**Mining Qualifications Authority**
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# REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO-END PODCAST PRODUCTION SERVICES FOR A PODCAST SERIES, HOSTED AND FILMED AT A PROFESSIONAL PODCAST STUDIO FOR THE PERIOD OF TWELVE (12) MONTHS

## 1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

## 2. PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of this Request for Proposal (RFP) is to appoint a suitably qualified and experienced service provider to provide comprehensive podcast production services for the MQA podcast series for a period of twelve (12) months.

The appointed service provider will be responsible for the professional production and management of podcast episodes, including studio hosting, audiovisual production, editing, branding integration, and delivery of high-quality final podcast content suitable for publication across multiple digital platforms.

## 3. SCOPE AND DEFINITION OF WORK:

The appointed service provider will be required to provide end-to-end podcast production services, including but not limited to the following:

### 3.1 Podcast Studio Services

3.1.1 Provision of a professional podcast studio facility.
3.1.2 Studio rental for scheduled recording sessions.
3.1.3 Provision of a comfortable and professional recording environment.
3.1.4 Provision of backup power and stable internet connectivity.

### 3.2 Audio and Video Recording

3.2.1 Multi-camera podcast video recording.
3.2.2 Professional audio recording.
3.2.3 Provision of microphones, cameras, lighting, and related equipment.
3.2.4 On-site technical support during recordings.

### 3.3 Production and Post-Production Services

3.3.1 Editing of audio and video podcast content.
3.3.2 Sound engineering and audio enhancement.
3.3.3 Colour correction and video enhancement.
3.3.4 Insertion of opening and closing sequences.
3.3.5 Addition of subtitles/captions where required.
3.3.6 Integration of MQA branding elements.

### 3.4 Creative and Content Support

3.4.1 Assistance with podcast format and production planning.
3.4.2 Intro and outro music integration.
3.4.3 Creation of promotional snippets and teaser clips for social media.

3.4.4 Advice on podcast presentation and audience engagement.

### 3.5 Distribution and Delivery

3.5.1 Delivery of final podcast episodes in high-resolution digital formats.

3.5.2 Provision of content optimized for various digital and social media platforms.

3.5.3 Assistance with podcast publishing and distribution where required.

### 3.6 Project Coordination

3.6.1 Scheduling and coordination of recording sessions.

3.6.2 Provision of production timelines.

## 4. DELIVERABLES:

The successful bidder will be expected to deliver the following:

**4.1** Professionally recorded and edited podcast episodes.

**4.2** High-quality audio and video podcast files.

**4.3** Short promotional clips suitable for social media platforms.

**4.4** Branded podcast intro and outro segments.

**4.5** Post-production editing and quality assurance.

**4.6** Studio facilities and technical support for all scheduled recordings.

**4.8** Secure storage and backup of raw and edited content during the contract period.

## 5. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Suitable bidders must demonstrate relevant experience and capability in podcast production and audiovisual content creation.

### 5.1 Company Experience

Bidders must provide reference letters from clients for whom similar podcast production or audiovisual production services were rendered.

### 5.2 Technical Experience

The bidder must demonstrate experience in:

5.2.1 Podcast production;

5.2.2 Studio recording;

5.2.3 Audio engineering;

5.2.4 Video production and editing;

5.2.5 Social media content production.

### 5.3 Human Resources

The bidder must provide qualified personnel with relevant experience, including:

5.3.1 Producer/Project Manager;

5.3.2 Audio Technician/Sound Engineer;

5.3.3 Video Editor;

5.3.4 Camera Operator (where applicable).

### 5.4 Equipment and Studio Capability

The bidder must have access to:

5.4.1 A professional podcast studio;

5.4.2 Professional audio and video equipment;

5.4.3 Editing software and production tools.

## 6. DURATION OF THE PROJECT / CONTRACT:

6.1 The successful bidder will be appointed to render the requisite service for the period of twelve (12) months.

6.2 Work will start upon signing the service provider contract and Service Level Agreement (SLA).

## 7. INTEGRITY AND CONFLICT OF INTEREST

7.1 The service provider shall always exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.

7.2 The successful service provider is required to conduct the assignment and compile the required reports and or information with the utmost integrity and honesty, and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

## 8. PROJECT MANAGEMENT

The appointed service provider shall report to the designated MQA official or Communications Department representative.

Regular project meetings may be scheduled to monitor project progress, production schedules, and deliverables.

