



SADC SECRETARIAT RESPONSES TO REQUESTS FOR CLARIFICATIONS

REFERENCE: SADC/3/5/4/126

MOTION GRAPHICS FOR GENERIC ANIMATION VIDEOS FOR SADC QUALITY AWARDS

DATE OF ISSUE OF RESPONSES: 26 FEBRUARY 2026

Question N ^o	Question	SADC Secretariat Response
Nr.1	When will the SADC Quality awards be held?	<p>All necessary materials, including photographs and pre-recorded visuals, will be provided to the Service Provider. No travel or on-site recording is required, as the production does not involve capturing live event footage.</p> <p>This assignment is not event-specific. For reference, the previous year's video can be accessed here: https://www.youtube.com/watch?v=3hxXHPn Ct1k.</p>
Nr.2	Where will the awards event be held?	<p>This production is not event-based or specific to any live activities. Therefore, no travel is required to capture footage, and no travel-related costs should be included in the proposal.</p>

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		For reference, the previous year's video can be accessed here: https://www.youtube.com/watch?v=3hxXHPnCt1k .
Nr.3	Do you require the quote in BWP or USD or both, as the TOR on page 1, Point 5 (i) it indicates in BWP And on page 5, Annex 2, it indicates in USD	The prices should be in USD currency or any other convertible currency.
Nr.4	If we are quoting from South Africa – do you still require us to include the VAT? Normally when we quote outside South Africa – we usually DO NOT include South African VAT.	The applicability of Value Added Tax (VAT) is dependent on whether the Service Provider is duly registered to collect VAT on behalf of the relevant government authorities. It is the responsibility of the Service Provider to determine and comply with all VAT obligations, including the collection and remittance of VAT if required by law.
Nr.5	In terms of delivery – can we submit the final approved animation productions – via google links / We Transfer / or even our online server for you to download a secure link.	Yes. The Secretariat does not require submission of the final video in a physical format. Delivery can be conducted through online transfer as long as it is high resolution.
Nr.6	We need to clarify how many videos are you requiring? Are you requiring the supplier to produce - three different 1-minute videos (English, French, Portuguese) - or one master English animation video and then translate from English into the French and Portuguese versions?	As per the request for quotation, it is 3 videos. 1 per language with each having voice-overs.

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<p>Nr.7</p>	<p>Based on the video example on page 4 of the TOR, the sample video is 3min 38 sec long. https://www.youtube.com/watch?v=f-87F91Ae4M</p> <p>Are we to understand that the 1 min video you require is to be a highlight intro of what the awards are about and JUST list the 5 categories – in English and translated into French and Portuguese?</p> <p>Or is the video meant to be a highlight intro and then itemize each category and the 3 winners in each category (like the sample video provided) – in English and translated into French and Portuguese? PLEASE NOTE - if it's this option then the video will be at least 3,5 - 5 min long.</p>	<p>The final deliverables should include three (3) videos - one in each required language (English, French, and Portuguese) - in line with the Request for Quotation specifications.</p> <p>The English version will serve as the master video. It will then be adapted into French and Portuguese through professional voice-over and on-screen text translation.</p> <p>Each video should present the awards across all five (5) categories. The script will be based on the previous year's video, with necessary updates and refinements. The Secretariat will provide the official names of this year's award winners for inclusion in the final production.</p> <p>All versions should maintain a consistent visual identity, tone, and production quality suitable for a formal awards presentation.</p> <p>Essential YES each video will be 3.5 - 5 MINUTES long, for each language.</p>
<p>Nr.8</p>	<p>Will you provide a draft script that we can refine and enhance for you, or do you expect us to draft the script from scratch for you?</p> <p>If the script is to be translated – will SADC provide the translations to French and Portuguese, or should the supplier include the cost thereof?</p>	<p>The Service Provider shall develop and submit a draft script for review and approval.</p> <p>Upon approval of the English script, SADC will provide the official translations of the text into French and Portuguese to the Service Provider.</p> <p>The Service Provider will be responsible for arranging and recording professional voice-overs for all language versions to ensure high-quality production standards.</p>

