


TRANSNET PORT TERMINALS – HEAD OFFICE											
ANNEXURE B											
FOR THE DEVELOPMENT OF VIRTUAL TOURS FOR TRANSNET SOC LTD [REG. NO.1990/000900/30] OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") FOR DURBAN CONTAINER TERMINAL (DCT) PIER 1, SALDANHA IRON ORE, PORT ELIZABETH TERMINALS FOR A PERIOD OF TWO (2) MONTHS									Bidder 1	Bidder 2	Bidder 3
Evaluation for Resources			Returnable document number		Max Score	Score	Score	Score	Score	Score	
<b>Weighted evaluation criteria</b>											
<b>Capability:</b>	<b>Capacity and capability:</b> The bidder to submit a commitment letter on the company's letterhead, signed by a company executive, confirming the availability of skilled and certified resources with the necessary technical expertise. The letter to include a list of proposed project resources and their relevant project experience. The roles below are considered essential for delivery:  Required Roles: <ul style="list-style-type: none"> <li>• <b>X1 Project Lead/Producer</b> – 10+ years managing complex digital or multimedia projects in corporate, logistics, industrial, or terminal environments, involving coordination across multiple stakeholders. Demonstrated ability to manage timelines, risk, approvals, and cross-functional teams.</li> <li>• <b>X1 360° Videographer</b> – 5+ years of experience capturing immersive video content in corporate, logistics, industrial, or terminal settings, with a portfolio that includes 360° or panoramic footage from similar environments.</li> <li>• <b>X1 Drone Operator</b> – Valid drone operator license with at least 3 years' experience capturing aerial footage in high-risk environments (industrial, ports, etc.). to demonstrate compliance with airspace and safety regulations.</li> <li>• <b>X1 Scriptwriter</b> – 5+ years in corporate or educational content development; capable of crafting clear, multilingual voiceover scripts for walkthrough-style digital tools.</li> <li>• <b>X1 UI/UX Designer</b> – to have 5+ years' experience creating user flows, wireframes, and interfaces for interactive tools (e.g., virtual tours, training platforms). Portfolio required.</li> <li>• <b>X1 Video Editor</b> – 5+ years editing interactive video, stitching 360° footage, and adding overlays such as pop-ups and clickable icons. Experience with Adobe Suite or similar software.</li> <li>• <b>X1 Web Integrator/Developer</b> – 5+ years embedding digital assets into responsive web environments; to show past experience with analytics integration, cybersecurity compliance, and CMS customisation. As part of the award process, the service provider may be required to submit CVs and relevant qualifications within 48 hours of request.</li> </ul>		1	<b>Scoring:</b> <b>X1 Project Lead / Producer (3 points):</b> 3 points = 10+ years in digital/multimedia project management across cross-functional teams 2 points = 5-9 years of experience 0 points = irrelevant background <b>X1 360° Videographer (2 points):</b> 2 points = Portfolio with at least two 360° or panoramic video samples + 5+ years' experience 1 point = Portfolio present but lacks relevance 0 points = No relevant sample or experience <b>X1 Drone Operator (2 points):</b> 2 points = Valid drone licence + 3+ years filming in industrial settings + safety compliance stated 1 point = Licensed but limited experience 0 points = No licence or experience <b>X1 Scriptwriter (2 points):</b> 2 points = 5+ years in corporate/educational scriptwriting + sample scripts provided 1 point = General writing background, not aligned 0 points = No scriptwriting experience <b>X1 UI/UX Designer (2 points):</b> 2 points = 5+ years in UI/UX + relevant portfolio 1 point = Minimal supporting work 0 points = No relevant design work <b>X1 Video Editor (2 points):</b> 2 points = 5+ years editing interactive/360° video + overlays + Adobe Suite 1 point = General editing, lacks complexity 0 points = No editing experience <b>X1 Web Integrator / Developer (2 points):</b> 2 points = 5+ years embedding virtual content + CMS integration + compliance 1 point = General web experience			15				
	<b>Creativity and Technical Execution</b> The bidder to submit a portfolio demonstrating experience in delivering virtual tours. The portfolio must be shared via a link or accessible folder and must not be encrypted or password-protected. The content must be from the past 5 years and clearly aligned to virtual or interactive walkthroughs.  Scoring is based on how many of the following four qualities are reflected: <ul style="list-style-type: none"> <li>• <b>UX Design Quality</b> – How intuitive, interactive, and visually coherent is the user experience?</li> <li>• <b>Use of Interactive Elements</b> – Use of clickable hotspots, voiceovers, icons, maps, and menus.</li> <li>• <b>Linguistic Content</b> – Ability to guide a visitor through one of South African languages (preferably English) in media assets.