assessment?</p> <p>6. Timeline and milestones (technical proposal): The ToR requests an operational plan including timelines and milestones. In the bidding conditions, this is described as needing to be presented “in graph form”. Could you please clarify what is meant by “graph form” in this context? Or can we also summaries this in a table form?</p> <p>7. Budget structure – fixed cost items: The ToR and price schedule include fixed budget lines for travel expenses and subcontracting. Should bidders provide a detailed cost estimate within these budget lines, or is this not necessary? And If certain services (e.g. animation) are delivered in-house and not subcontracted, how should this be reflected in the budget? Could we then invoice for these services against the given budget line even if they are not sub-contracted?</p> <p>8. Work Package 1 relates to Videography and Work Package 2 refers to Photography. Are these both to be provided by a single service provider or could one submit a proposal for only Work Package 2: Photography?</p> <p>9. We would be pleased to participate in this project, subject to the possibility of doing so as part of a consortium with a South African production company. Under this arrangement, we would act as the consortium lead and retain overall</p>	
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			<p>responsibility for the execution and delivery of the services. Unfortunately, we would not be able to participate solely in the capacity of a subcontractor.</p> <p>We have an established track record of successfully collaborating with local videographers and photographers worldwide, ensuring effective coordination, strong local engagement, and the highest standards in the delivery of outputs.</p> <p>Should this consortium arrangement not be feasible, we regret that we would be unable to submit a proposal under the current conditions.</p> <p>We appreciate your consideration of this request for clarification and look forward to your response.</p>	