

Request for Quotation (RFQ) – Executive Spokesperson Voice Training - Extended

1. Purpose of this document

The Gauteng Film Commission (GFC) is seeking professional executive voice training services for our corporate spokespeople. As part of our commitment to enhancing our corporate communication strategies and ensuring our spokespeople are well-prepared to engage with the media, we are interested in securing the services of an experienced and reputable voice training provider.

The GFC is an NPC entity within the Gauteng Provincial Government under the leadership of the Department of Sport, Arts, Culture and Recreation mandated with the development, promotion and coordination of the film and television production industry in Gauteng. In addition, the GFC is responsible for positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

2. Scope of Service

Please provide us with a detailed quotation that includes the following information:

2.1 Number of trainees:

- 3

2.2 Training Type:

- A tailored executive voice training program that focuses on improving the vocal skills, confidence, and overall communication effectiveness of our spokespeople when interacting with the media.
- The training should be designed to accommodate both beginners and individuals with prior experience in media engagement and must cover the following:

- ✓ Breathing
- ✓ Accent Neutralization
- ✓ Persuasive Speaking skills
- ✓ Thinking on your feet
- ✓ Image & Dress
- ✓ Body Language
- ✓ Vocal Usage
- ✓ Speaking under pressure
- ✓ Breathing & Relaxation techniques
- ✓ Clarity & Pronunciation
- ✓ Confidence & Enthusiasm

2.3 Training Duration:

Provide recommended timelines for training of this nature.

2.4 Location:

Please specify whether the training will be conducted on-site at our company headquarters or remotely.

2.5 Certification:

If applicable, please provide details about any certifications or qualifications participants will receive upon completion of the training.

2.6 References:

Please provide a minimum of 3 reference letters from past clients or case studies that demonstrate your success in executive voice training for corporate spokespeople.

2.7 Additional Services:

- Any additional services offered by the company (e.g. voice/speech testing prior to commencement of training)
- Pricing for each additional service (if applicable)

2.8 Terms and Conditions:

- Cancellation policy
- Payment terms
- Any other relevant terms and conditions

3 Submission Requirements:

- A detailed quotation outlining your proposed fees and any other related expenses.
- Reference letters
- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate and CSD Registration number
- Completed **SBD 4,8,9 and 6.1** forms.
- ID Copy (Owner/Director)
- CIPC Document
- Please submit your quotation and all relevant documents by no later than **(29 JULY 2024) at 23:59** via email ibanathim@gautengfilm.org.za
- Specialized inquiries should be directed to Ms Lesego Senne-Sibilanga at lesegos@gautengfilm.org.za

4 Selection Criteria:

The selection of the service provider will be based on the scoring criteria below:

Only written inquiries will be attended to

	Percentage	Comments
BBBEE	10	Maximum
Specific Groups	10	
Woman	2	
Youth	2	
Township Economy	1	
People With Disability	1	
Ownership	4	51% and above PDI full 4 points, the
Total	20	one scoring less than 50% either 1 or 2

BBBEE Contributor Level of Contractor	
BBBEE Contributor Level	Points
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
Non-compliant contributor (9)	0

We look forward to receiving your comprehensive quotation and further discussing this opportunity with you. If you have any questions or require additional information, please do not hesitate to contact us at 011 833 0409 or ibanathim@gautengfilm.org.za