## 9. PROJECT PROPOSAL

Bidders are required to submit the following:

**9.1** Company profile detailing relevant experience and services offered.

**9.2** Reference letters for similar work completed.

**9.3** Profiles and CVs of key personnel.

**9.4** Detailed methodology and approach to the project.

**9.5** Details of studio facilities and equipment.

**9.6** Project timelines and turnaround times.

**9.7** Detailed pricing proposal.

## 10. PROJECT PRICING

Bidders must provide a detailed pricing schedule including but not limited to:

| **Price Schedule** | | |
|---|---|---|
| | **Task description** | **Amount** |
| 1 | Podcast Studio Rental (per session/hour) (Rate per Hour) | |
| 2 | Podcast Recording and Filming (Rate per Hour) | |
| 3 | Audio Editing | |
| 4 | Video Editing | |
| 5 | Social Media Promotional Clips (when required) | |

**NB: Pricing must include all applicable costs related to production, editing, equipment usage, and delivery of final content.**

## 11. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in four (4) phases. The **first phase** will be compliance, the **second phase** will be Mandatory requirements, the **third phase** will be functionality, and the **fourth phase** will be pricing and specific goals in accordance with the PPPFA. A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

### 11.1 PHASE ONE (1): COMPLIANCE

**RETURNABLE DOCUMENTS TO BE SUBMITTED**

11.1.1 Proof of registration on Central Supplier Database System (CSD)

11.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;

11.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

11.1.4 SBD 4: Declaration of Interests Form fully completed and appropriately signed;

11.1.5 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

**NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affects the substance of the bid or give a bidder unfair advantage to the other bidders.**

### 11.2 PHASE TWO (2) MANDATORY REQUIRMENTS

**11.2.1** Bidders must provide proof of ownership, lease agreement, or access to a professional podcast studio facility.

**11.2.2** Bidders must provide at least three (3) reference letters for similar podcast or audiovisual production projects completed within the past five (5) years

### 11.3 PHASE THREE (3): FUNCTIONALITY

The proposal will be evaluated on a five-point scale as follows:

0 = Required documents not submitted.

1 = Poor, does not meet criteria.

2 = Fair, less than acceptable. Not sufficient for performance requirements.

3 = Satisfactory, adequate for the performance requirements.

4 = Very good, above the average compliance to the requirement.

5 = Excellent, exceptional mastery of the requirement.

| KPA | ELEMENT FUNCTIONALITY | WEIGHT<br>100 | SCORING MATRIX |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Company Experience | Provide a minimum of 3 Reference letters for similar podcast/audio-visual projects<br><br>For the reference letter to comply it must have the following:<br><br>1 - Be on the client's letter head, signed by relevant officials, dated, with contactable details (email/phone numbers), work done within five (5) years prior to closing date of request for proposal.<br><br>2 – Explaining or narrating the podcast project done. Confirming that the work was executed successful. | **40** | 0=No compliant reference letters submitted<br><br>1=1 compliant reference l etter provided<br><br>2=2 compliant reference letters provided<br><br>3=3 compliant reference letters provided.<br><br>4=4 compliant reference letters provided.<br><br>5=5 or more compliant reference letters provided |
| Technical Team Experience | **Qualifications and experience of key personnel:**<br><br>Provide a CV of a Technical resource with minimum of 3 years' experience in | **30** | 0= No compliant CV submitted.<br>OR<br>No valid certification provided.<br>OR<br>CV with less than 3 years experience<br><br>1 = A compliant CV provided of qualified personnel with 3 – |

| | | | |
|---|---|---|---|
| | podcast/audio-visual projects<br><br>**Qualifications:**<br>Provide a certified videography/multimedia for an experienced resource above<br><br>**The certification certifying date stamp must be valid for 6 months prior to the closing date of this request for proposal** | | less than 4 years relevant experience and a certified videography/multimedia certification provided.<br><br>2 = A compliant CV provided of qualified personnel with 4 – less than 5 years relevant experience and a certified videography/multimedia certification provided.<br><br>3 = A compliant CV provided of qualified personnel with 5 – less than 6 years relevant experience and a certified videography/multimedia certification provided.<br><br>4 = A compliant CV provided of qualified personnel with 6 - less than 7 years relevant experience and a certified videography/multimedia certification provided.<br><br>5 = A compliant CV provided of qualified personnel with 7 or more years relevant experience and a certified videography/multimedia certification provided. |

| | | | |
|---|---|---|---|
| Studio and Equipment Capability | **Quality and suitability of studio and equipment:**<br><br>The submission must include but not be limited to:<br>• Description and images of the podcast studio facility;<br>• Availability of professional recording equipment;<br>• Multi-camera setup capability;<br>• Professional lighting and soundproofing;<br>• Backup power and internet connectivity;<br>• Editing software and post-production capability. | **20** | **0** = No information or supporting evidence submitted.<br><br>**1** = Description and images of the podcast studio facility<br><br>**2** = Description and images of the podcast studio facility; Availability of professional recording equipment<br><br>**3** = Description and images of the podcast studio facility; Availability of professional recording equipment;<br><br>**4** = Description and images of the podcast studio facility; Availability of professional recording equipment; Multi-camera setup capability; Professional lighting and soundproofing<br><br>**5** = Description and images of the podcast studio facility; Availability of professional recording equipment; Multi-camera setup capability; Professional lighting and soundproofing; Backup power and internet connectivity; |

