



CEF (PROPRIETARY) LIMITED
158 JAN SMUTS AVENUE
ROSEBANK, 2096
SOUTH AFRICA
TEL: +27 11 280 0300

Reg. No. 1976/001441/07
P O BOX 786141
SANDTON, 2146

FAX: +27 11 880 9803

TERMS OF REFERENCE

PRODUCTION OF CORPORATE VIDEO

Terms of Reference for the appointment of a service provider for production of corporate video for CEF group.

BACKGROUND

The CEF Group is involved in the search for appropriate energy solutions to meet the energy needs of South Africa, the Southern African Development Community (SADC) and the sub-Saharan African region, including oil, gas, electrical power, solar energy, low-smoke fuels, biomass, wind and renewable energy sources. It also manages the operation and development of the oil and gas assets of the South African government.

CEF controls entities with commercial and developmental roles, housed in nine operating subsidiaries.

SCOPE OF WORK

CEF requires the services of a qualified and experienced company to produce its Group corporate video.

The service provider will be expected to perform the following functions:

- (a) Conduct research about the business mission and projects undertaken by CEF.
- (b) Produce a script for the video.
- (c) Source relevant moving and still images for the video. This may entail shooting images at CEF Group facilities in Johannesburg, Port Elizabeth, Mossel Bay and Cape Town. CEF will facilitate access to the facilities and set up interviews with relevant company officials where required.
- (d) Produce a short version (between 5 and 7 minutes) and a longer version (about 15 minutes) of the video.
- (e) Deliver to client 10 DVD copies of each version and liaise with CEF webmaster to upload the short version onto the CEF website.

The script and images must be approved in writing by the CEF Head of Corporate Communication before production commences .

DIRECTORS: B MABUZA (CHAIRPERSON), Z RUSTOMJEE, Y TENZA, NH GUMEDE, P ZIKALALA, * M DAMANE, P MOLEFE, A NKUHLU (ALTERNATE)

GROUP COMPANY SECRETARY: A HAFFEJEE

* EXECUTIVE

TIMEFRAME

The service provider should indicate the length of time required to produce the video.

TENDER INFORMATION TO BE SUBMITTED

Information required from the tenderers must be submitted in a sealed envelope marked "CEF Group Corporate Video Proposal".

Commercial and BEE

- 1) Price quoted (time and cost) for completion of scope of work
- 2) Detail of directors, shareholders/members and management where applicable
- 3) BEE Credentials
 - Details of black ownership of Tenderer
 - Details of in-house BEE initiatives on training and employment equity

Technical information

- 4) Execution plan
- 5) Time frame
- 6) Signed and completed Declaration on Conflict of Interest (Attachment 2)
- 7) Signed and completed Individual Undertaking of Confidentiality (Attachment 4) for individual team members.
- 8) Example of similar tasks previously performed (track record)
- 9) Certificates to be provided
 - Tax Clearance Certificate
 - Certificate of Incorporation (CM1)
 - Certificate to Commence Business (CM46)
 - BEE Certificate

CONTACT PERSON

Detailed information about the CEF Group is available at www.cefgroup.co.za, Further enquiries may be directed to Mr Mandla Tyala at mandlat@cefgroup.co.za

SUBMISSION

Proposals must be placed in the tender box, located at:

**CEF House
Block C, Upper Grayston
152 Ann Crescent
Strathavon
Sandton, Johannesburg**

Closing time is **Friday 30 July 2010 at 12 midday**

The successful company will be informed by email and a formal contract will be drawn up.

DISQUALIFICATION OR WITHDRAWAL OF PROPOSAL

A proposal will be disqualified if:

- Any attempt is made by the tenderer to directly or indirectly canvas any member of CEF’s personnel for support.
- Non-compliance with tender specifications as set out in the Request for Proposal.
- The proposal is incorrectly signed or signed by persons not duly authorized thereto.
- The proposal is received later than the specified time and date,
- Inaccurate and/or insufficient information is provided in the proposal submitted.
- Failure to comply with statutory requirements such as failure to submit tax clearance certificate.
- Failure to declare a known possible conflict of interest.

INDIVIDUAL UNDERTAKING OF CONFIDENTIALITY

Identity Number _____

being employed/contracted as _____

by _____

at _____

do hereby solemnly undertake not to divulge any confidential information relating to the discharging of any obligations contained in the Terms and Conditions of Contract between CEF (Pty) Ltd and _____ (“the Consultant”), with regard to the implementation of the proposal submitted by the Consultant and subsequent Inception Meeting Minutes, if applicable, to anyone except with the prior written consent thereto of CEF.

I declare myself to be conversant with the terms of the General Terms and Conditions of Contract between CEF (Pty) Ltd and the Consultant and I bind myself in my personal capacity to refrain from committing or aiding any act or omission which would directly or indirectly be in conflict with the provisions of such Contract.

I understand and agree that my signature of this Undertaking will bring about an enforceable agreement between myself and CEF (Pty) Ltd and me. I irrevocably consent to the jurisdiction of the High Court of the Republic of South Africa in any action, application or other legal proceeding which may be brought against me as flowing from this Undertaking and I hereby irrevocably choose as domicilium citandi et executandi for all such proceedings that domicilium chosen by the Consultant in the said Contract.

THUS DONE AND SIGNED AT _____

ON THIS _____ DAY OF _____ 200_.

SIGNATURE _____

WITNESS _____

**CEF (PTY) LTD
DECLARATION ON CONFLICT OF INTEREST**

Please mark the applicable block with an "X"

1. Is anyone within your organization a member of the board, or any committee of the board, of CEF (Pty) Ltd and/or its subsidiaries?

YES	NO
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If yes, please supply details:

2. Is anyone within your organization a close family member, i.e. brother, sister, husband, wife, parent or child, of anyone employed at CEF (Pty) Ltd and/or its subsidiaries?

YES	NO
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If yes, please supply details:

3. Are there any past or present clients of your organization whose interests will or could be of in conflict with those of CEF (Pty) Ltd and/or its subsidiaries?

YES	NO
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If yes, please supply details:

4. Are there any other interests of your organization or its employees which could be in conflict with the interests of CEF (Pty) Ltd and/or its subsidiaries?

YES	NO
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If yes, please supply details:

Signed by (Name) on behalf of (Organization) on

..... (Date) at (Place).