

REQUEST FOR QUOTATION

PROVISIONING PA SYSTEM AND A LIVE STREAMING EQUIPMENT

RFP Number	RFQZA2022/10
Issue date	Friday, 18 October 2022
RFP Scope	Provisioning of Live Streaming Equipment to perform a hybrid event
Non-compulsory Briefing Session	N/A
Closing date for submission	Friday, 11 November 2022
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand, 1685
Inquiries	ZADNA Finance Email: zadnafinance@zadna.org.za

1. INTRODUCTION

ZADNA invites interested service providers to submit a proposal to provide a Live Streaming Equipment and a DSLR Camera for professional photographs.

2. BACKGROUND

ZADNA is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).

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.ZA Domain Name Authority NPC - Registration no. 2003/021150/08

Directors: Ms. P Legoze – Chairperson, Prof D Mashao, Prof K Moodaliyar, Ms. M Malapane, Mr. N Msibi, Ms. S Mzizi,
Ms. V Motloutsi, Mr. M Wesi (CEO)

Company Secretary: First Corporate Secretaries

3. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are:

- 3.1. Provide a Hybrid solution Equipment
- 3.2. To assemble equipment and demonstrate how the equipment will work to produce the live event in two or more social media platform
- 3.3. Provision of PA System
- 3.4. 1x DSLR camera with multiple lenses

4. DETAILED SCOPE OF WORK

The successful Service Provider will work closely with the ZADNA technical team assemble the equipment and demonstrate how their proposed hybrid solution will work.

More closely, the services to be provided by the service provider include but are not limited to the following:

- 4.1. The streaming solution must have inputs and outputs for video and audio to allow for a hybrid event solution.
- 4.2. Hybrid event production: remote participants must be able to hear and view the on-site participants as though they are in the premises.
- 4.3. Remote participants must be able to communicate with on-site participants using the Zoom Webinar or related platforms.
- 4.4. The equipment must be able to take sound feed from the on-site premises PA sound mixer and feed it to online participants and take sound and video feed from online participants to the on-site venue
- 4.5. **The proponent must propose one of the following solutions:**

ITEM	DESCRIPTION
1.	<p>ATEM Mini Pro</p> <p>Streaming equipment:</p> <ul style="list-style-type: none">• 1X Blackmagic Design ATEM Mini Pro - HDMI Live Stream Switcher (4 Channel)<ul style="list-style-type: none">- HyperDeck Studio HD Mini <p>OR</p> <p>YoloLiv YoloBox Mini Ultra-Portable All-in-One Smart Live Streaming Encoder & Monitor</p> <ul style="list-style-type: none">- Waterproof Case - Jumbo 6600 Outdoor Tool Case With Pocket Tool- Compatible Cable for sound and video feed to the sound desk- connection cable to connect the laptop feed- Necessary power and related connection cables.

- 2X Sony 4K PTZ cameras
 - PTZ camera controller
 - compatible tripod
 - Cables to connect to the Blackmagic Design ATEM and a video splitter
 - 20M FIBER HDMI CABLE 2.1 for connecting PTZ cameras to the ATEM.
- 2X LED lamp
 - Video light kit
 - 2X LED lamp video light kit (with tripod) With 4 barn doors
 - 3200k 5600k LED life >50000H
 - Carry case for lambs

2. PA SYSTEM with two Lapel and hand-held mics

- 2x Rode Lavalier Lapel Microphone or The BOYA BY-WM8 Pro-k1 Lapel Microphone
- 1x Carol UW-500 Wireless Microphone System
- 1x Audio center L65 and Sub Column Line Array System – Pair
- Two mic stands

3. DSLR Camera

- Nikon D3500 DSLR Camera
- Necessary camera filters
- double lens kit:
 - standard Nikon 18-55mm VR lens
 - Nikon 70-300mm lens

5. DELIVERABLES

- 5.1. Provision of a hybrid solution equipment
- 5.2. Demonstrate how the equipment will work
- 5.3. Run a test hybrid event to demonstrate how the proposed solution works
- 5.4. Backpack camera case for safe keeping the equipment
- 5.5. Deliver the equipment to ZADNA premises

5. SKILLS REQUIRED

- 6.1. Minimum of five (5) in hybrid event production.
- 6.2. Able to assemble the equipment

6. TERMS AND CONDITIONS OF THE RFP PROCESS

- 6.1. General Information and Instructions
 - 6.1.1. RFP Incorporated into Bid

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each of their proposals.

A proponent who submits conditions or contingent statements inconsistent with the terms set out in this RFP will be disqualified.

6.2. Language

All proposals are to be in English only.

6.2.1. Proponents to Bear Their own Costs

The bidder shall bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or presentations.

6.2.2. Proposals to be retained by ZADNA

ZADNA will not return proposals, or any accompanying documentation submitted by a proponent.

7. CONFIDENTIAL INFORMATION OF BIDDER

- 8.1. A bidder should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by ZADNA.
- 8.2. The confidentiality of such information will be maintained by ZADNA except as otherwise required by law or by order of a court or tribunal.
- 8.3. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by ZADNA to advise or assist with the RFP process, including the Evaluation of bids.

8. REQUESTED AND COMPULSORY DOCUMENTS

- 8.1. Failure to submit any of these documents will result in disqualification:
 - 8.1.1. CIPC registration documents.
 - 8.1.2. Tax Compliance certificate
 - 8.1.3. BEE Certificate
 - 8.1.4. Detailed Company profile.
 - 8.1.5. Five contactable references in the same scope of work.
 - 8.1.6. Confirmation Statement that the Bidder meets the scope of work
 - 8.1.7. Pricing Schedule (Total Cost to complete the service)

9. CONFLICTS OF INTEREST

The stakeholder management service provider must state any potential conflicts of interest arising from other assignments or a conflicting involvement in other projects.

ALL SUBMISSIONS MUST BE SENT VIA EMAIL TO THE FOLLOWING EMAIL ADDRESSES:

zadnafinance@zadna.org.za

.ZADNA is not propelled to commission these services and reserves the right not to appoint.