

Date: 13 June 2025  
 Enquiries: Nondumiso Ingrid Khumalo  
 Contact No:

Factor	Weight	Evidence to be provided	Technical scoring	Percentage
<b>Number of years in the 3D/4D Animators/Graphics Multimedia Designers as service provider</b>	<b>10%</b>	Provide previous contracts with other companies where 3D/4D Animation, Graphic Design, and Multimedia Design services were provided.	<b>1.1</b> The tenderer with <b>5 years or more</b> industry experience, as evidenced by previous contracts.  <b>1.2</b> The tenderer with <b>3 to 4 years</b> industry experience, as evidenced by previous contracts.  <b>1.3</b> The tenderer with <b>1 to 2 years</b> industry experience, as evidenced by previous contracts.  <b>1.4</b> The tenderer with <b>less than 1 year</b> industry experience, as evidenced by previous contracts.	10%  5%  2%  0%
<b>Developing an Incident Recall Video: Create a script or storyboard that clearly outlines the sequence of key incident recall concepts. Use this script or storyboard as the foundation for developing an incident recall video clip.</b>	<b>10%</b>	Provide a previous storyboard or script, along with the corresponding video clip based on that script or storyboard.	<b>2.1</b> Both the storyboard/script and the corresponding video clip are provided.  <b>2.2</b> Only the storyboard or script is provided.  <b>2.3</b> No storyboard/script or video clip provided.	10%  10%  0 %
<b>Proof of Tools and Resources for Animated Video Production</b>	<b>15%</b>	Provide a detailed list of tools and equipment you currently possess and use for the development of animated video clips.	<b>3.1</b> A list of tools and equipment as outlined in the "Evidence to be Provided" column, as well as <b>any additional</b> tools and equipment is provided.  <b>3.2</b> A list of tools and equipment as outlined in the	15%

		<p>This should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Animation software</li> <li>➤ Graphic Design Software</li> <li>➤ Video Editing Software</li> <li>➤ Sound Editing Software</li> <li>➤ Storyboarding Tools</li> <li>➤ Tablet and Pen</li> <li>➤ Computer Hardware</li> <li>➤ Own transport etc.</li> </ul>	<p>"Evidence to be Provided" column is provided with no additional tools.</p> <p><b>3.3 The tenderer did not provide</b> list of tools and equipment as outlined</p>	<p>10%</p> <p>0%</p>
<b>Competency of personnel</b>	<b>10%</b>	<p>Submit a team structure or list of personnel designated for the development of animated video clips, along with evidence of their competencies (e.g., CVs, portfolios, qualifications. The personnel structure should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Project Manager/ Producer</li> <li>➤ Scriptwriter/ Content</li> </ul>	<p><b>4.1</b> The tenderer submitted a team structure along with CVs, portfolios, and qualifications for all team members.</p> <p><b>4.2</b> The tenderer submitted only the team structure, without CVs/ portfolios/ qualifications to confirm the team's competencies.</p>	<p>10%</p> <p>5%</p>

		<ul style="list-style-type: none"> <li>➤ Developer</li> <li>➤ Storyboard Artist</li> <li>➤ Illustrator/ Graphic Designer</li> <li>➤ Animator</li> <li>➤ Voice-over Artist / Narrator</li> <li>➤ Audio Engineer /Sound Designer</li> <li>➤ Video Editor/ Post-Production Specialist</li> <li>➤ Quality Assurance Reviewer</li> </ul>		
<b>Eskom's Corporate Identity</b>	<b>15%</b>	Provide a sample of your previous work that reflects the Corporate Identity of the company it was produced for.	<p><b>5.1</b> The sample including the previous company's Corporate Identity is available.</p> <p><b>5.2</b> The sample including the previous company's Corporate Identity is <b>NOT</b> available.</p>	<p>15%</p> <p>0%</p>
<b>Reviewing the videos for errors as part of Quality Assurance.</b>	<b>15%</b>	Provide a detailed Quality Assurance Process/Procedure	<p><b>6.1</b> A documented detailed Quality Assurance Process/Procedure is available and at least covers the following sections:</p> <ul style="list-style-type: none"> <li>➤ Define quality standards</li> <li>➤ Initial review</li> <li>➤ Visual review</li> <li>➤ Audio review</li> <li>➤ Brand and CI compliance</li> <li>➤ Content accuracy</li> <li>➤ Subtitles/Captions</li> <li>➤ Regulatory compliance if applicable</li> <li>➤ Feedback and corrections</li> <li>➤ Final approval &amp;</li> </ul>	15%

			<p>➤ Packaging</p> <p><b>6.2</b> A documented Quality Assurance Process/Procedure is available and is not detailed and exclude some of the above-mentioned sections.</p> <p><b>6.3</b> A documented Quality Assurance/Procedure is <b>NOT</b> available.</p>	<p>10%</p> <p>0%</p>
<b>Preparing the Video in the Appropriate Format for Computer-Based Distribution</b>	<b>5%</b>	Provide a sample of previously produced video content formatted for <b>computer-based</b> distribution	<p><b>7.1</b> A sample of previously produced video content formatted for <b>computer-based</b> distribution is available.</p> <p><b>7.2</b> A sample of previously produced video content formatted for computer-based distribution is <b>NOT</b> available.</p>	<p>5%</p> <p>0%</p>
<b>Proof of Registration with Relevant Authorities</b>	<b>5%</b>	Provide the relevant registration documentation with the registration number	<p><b>8.1</b> Proof of registration with the relevant authorities is available.</p> <p><b>8.2</b> Proof of registration with relevant authorities is not available/ valid.</p>	<p>5%</p> <p>0%</p>
<b>Availability of Secured Premises for Task Execution</b>	<b>5%</b>	Provide Lease Agreement or Title Deed and Photographs or Videos of the Facility	<p><b>9.1</b> Lease Agreement or Title Deed and photographs or video of the facility available.</p> <p><b>9.2</b> Only a video or photographs of the facility have been provided.</p> <p><b>9.2</b> The tenderer cannot produce any of the three.</p>	<p>5%</p> <p>2%</p> <p>0%</p>
<b>Delivery timelines</b>	<b>10%</b>	Provide a signed letter or document explicitly committing to specific delivery dates	<p><b>10.1</b> A letter or document explicitly committing to thirty (30) working days.</p> <p><b>10.2</b> A letter or document explicitly committing to sixty (60) working days</p> <p>10.3 No document/letter</p>	<p>10%</p> <p>5%</p> <p>0%</p>

Score	Remarks
0 – 79	Non – Compliance. The Tenderer did not meet the requirements as requested
80	Threshold – failure to meet this threshold will result in disqualification.

**Evaluation Conducted by:**  
**Name and Surname:**  
**Division and Designation:**  
**Date:**

**Evaluation reviewed by:**  
**Name and Surname:**  
**Division and Designation:**  
**Date:**