



## **South African Rugby Union**

### **Appointment of Referees Communications System Service Provider**

**– Brief –**

**Date of issue:** 5<sup>th</sup> September 2016

**Issuing Company:** South African Rugby Union (SARU)

**Contact Person:** Albe Visser

## **PURPOSE**

The management of Referees communication systems at all broadcasted games as well as supply video and audio recordings of all non-broadcasted rugby game.

## **BACKGROUND AND SCOPE**

It is essential that there is a clear and uninterrupted communication between a referee, assistance referees, TMO's (television match official), timekeeper and the broadcaster.

The referee's department require the footage to review the official's performance and rate them accordingly.

## **BUDGET**

Market related service rates will be considered favourable. Budget specifications will be provided to appointed service providers.

## **PROPOSAL OUTLINE**

Proposals should be straightforward, clear, well organised, easy to understand and concise; and should include the following:

- Covering letter
- Executive Summary
- Company information
- BBBEE status
- Brief company background
- Quick overview of services and capabilities
- Contact information
- Proposed rates and/or fees

## **PROPOSAL EVALUATION**

SA Rugby will evaluate each proposal and samples received on how well it meets or exceeds our brief and requirements. SA Rugby in its sole discretion will determine which proposal is best considering the following evaluation factors:

### **a) COMMUNICATION SYSTEM AT BROADCASTED MATCHES**

1. In depth knowledge of the operation audio system, LECTROSONICS
2. In depth knowledge of wireless audio transmission
3. Organize accreditation with televised venue hosts
4. Plan traveling to all locations

5. Ensure all equipment as provided by SARU as listed below, are serviced and kept in good working order
6. Travel costs
7. Ensure communications between on field referee and TV Referee, and the integration with SuperSport runs effectively

**b) FILMING OF THE NON-BROADCASTED MATCHES**

1. The footage provided must be in High Definition (HD) quality - a minimum of 720p.
2. Players and player numbers must be clearly visible at all times to be used for analysis post-filming.
3. The filming must be starting at least a minute before the kick-off of each half and the recording must stop a minute after each half. There must be no interruption in filming from start to finish.
4. One camera used must be situated between the two ten meter lines, preferable on the half-way line.
5. All verbal communication from the on field referee must be captured as audio on the footage supplied.

**c) AUDIO RECORDINGS OF THE NON-BROADCASTED MATCHES**

1. The footage and audio must be in sync at all times.
2. Any communication from the assistant referee to the on field referee while the game is in play will not be captured.
3. Face to face communication between the assistant referee and on field referee while the game has been stopped, to discuss matters such as foul play or tries being awarded, must be captured by the on field referee's lapel microphone. This will be subject to external matters such as the distance that the assistant referee is standing away from the on field referee in the communication process.

d) **DELIVERY OF PRODUCT NON-BROADCASTED MATHCES**

1. The footage must be uploaded onto a server supplied by SARU within 12 (twelve) hours after the full-time whistle, preferably before 8:00am the following morning.
2. The footage must be in .mp4 format.

e) The completeness and quality of the proposal and how well it meets SA Rugby's requirements.

f) The BBBEE status of the proposer/service provider.

g) And any other matters that SA Rugby's panel consider relevant.

We will create a shortlist of proposers'/service providers with whom we will enter into discussion around the submitted proposal and samples.

SA Rugby may cancel this brief, or may reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

**COMMUNICATIONS REGARDING THIS RFP**

It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16:00 no later than five (5) working days prior to the proposal due date. All inquiries should be submitted by email to: [albev@sarugby.co.za](mailto:albev@sarugby.co.za)

**FURTHER INFORMATION**

The requirements specified in this brief reflect those presently known. SA Rugby accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. SA Rugby reserves the right to vary, in detail, the final requirements.

Proposals will be valid for at least three months, and may not be withdrawn or changed without SA Rugby's prior consent in writing. SA Rugby may treat your proposal as your best proposal without and despite any further enquiry.

Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by SA Rugby.

No contact is to be made with any of the SA Rugby's management or personnel in connection with this brief without the express authorisation of the interim GM rugby of SA Rugby. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. SA Rugby reserves the right

to distribute any questions with SA Rugby's reply to all proposers without indicating the source of the inquiry, if it deems appropriate. SA Rugby does not guarantee all questions and responses.

You must not directly or indirectly provide any form of inducement or reward to any employee of SA Rugby in relation to this process.

This proposal and any subsequent arrangement are independent of any other contracts or other arrangements with SA Rugby.

## **TIMELINES**

The following steps will be used to complete this process:

a) Brief issued to potential respondents	September, 2nd 2016
<b>b) Submission deadline</b>	<b>September, 16<sup>th</sup> 2016</b>
c) Shortlist identified	September, 20 <sup>th</sup> 2016
d) Presentations/discussions with shortlist	October, 11 <sup>th</sup> 2016
e) Decision communicated to respondents	October, 17 <sup>th</sup> 2016
f) Contract commences	1 <sup>st</sup> January 2017
g) Termination	31 December 2019

This schedule is subject to change and active proposers will be notified of changes.

## **PROPOSAL PACKAGING AND SUBMISSION**

In order to be considered for selection, interested companies must submit a complete response to this brief. Every proposal must include the name of the person to whom SA Rugby may address any questions relating to the proposal. Proposals must be submitted by 12:00 on 16 September 2016 to:

By email to [procurement@sarugby.co.za](mailto:procurement@sarugby.co.za)

*Late and incomplete proposals will not be accepted*