

**REQUEST FOR QUOTATION (RFQ)**  
**APPOINTMENT OF A SERVICE PROVIDER FOR PHOTOGRAPHY AND VIDEOGRAPHY**  
**SERVICES FOR LSSA, PROFESSIONAL AFFAIRS AND LEAD**

|                                                     |                                                                                                                                                                   |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ Reference</b>                                | PHOTOGRAPHY & VIDEOGRAPHY RFQ 2026                                                                                                                                |
| <b>Quote Description:</b>                           | APPOINTMENT OF A SERVICE PROVIDER FOR PHOTOGRAPHY & VIDEOGRAPHY SERVICES AT THE LAW SOCIETY OF SOUTH AFRICA (LSSA)<br><br>304 Brooks Street<br>Menlo Park<br>0102 |
| <b>Contract Period</b>                              | Four (4) months from the date of appointment                                                                                                                      |
| <b>Closing Date and Time</b>                        | 9 October 13h00 2026                                                                                                                                              |
| <b>Response Documents are Delivered via emails:</b> | EMAILS ADDRESS:<br>Thandeka Monica Mpanyana (monica@lssa.org.za)                                                                                                  |
| <b>Submission / Enquiries</b>                       | Thandeka Monica Mpanyana (monica@lssa.org.za)                                                                                                                     |

## **1. BACKGROUND**

The Law Society of South Africa (LSSA), through its programmes and divisions, seeks to strengthen its institutional visibility, professional authority and stakeholder engagement. As part of its rebranding and digital transformation initiatives, LSSA requires professional photography and videography services for LSSA, its education and development arm (LEAD), and Professional Affairs.

The content will support the planned websites, the LSSA Annual Report, institutional communications, digital platforms, event documentation and archival requirements.

## **2. PURPOSE OF THE RFQ**

LSSA invites suitably qualified and experienced service providers to submit quotations for photography and videography services over a four (4) month period. The appointed supplier will provide planning, photography, filming, editing, post-production and delivery of high-quality visual content in accordance with approved briefs, brand requirements and schedules.

## **3. SCOPE OF WORK AND DELIVERABLES**

### **3.1 Corporate and leadership photography**

- Photograph LSSA, LEAD and Professional Affairs leadership, including individual portraits and group photographs, for the Annual Report and other institutional use.
- Produce corporate and institutional photographs reflecting each entity's mandate, people and working environment.

### **3.2 Website stock photography**

- Plan and produce an original, curated stock photography library for the planned LSSA, LEAD and Professional Affairs websites.
- Provide suitable images for landing pages, banners, programme and service pages, leadership profiles and other agreed website sections.
- Supply a mix of appropriate orientations and formats, with high-resolution originals and web-optimised versions. Any third-party stock imagery and licensing costs must be disclosed and separately priced.

### **3.3 LEAD programme documentation**

- Photograph and film selected Practical Vocational Training (PVT), post-admission training, Practice Management Training and other agreed courses.
- Capture learning environments, workshops, facilitators and participant activities, subject to consent, and produce content suitable for websites, course promotion, presentations and social media.

### **3.4 Key event coverage**

- Provide photography and videography for key LSSA events, including LSSA Media Day and the De Rebus 70th anniversary celebration.
- Capture speakers, leadership, presentations, interviews where required, participants and significant event moments.
- Produce edited event photographs, highlights and short-form video content suitable for institutional and digital use.

### **3.5 Minimum production outputs**

- Event coverage: up to three (3) events per month, with a maximum of two (2) days per event, subject to the agreed schedule.
- Photography: at least 30 professionally edited photographs per event.
- Videography: six (6) distinct edited video outputs per event. Bidders must specify proposed durations, formats and platform adaptations; duplicate exports of the same edit will not count as distinct outputs.
- Additional dedicated website, leadership, LEAD course and anniversary outputs must be identified and priced separately from routine event coverage.

## **4. TECHNICAL AND QUALITY REQUIREMENTS**

- Use professional photography and video equipment, including suitable lighting, stabilisation and audio-recording equipment. Video capability must include 4K recording.
- Deliver edited photographs in high-resolution JPEG and web-optimised formats, and videos in MP4 or another agreed industry-standard format.
- Provide professional editing, colour correction/grading, sound enhancement and approved branding, as applicable.
- Supply agreed original photographs, footage and editable project files. All files must be clearly named, categorised and delivered in an organised digital library.
- Ensure music, fonts, graphics and other third-party assets are appropriately licensed for LSSA's intended use.
- Submit deliverables for review and approval. Correct technical deficiencies attributable to the supplier at no additional cost.

## **5. CONTRACT PERIOD, SCHEDULING AND TURNAROUND**

The contract will run for four (4) months from formal appointment. Bidders must submit a practical production schedule covering planning, corporate and website photography, LEAD documentation, event coverage, editing and final handover. Event dates and assignments will be confirmed by LSSA.

