



# BeyondZero

a partner in public health transformation

## RFP: BZ04/DBE/NOV/2021

<b>SUMMARY</b>	
Title	APPOINTMENT OF A SERVICE PROVIDER TO RENDER MASTER OF CEREMONIES SERVICES
Reference	<b>RFP: BZ04/DBE/NOV/2021</b>
Description <i>(Summary for website - 100 words max)</i>	<b>BEYOND ZERO SEEKS A SERVICE PROVIDER TO RENDER MASTER OF CEREMONIES SERVICES AT THE PUBLIC LAUNCH PREMIERE EVENT OF BREAKING THE SILENCE</b>
Submission by email only to	<a href="mailto:tgf-procurement@beyondzero.org.za">tgf-procurement@beyondzero.org.za</a>
Closing date for enquires/bid clarification	All technical enquiries must be emailed to <a href="mailto:bulumkof@beyondzero.org.za">bulumkof@beyondzero.org.za</a> NOT later than 8th November 2021@13H00
Submission must include	<ol style="list-style-type: none"><li>1. SBD1 Form</li><li>2. CIPC Registration Documents</li><li>3. Company profile</li><li>4. B-BBEE certificate (<i>Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor/Valid Sworn Affidavit together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</i>)</li><li>5. SARS tax clearance certificate/Tax Compliance Letter</li><li>6. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million</li><li>7. Signed Global Fund Code of Conduct for Suppliers of Services</li><li>8. Completed and Signed Declaration of Interest</li></ol>
<b>Deadline for submission</b>	<b>13h00 on Thursday, 12<sup>TH</sup> November 2021</b>

# TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER MASTER OF CEREMONIES SERVICES AT THE PUBLIC LAUNCH PREMIERE EVENT OF BREAKING THE SILENCE

## 1. PURPOSE

The services of a Master of Ceremony are 4-hour high-profile public launch premiere event. The required service provider must have been a presenter of the Breaking the Silence television production of the Department of Basic Education (DBE), with an understanding of Comprehensive Sexuality Education as it pertains to prevention of HIV infection, learner pregnancy and gender-based violence. The master of ceremonies service provider is expected to host a 4-hour hybrid evening event of a high-profile audience to launch the television series of the Department of Basic Education, Breaking the Silence, on a date to be confirmed once the public broadcaster announces on the schedule date.

## 2. BACKGROUND

The DBE has been receiving funding from the Global Fund, through the South African National AIDS Council (SANAC), to fight HIV/AIDS, Tuberculosis and Malaria since 2013. One of the strategic thrusts for the utilization of this funding focused on the implementation of a comprehensive package of combination prevention programmes for sexual and reproductive health, including prevention of HIV infection, learner pregnancy and gender-based violence among youth.

As such, the Department developed the **Breaking the Silence** television series, an HIV Prevention and Sexuality Education Television Programme, developed with Red Pepper Studios, through the Global Fund programme on Adolescent Girls and Young Women (AGYW). The **Breaking the Silence** television series takes the format of a *Docutainment*, a documentary that captures intergenerational dialogue between educators and learners, using 'Reality TV style'.

During the filming stage of the production, Red Pepper Studios could only secure suitable filming venues in Cape Town and Johannesburg within the limits of the funding obtained from the Global Fund. Thus, the **Breaking the Silence** production only involved filming of a selection of learners and educators from Gauteng and Western Cape. When selecting learners and educators, representivity was carefully considered in terms of race, sex, sexual diversity, gender identity and language.

This ground-breaking television project is a 13-episode production that will be broadcast on national television (the SABC 1). The negotiations between the SABC and Red Pepper Studios (on behalf of DBE) have taken so long since 2018. The SABC Content Unit has completed the viewing exercise of the episodes and handed the production over to Programme Unit for scheduling. The DBE has been given up to 30 September 2021 to complete pre-broadcast activities before a schedule date can be determined. Once determined, the DBE will then determine the date for the public launch premiere event.

