



Request for Quotation (RFQ) – GFC Phone Message on Hold Subscription

1. Purpose of this document

The Gauteng Film Commission (GFC) is seeking quotations for a **1 year subscription** to a telephone recording of a message-on-hold voice over and background tune. The voice over should be professional and engaging, suitable for business communication purposes.

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

2.1 Specifications:

Voice Over Requirements:

Professional tone suitable for business environment and target market

Clear pronunciation and diction

Script development

Sample voice options

Background Audio Requirements:





Seamless looping capability

2.2 Delivery Requirements:

Format: quality digital files, integration with GFC phone system

2.3 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.
- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate and CSD Registration number.
- Completed **SBD 4** and **6.1** forms (attached)

Please submit your quotation and all relevant documents by no later than **(30 SEPTEMBER 2024 at 12:00)** via email quotes@gautengfilm.org.za, cc ibanathim@gautengfilm.org.za.

- Specialised inquiries should be directed to Ms. Nano Mothibi at nanom@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

			BBBEE Contributor Level of Contractor	
	Percentage	Comments	BBBEE Contributor Level	Points
BBBEE	10	Maximum	1	10
Specific Groups	10		2	9
Woman	2		3	8
Youth	2		4	7
Township Economy	1		5	6
People With Disability	1		6	5
Ownership	4	51% and above PDI full 4 points, share certificate	7	4
Tota	20	One scoring less than 50% either 1 or 2 points	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