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<p>Nr.9</p>	<p>Do you require a professional voice-over for all 3 languages? If so, male / female / black / white? We will provide voice samples for you to choose from.</p> <p>Or will SADC supply voice recordings?</p>	<p>The Service Provider shall be responsible for arranging and recording professional voice-overs for all three (3) language versions (English, French, and Portuguese).</p> <p>The selection of voice artists (male or female) is not a strict requirement at this stage. The final determination will be made upon review of the submitted voice samples and overall audio quality. However, it is expected that both male and female voice options be made available for consideration.</p> <p>All voice-overs must meet high professional broadcast standards in terms of clarity, tone, pronunciation, and audio production quality.</p>
<p>Nr.10</p>	<p>Should we include music and sound effects? If yes, should it be an original composition or licensed library music? (there is a large variety of good library awards style music available – at a much-reduced cost to clients)</p>	<p>The Service Provider is encouraged to apply a high level of creativity in the conceptualization and production of the video.</p> <p>The musical score may be either originally composed or appropriately licensed; both options are acceptable. The choice of music should align with the tone and prestige of the awards presentation.</p> <p>The Service Provider shall ensure that all music, sound effects, and audio elements used in the production are either fully owned, properly licensed, or sourced from royalty-free/public-use libraries. The Service Provider must secure and bear responsibility for all necessary usage rights to avoid any copyright or intellectual property infringements.</p>

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<p>Nr.11</p>	<p>Would you require any subtitles? For the hearing-impaired viewers</p> <p>If yes, English subtitles – for English version French subtitles for French version And Portuguese subtitles – for Portuguese version</p>	<p>Subtitles for hearing-impaired viewers were not included as a mandatory requirement in the original Request for Quotation. However, the Service Provider is encouraged to include subtitles at no additional cost, where feasible, as a value-added component to enhance accessibility and inclusivity. In general, there was no request for sub titles.</p>
<p>Nr.12</p>	<p>The TOR requires animation videos for SADC Quality Awards in 3D and 2D (mix of both), full colour, High resolution graphics.</p> <p>The sample video has quite a lot of photo images, country flags, and footage.</p> <p>Will SADC provide Any photos (particularly the winners) Participating country flags – or do we need to source those?</p>	<p>The SADC Secretariat will provide official photographs of the award winners, including the relevant national flags.</p> <p>Where necessary, the Service Provider may source high-quality images of national flags from reliable public sources to complement the materials provided.</p> <p>All additional graphic elements required for the production including motion graphics, visual effects, title treatments, transitions, and other design components shall be conceptualized and developed by the Service Provider. The Secretariat will not supply these graphical assets.</p> <p>All graphics must align with the overall visual identity and maintain a professional standard suitable for a formal awards presentation.</p>

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<p>Nr.13</p>	<p>If you require footage – should we supply stock footage or shoot something specific? The number of days shoot will depend on the following. If so, will the videos be interview based? How many people would be interviewed and where (city) would these shoots be conducted? What and how many other departments / services/ products would need to be shot? Please provide a detailed list.</p>	<p>As indicated above and in accordance with the Terms of Reference (ToRs), no filming or on-site shooting is required for this assignment.</p> <p>The production will be based on pre-existing materials and graphical elements. As demonstrated in the reference video provided, the format does not include interviews with the winners. Instead, the video will feature photographs of the award recipients, accompanied by appropriate graphics, text, music and voice-over narration.</p> <p>The Service Provider should therefore focus on post-production, motion graphics, animation and overall creative presentation rather than live video recording. https://www.youtube.com/watch?v=f-87F91Ae4M</p>
<p>Nr.14</p>	<p>Is there an existing theme for the 25-26 SADC Quality Awards? Can you please share that? Or is the supplier to provide an awards theme? On page 2 the TOR states delivery within 14 days from Purchase Order: Do the 14 days include Awards concept development and approvals?</p>	<p>There is no specific theme for the awards. The video should strictly reflect the award categories as outlined in the Terms of Reference (ToRs).</p> <p>The competition details, as published on the Southern African Development Community (SADC) website - https://www.sadc.int/latest-news/official-launch-2026-sadc-media-awards - do not reference any overarching theme, and the production should therefore remain aligned with the official categories only.</p> <p>The delivery timeline for the complete production (inclusive of all three language versions) is fourteen (14) calendar days from the date of receipt of the official order.</p>