## 3. INVITATION FOR PROPOSALS

Proposals are invited from suitably qualified service providers to quote for rendering of Master of Ceremonies support to host the Public Launch Premiere Event of **Breaking the Silence**.

## 4. CONDITIONS OF APPOINTMENT

The ideal service provider should be conversant with Comprehensive Sexuality Education matters.

## **5. SCOPE OF SERVICE**

The appointed service provider will be required to:

- Attend all planning and briefings meetings in preparation for the event.
- Familiarise themselves with the programme of the day.
- Host the hybrid 4-hour event as required.
- Post a 30-sec live video from stage to announce the Launch of ***Breaking the Silence***

## **6. PRICING & CONTENT OF THE QUOTE**

- Bidding companies are required to provide a total costing of their services, and the cost must be VAT inclusive (if a VAT vendor) and should be quoted in South African Rands.
- Only a fixed price will be accepted.

## **7. LATE PROPOSALS**

Proposals received after the closing date and time, (Thursday, 12<sup>th</sup> November 2021 ;13H00)at the address indicated in the bid documents (tgf-procurement2@beyondzero.org.za), will not be accepted for consideration.

## **8. EVALUATION CRITERIA**

Proposals will be evaluated based upon the following criteria:

- a) Knowledge of Comprehensive Sexuality Education
- b) Social Media following of no less than 100 000 on Facebook and no less than 1 million on both Instagram and Twitter

### **8.1 Stage 1: Administrative Compliance**

## 8.2 Stage 2: Functionality

Bidders who obtain 70/100 percent in stage 2 (Functionality) will qualify to proceed to stage 3 (Price and B-BBEE) evaluation wherein the 80/20 preference Points System will be used as follows: 80 points for price and 20 points for B-BBEE status of contribution.

CRITERIA	SUB-CRITERIA	POINTS ALLOCATION
1. Profile of the MC	Radio and television features	20
	Social media reach	
2. Experience	Experience of TV and radio presenting Experiencing in presenting <b>Breaking the Silence</b>	15
	Experience of 5 to 10 years in radio and television presenting	10
4. Locality	Citizen of South Africa	15
	Non-South African Citizen	10
5. Previous Experience of Company	2 or more reference/completion letters of Breaking the Silence	15
	2 or reference/completion letters of projects similar to <b>Breaking the Silence</b>	10
	1 reference/completion letters of similar project or organization of similar size or complexity	05
<b>TOTAL FUNCTIONALITY POINTS</b>		<b>100</b>
<b>Price</b>		<b>20</b>
<b>BEE</b>		<b>10</b>
<b>Maximum Points</b>		<b>100</b>

**NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 3 (Price and B-BBEE).**

## 9. SUBMISSION OF PROPOSALS

Bidders should submit their proposals to [procurement@beyondzero.org.za](mailto:procurement@beyondzero.org.za) on or before the 12<sup>th</sup> November 2021 at **13:00**. No late proposals will be considered.

## 10. AWARD AND CONTRACT

- 10.1 The contract will be concluded between Beyond Zero and the successful service provider.
- 10.2 The contract period is from the date of signing the contract agreement until the conclusion of the scope of work within agreed time frames between Beyond Zero and the successful service provider.
- 10.3 An award letter will be issued followed by a Service Level Agreement, to be signed by Beyond Zero and the successful service provider. This will constitute a binding agreement between the parties.
- 10.4 The contract will be executed in line with Beyond Zero's policies.
- 10.5 The successful service provider will be paid the quoted amount only on full completion of the project.
- 10.6 Beyond Zero reserves the right to terminate the contract at any time should the service provided fail to meet the required standards.
- 10.7 Beyond Zero reserves the right not to award the contract to the cheapest bid.

## 11. TENDER VALIDITY PERIOD

The tender is valid for 12 months.