| | | | |
|---|---|---|---|
| | | | Editing software and post-production capability. |
| Methodology and Project Approach | Bidders must provide a detailed methodology outlining how the podcast production services will be executed.<br><br>The methodology must include but not be limited to:<br>• Project implementation approach;<br>• Recording and production process;<br>• Editing and post-production workflow;<br>• Quality assurance measures;<br>• Turnaround times for delivery;<br>• Communication and reporting process;<br>• Risk management and contingency measures. | **10** | **0** = No methodology submitted.<br><br>**1** = Methodology has a project implementation approach;<br><br>**2** = Methodology has a project implementation approach; Recording and production process;<br><br>**3** = Methodology has a project implementation approach; Recording and production process; Editing and post-production workflow;<br><br>**4** = Methodology has a project implementation approach; Recording and production process; Editing and post-production workflow; Quality assurance measures; Turnaround times for delivery.<br><br>**5** = Methodology has a project implementation approach; Recording and production process; Editing and post-production workflow; |

| | | | |
|---|---|---|---|
| | | | Quality assurance measures; Turnaround times for delivery; workflows, quality assurance, and risk mitigation measures. |
| **Total** | | **100** | |

**The minimum threshold is 70 points**

**All service providers who score less than 70 out of 100 points for functionality will not be considered further and will be regarded as having submitted a non-responsive proposal.**

### 11.4 PHASE FOUR (4): PRICING AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

| Criteria | Points |
|---|---|
| Price | 80 |
| Specific goals | 20 |

Specific goals Points will be awarded to a bidder in accordance with the table below:

| **PREFERENCE GOAL** | **80/20** | **Documents for verification** |
|---|---|---|
| **GOAL 1 – B-BBEE Status Level of Contributor Maximum Points** | **15** | |
| 1 | 15 | B-BBEE Certificate/Sworn Affidavit |
| 2 | 14 | B-BBEE Certificate/Sworn Affidavit |
| 3 | 10 | B-BBEE Certificate/Sworn Affidavit |
| 4 | 8 | B-BBEE Certificate/Sworn Affidavit |
| 5 | 6 | B-BBEE Certificate/Sworn Affidavit |
| 6 | 5 | B-BBEE Certificate/Sworn Affidavit |
| 7 | 4 | B-BBEE Certificate/Sworn Affidavit |
| 8 | 2 | B-BBEE Certificate/Sworn Affidavit |

| | | |
|---|---|---|
| Non-compliant contributor | 0 | |

| **GOAL 2 – Promotion of Black Woman/Youth/ Disable/Rural Area Maximum Points** | **5** | **Documents for verification** |
|---|---|---|
| Business owned by equal to or more than 50% black people who are woman | 2 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people who are youth | 1 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people with disability | 1 | B-BBEE Certificate/Sworn Affidavit |
| Business owned by equal to or more than 50% black people living in rural areas | 1 | B-BBEE Certificate/Sworn Affidavit |

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously

disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

### 11.5 PHASE FIVE (5): SITE VISIT AND QUALITY ASSURANCE VERIFICATION

The MQA will conduct a site visit to the service provider(s) who successfully meet the requirements of Phases One (1) to Four (4) of the evaluation process.

The purpose of the site visit is to verify the information submitted by the successful bidder(s) and to conduct quality assurance checks to confirm that the proposed studio facilities, equipment, technical capabilities, and operational arrangements meet the requirements specified in this Terms of Reference.

During the site visit, the MQA may assess, but is not limited to, the following:

11.5.1 Podcast Studio Facilities: Verification that the bidder has access to a professional podcast studio suitable for hosting and filming podcast episodes.

11.5.2 Recording Equipment: Verification of the availability and suitability of professional cameras, microphones, lighting, audio equipment, and other relevant production equipment.

11.5.3 Technical Capabilities: Assessment of the audio and video recording, editing, post-production, and content delivery capabilities.

11.5.4 Operational Readiness: Verification of ability of the bidder to accommodate scheduled recording sessions and deliver the required services within agreed timelines.

11.5.5 Quality Assurance: Assessment of the overall quality and suitability of the facilities, equipment, and production environment for the MQA podcast series.

The bidder shall provide reasonable access to the relevant facilities, equipment, and supporting documentation required for verification during the site visit.

The site visit findings will be documented and used to determine whether the facilities and capabilities of the bidder meet the requirements of this Terms of Reference. The MQA reserves the right to verify any information submitted by the bidder and to take

appropriate action, in accordance with the applicable procurement requirements, should material discrepancies or non-compliance be identified.

The site visit shall be conducted in a fair, transparent, and consistent manner, using the same verification criteria for all bidders subject to this phase.

## 12. TERMS AND CONDITIONS OF THE BID

12.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.

12.2 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.

12.3 MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).

12.4 Payment will only be made for acceptable work completed and timeously delivered in line with the agreed Pricing Schedule during the contracting phase.

12.5 The MQA may undertake due diligence to qualifying service provider to ascertain functionality.

12.6 Mining Qualifications Authority reserves the right not to award the bid to any service providers.

12.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.

12.8 MQA reserves the right to accept the project costing wholly or partially

## 13. Technical enquiries: NkosinathiN@mqa.org.za

## 14. Submission of proposals via email to : Siyonelab@mqa.org.za