</li> <li>• <b>Relevance to Logistics or Industrial Settings</b> – Projects set in real operational environments (e.g., terminals, warehouses, plants).</li> </ul>		2	<b>Scoring:</b> <b>UX Design Quality (10 points):</b> 10 points = Layout is clean, interactive, easy to navigate, and optimized for user experience across devices. 6 points = User interface present but generic or templated with limited interactivity. 0 points = No user experience considerations evident or no relevant portfolio. <b>Use of Interactive Elements (8 points):</b> 8 points = Portfolio clearly shows use of hotspots, clickable icons, voiceovers, maps, or other user-driven features. 4 points = Minimal use of interactivity (e.g., static tours or linear video with 1-2 features). 0 points = No interactive elements shown. <b>Linguistic Content (7 points):</b> 7 points = Content includes one South African official language (English), with audio or on-screen translations. 4 points = Language variation present but limited (e.g., subtitles only). 0 points = English only or no multilingual component provided. <b>Relevance to Logistics/Industrial Environments (10 points):</b> 10 points = Portfolio includes at least one project in a port, terminal, factory, or similar industrial setting. 5 points = Projects are corporate but not industrial (e.g., office-based tours). 0 points = Work shown is from unrelated sectors (e.g., real estate, events, or retail).			35				
<b>Company experience:</b>	<b>Relevant Experience &amp; Track Record</b> The bidder to submit: <ul style="list-style-type: none"> <li>• Three signed traceable reference letters in line with virtual tour from clients in corporate or logistics, manufacturing, or industrial sectors (not older than 5 years). Letters to be on client letterhead and include contact details, scope of work, and project value</li> <li>• Proof of project value – Combined value of submitted projects to total to R2.5 million or more.</li> </ul> Bidder to submit traceable reference letter complete with evidence (Letter of award, purchase orders, or signed agreements).		3	<b>Scoring:</b> <b>Number of valid reference letters (8 points):</b> 8 points = Three valid letters and relevant evidence from logistics, manufacturing, or industrial clients, dated within 5 years. 5 points = Two valid letters and relevant evidence from relevant sectors. 3 points = One valid letter from a relevant sector. 0 points = No valid letters or letters from unrelated sectors (e.g., real estate, entertainment). <b>Proof of combined project value (7 points):</b> 7 points = Valid documentation confirms project value ≥ R2.5 million across referenced work. 5 points = Documentation partially supports project value but is not fully clear. 3 points = Project value is stated but no documentary evidence is provided. 0 points = No value provided or unsubstantiated by evidence.			15				
	<b>Web Integration &amp; Compliance</b> The bidder to provide clear evidence (e.g., screenshots, links, or platform access) of successful delivery of web-integrated virtual tours with the following features:  <ul style="list-style-type: none"> <li>• Web Embedding &amp; Device Compatibility – Embedded in a public-facing site and fully responsive across devices</li> <li>• Analytics Integration – Functional tracking tools (e.g., Google Analytics) for user engagement</li> <li>• POPIA &amp; Cybersecurity Compliance – Shows compliance with privacy, secure hosting, and protection protocols</li> </ul>		4	<b>Scoring:</b> <b>Web Embedding &amp; Device Compatibility (13 points):</b> 13 points = Content embedded on a public-facing website and proven to display optimally on both desktop and mobile devices. Supported by URLs and/or screenshots. 6 points = General description of web deployment or device compatibility, but no evidence provided. 0 points = No reference to embedding or compatibility, or content not publicly accessible. <b>Analytics Integration (12 points):</b> 12 points = Demonstrates active use of analytics (e.g., Google Analytics, internal dashboard) to track user engagement such as views, clicks, or dwell time. Supported by dashboard screenshots or linked tracking examples. 6 points = Mentions analytics tools or tracking but provides no supporting evidence. 0 points = No mention of analytics integration or irrelevant content. <b>POPIA &amp; Cybersecurity Compliance (10 points):</b> 10 points = Provides clear explanation of how content was hosted securely, access managed, and data protected. Supported by evidence of compliance, client requirements, or hosting standards. 4 points = General reference to privacy or security, but not linked to actual execution or evidence. 0 points = No mention of compliance or irrelevant content.			35				
<b>Total Score (100) - Qualifying Score (60)</b>						<b>100</b>					
<b>Compiled by:</b>			<b>Approved by:</b>								
Name:			Name:								
Designation:			Designations:								
Signature:			Signature:								
Date:			Date:								