- Edited event photographs: within five (5) working days after the event.
- Event highlight videos: within seven to ten (7–10) working days after the event.
- Leadership and corporate photographs: within five (5) working days after the session.
- LEAD and website content: in accordance with the agreed production schedule.
- Urgent content may be requested within 24–48 hours by prior agreement.

## 6. SUPPLIER EXPERIENCE AND PROPOSAL REQUIREMENTS

Bidders must demonstrate a minimum of three (3) years' relevant professional experience in photography and videography and the capacity to deliver multiple assignments within the contract period.

The proposal must include:

- Company profile and details of the proposed project lead, photographer, videographer and editor.
- At least three (3) relevant photography examples and three (3) videography examples, with project scope and dates.
- Three (3) client reference letters for comparable work.
- A concise approach and methodology covering briefing, production, editing, quality assurance, scheduling and asset handover.
- A four-month production plan demonstrating capacity to meet the deliverables and turnaround times.
- An itemised quotation completed in accordance with Section 8.

Bidders are not required to submit speculative LSSA photographs, videos or creative concepts.

## 7. PROJECT GOVERNANCE, OWNERSHIP AND CONFIDENTIALITY

- The supplier must appoint a project lead, coordinate assignments with designated LSSA representatives, maintain the agreed schedule and report on progress, risks and outstanding items.
- All commissioned content and deliverables paid for under the contract must be handed over to LSSA, subject to the final agreement. The supplier must disclose any third-party rights and licensing restrictions.
- The supplier may not publish or use commissioned material for its own promotion without LSSA's prior written approval.
- The supplier must obtain appropriate permissions and consents, comply with applicable privacy and data-protection requirements, including POPIA, and maintain confidentiality over information and material accessed during the assignment.

## 8. QUOTATION REQUIREMENTS

All prices must be quoted in South African Rand (ZAR), with VAT clearly indicated. Bidders must identify inclusions, exclusions, assumptions, travel costs, licensing fees, additional-day rates, expedited-delivery charges and any other potential costs. No additional costs may be incurred without LSSA's prior written approval.

| No. | Service / deliverable                                                                | Unit / quantity              |
|-----|--------------------------------------------------------------------------------------|------------------------------|
| 1   | Corporate and leadership photography for LSSA, LEAD and Professional Affairs         | Package                      |
| 2   | Website stock photography for the three websites, including editing and optimisation | Package (priced per entity)  |
| 3   | LEAD course and programme photography / videography                                  | Session / video (unit rates) |
| 4   | Event photography and videography, including edited outputs                          | Event (up to 12; unit rate)  |
| 5   | LSSA Media Day coverage                                                              | Event                        |
| 6   | De Rebus 70th anniversary coverage and highlights video                              | Event / video                |

|   |                                                                |               |
|---|----------------------------------------------------------------|---------------|
| 7 | Project coordination, digital asset library and final handover | Package       |
| 8 | Travel, additional services and other costs                    | As applicable |
|   | Subtotal / VAT / Total contract value                          |               |

## 9. MANDATORY COMPLIANCE DOCUMENTATION

- Valid CIPC company registration documentation and current company profile.
- SARS Tax Compliance Status (TCS) PIN or relevant tax compliance documentation.
- Valid B-BBEE certificate or sworn affidavit, and VAT registration details, where applicable.
- Bank confirmation letter and directors' identification documents.
- Required portfolio examples, three (3) client reference letters, methodology, production plan and itemised quotation.

## 10. NON-RESPONSIVENESS / DISQUALIFICATION

A bid may be declared non-responsive, subject to LSSA procurement policies, where it is late, materially incomplete, fails to meet mandatory experience or submission requirements, contains inaccessible mandatory portfolio evidence, materially deviates from the scope or contract period, or includes false or misleading information.

## 11. TECHNICAL EVALUATION

Responsive bids may be evaluated against the following technical criteria, subject to LSSA's procurement policy:

| Criterion                                 | Weight |
|-------------------------------------------|--------|
| Relevant experience and track record      | 15     |
| Quality and relevance of portfolio        | 25     |
| Understanding of requirements             | 10     |
| Approach and production methodology       | 15     |
| Technical capability and equipment        | 10     |
| Proposed team and expertise               | 10     |
| Four-month schedule and delivery capacity | 10     |
| Quality assurance and asset management    | 5      |
| TOTAL                                     | 100    |

A minimum technical threshold of 70/100 may be applied before price and preference evaluation, in accordance with LSSA procurement policy.

## 12. SUBMISSION AND GENERAL CONDITIONS

Bidders must submit their proposals electronically to the address specified by LSSA, using the RFQ reference number as the email subject. The closing date, time and procurement contact details must be confirmed in the issued RFQ.

LSSA reserves the right to accept or reject any quotation, request clarification, or cancel the RFQ in accordance with its procurement policies. Appointment will be subject to a formal agreement. The contract may only be extended by written agreement and in accordance with applicable procurement requirements.