

SPECIFICATION

Name of Directorate	Information Regulator	
Contact Number	010 023 5200 / 010 023 5261	
Date of Specification	31 August 2026	
RFQ REF	RFQ-30-2026/27	
Preference Points Applicable	80/20 Principle	
Closing date	14 September 2026 @ 17:00 PM	
Venue for delivery of goods / services	Woodmead North office, 54 Maxwell Drive Woomead, Johannesburg, 2191	
Contact E-mail	SCM@info regulator.org.za	
Contact Person	Phindulo Maphangula 083 383 7386	
REQUEST FOR APPROVAL TO PROCURE PROFESSIONAL PHOTOGRAPHY AND VIDEO PRODUCTION SERVICES FOR INSTITUTIONAL PROFILING AND THE INFORMATION REGULATOR'S 10-YEAR ANNIVERSARY		
Specification to be supplied	Quantity	Description
Institutional Photography – Full Day	1	Duration: One full-day professional photography session. Scope: Professional photographic portraits of the Information Regulator's Members, Executives, Senior Managers and Managers . The session must include professional camera and equipment, appropriate lighting, backdrop/setup, subject direction and professional post-production, including editing and colour correction. The photographer must allow sufficient time to photograph all identified persons and undertake reasonable retakes where required. Deliverables: Professionally edited, high-resolution individual portraits, supplied in suitable formats for digital and print use.



2. 10-Year Anniversary Commemorative Video	Production: Development and production of a professionally produced commemorative video celebrating the 10-year existence of the Information Regulator. The video should tell the story of the Regulator's journey since its establishment, highlighting key milestones, achievements, institutional growth, impact and significant developments over the decade. The production may incorporate interviews with current and former Members, Executives, officials and relevant stakeholders, together with archival photographs, historical material and contemporary footage. Duration: Approximately 5–10 minutes. Deliverables: One professionally edited commemorative video incorporating appropriate narration, interviews, graphics, titles, music, archival material and the Information Regulator's corporate identity. The final video must be supplied in a high-resolution master format (Adobe Premier Pro) as well as formats optimised for the website and social media platforms.
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3. Additional Information

Description	Details
Required Documents for Quotation	1. Tax Clearance Certificate
	2. Original certified BBBEE Certificate/Affidavit
	3. Most recent CSD registration report
	4. Certificate of Compliance
	5. Quotations valid for two (2) months
	6. Delivery period
Non-compliance	Bids not in compliance or received after the closing date
Specification signed-off	
Initials and Surname:	MS. H. SHELEMBE
	ACTING EXECUTIVE: EDUCATION AND COMMUNICATION
Signature	DocuSigned by:  554E2FCB1697472...
Date	31-Aug-2026 19:41 SAST