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Nr.15	<p>What are the required formats: Resolution (Full HD, 4K?) Aspect ratios (16:9 only, or also 1:1, 9:16?) File formats (MP4, MOV, ProRes, etc.)?</p> <p>Is broadcast compliance required?</p>	<p>High resolution quality, HD, 4K, MP4, MOV, Aspect ratio 16:9). Broadcast compliance is not required. The video will be posted on YouTube channel and social media platforms.</p>
Nr.16	<p>Since, according to the TOR on page 1 - <i>The award will be made to the bidder offering an administrative and technically compliant quotation at the lowest total price.</i></p> <p>Please indicate - what are the technical criteria requirements?</p>	<p>Please refer to the ToR (Terms of Reference) in Annex 1 attached on the bidding document.</p>
Nr.17	<p>Please note that the links below are not accessible, they give an error saying: Page not found The requested page could not be found.</p> <p>Refer to the competition guidelines: https://www.sadc.int/latest-news/call-submissions-entries2025-26-sadc-quality-awards</p>	<p>The provided link is accessible via standard web browsers such as Safari, Firefox, Chrome, or others. Users may need to configure their devices to allow access through different browsers. Alternatively, the link can be copied and pasted directly into a browser's address bar to access the content.</p>
Nr.18	<p>Please provide any other information that you feel maybe useful.</p>	<p>N/A</p>

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<p>Nr.19</p>	<p>Number of videos expected Based on the example provided, we understand that one video is required, to be delivered in three language versions: English, French, and Portuguese. Could you please confirm whether this interpretation is correct?</p>	<p>3 videos, 1 per each language.</p>
<p>Nr.20</p>	<p>Use of stock footage Should we plan to use stock footage where necessary, or will the SADC team provide footage or visual assets for inclusion in the video?</p>	<p>As indicated above and in accordance with the Terms of Reference (ToRs), no filming or on-site shooting is required for this assignment.</p> <p>The production will be based on pre-existing materials and graphical elements.</p> <p>As demonstrated in the reference video provided, the format does not include interviews with the winners. Instead, the video will feature photographs of the award recipients, accompanied by appropriate graphics, text, music and voice-over narration.</p> <p>The Service Provider should therefore focus on post-production, motion graphics, animation and overall creative presentation rather than live video recording.</p>
<p>Nr.21</p>	<p>Voice-over requirements Should the video include voice-over narration? If so, should this be produced in all three languages mentioned above (English, French, and Portuguese)?</p>	<p>The final deliverables should include three (3) videos - one in each required language (English, French, and Portuguese) - in line with the Request for Quotation specifications.</p> <p>The English version will serve as the master video. It will then be adapted into French and Portuguese through professional voice-over and on-screen text translation.</p> <p>Each video should present the awards across all five (5) categories. The script will be based on the previous year's video, with necessary updates and refinements. The Secretariat will</p>

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		<p>provide the official names of this year's award winners for inclusion in the final production.</p> <p>All versions should maintain a consistent visual identity, tone, and production quality suitable for a formal awards presentation. Essential yes the video will be 3.5 - 5 minutes long, for each language.</p>
Nr.22	<p>Use of 3D elements Is the incorporation of 3D animation elements mandatory, or can the production rely solely on 2D motion graphics?</p>	<p>This is a mix of graphics and video, it is a free style,</p>
Nr.23	<p>Delivery format Do you require submission of the final video in a physical format to the address provided, or is digital delivery (e.g., online transfer) sufficient?</p>	<p>Delivery can be conducted in two ways; physical delivery on a drive/ electronic gadget or online transfer (e.g we transfer).</p>

End of Responses

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Signed with Impression - Chain of Custody



Signature Request

Signature Request ID:	0d3ebad8-7e51-4ccc-a011-5f51a5b25728	Timestamp:	2026-02-26 14:54:25 GMT
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Email Evidence

Signee Email:	tchabwera@sadc.int	Email Subject:	Not available in Silent Mode
Email Sent Timestamp:	Not available in Silent Mode	Email Opened Timestamp:	Not available in Silent Mode

Web Evidence

Signee IP Address:	41.74.56.193	Request Timestamp:	2026-02-26 14:51:57 GMT
Signee GPS (if shared):	BW: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/145.0.0.0 Safari/537.36 Edg/145.0.0.0	Terms Accepted Timestamp:	2026-02-26 14:52:06 GMT

Annotations and Modifications

Signature Count:	9	Form Fields Filled Count:	0
Text Annotation Count:	0	Initial All Pages Count:	0
Single Initial Count:	0		

Signing Evidence

Signee Mobile:	+270000000000	Sign Type:	WebSigning
Security Challenge:	NONE	Part of Workflow:	NONE

Chain Of Custody Generation

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