



**SOUTH AFRICAN TOURISM**

**Tender no:**

**SAT 184/21**

**Digital Asset Management systems and services**

**Notes for Bid Clarification**

***“Please include a signed copy of the Addendum with the Bid submission”***

## Introduction

This Addendum with clarification notes serves to inform potential Tenderers of changes, amendments and/or clarifications made to the Bid documentation. The following queries and/or changes have been received from those that have collected documentation.

### GENERAL

Item	Description																																																												
<p><b>1.</b></p> <p><b>Question</b></p> <p>Do you have any quantities of items in scope?</p> <p><b>Response</b></p> <p>Please see the below breakdown of existing content. There is an additional 20TB of content that has not yet been uploaded.</p>	<p><b>DIGITAL STORAGE</b></p> <table border="1" data-bbox="411 981 1465 1294"> <thead> <tr> <th data-bbox="411 981 981 1093">HI-RES ASSETS ONLINE AND OFFLINE</th> <th data-bbox="981 981 1085 1093">Total No Of Assets</th> <th data-bbox="1085 981 1209 1093">Images</th> <th data-bbox="1209 981 1334 1093">Footage Clips</th> <th data-bbox="1334 981 1465 1093">Marketing</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1093 981 1126"><b>Total Assets</b></td> <td data-bbox="981 1093 1085 1126"><b>16549</b></td> <td data-bbox="1085 1093 1209 1126">3280</td> <td data-bbox="1209 1093 1334 1126">10374</td> <td data-bbox="1334 1093 1465 1126">2895</td> </tr> <tr> <td colspan="5" data-bbox="411 1126 1465 1160"><b>Breakdown per Online Library</b></td> </tr> <tr> <td data-bbox="411 1160 981 1193">SAT MAM</td> <td data-bbox="981 1160 1085 1193"><b>16549</b></td> <td data-bbox="1085 1160 1209 1193">3280</td> <td data-bbox="1209 1160 1334 1193">10374</td> <td data-bbox="1334 1160 1465 1193">2895</td> </tr> <tr> <td data-bbox="411 1193 981 1261">SAT Digital Asset Library</td> <td data-bbox="981 1193 1085 1261"><b>1102</b></td> <td data-bbox="1085 1193 1209 1261">700</td> <td data-bbox="1209 1193 1334 1261"></td> <td data-bbox="1334 1193 1465 1261">402</td> </tr> <tr> <td data-bbox="411 1261 981 1294">SAT Image Library</td> <td data-bbox="981 1261 1085 1294"><b>1830</b></td> <td data-bbox="1085 1261 1209 1294">1830</td> <td data-bbox="1209 1261 1334 1294"></td> <td data-bbox="1334 1261 1465 1294"></td> </tr> </tbody> </table> <table border="1" data-bbox="411 1328 1465 1709"> <thead> <tr> <th data-bbox="411 1328 981 1485">SIZE OF PROCESSED LIBRARY ASSETS BOTH ON-LINE AND OFF-LINE</th> <th data-bbox="981 1328 1085 1485">Total size of assets</th> <th data-bbox="1085 1328 1209 1485">Size of assets hosted online</th> <th data-bbox="1209 1328 1334 1485">Offline [Hi Res on GS Servers]</th> <th data-bbox="1334 1328 1465 1485">Back-Up Offline Assets</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1485 981 1518"><b>Total Assets</b></td> <td data-bbox="981 1485 1085 1518"><b>32,82TB</b></td> <td data-bbox="1085 1485 1209 1518"><b>394,2GB</b></td> <td data-bbox="1209 1485 1334 1518"><b>16,21TB</b></td> <td data-bbox="1334 1485 1465 1518"><b>16,21TB</b></td> </tr> <tr> <td colspan="5" data-bbox="411 1518 1465 1552"><b>Breakdown per Online Library</b></td> </tr> <tr> <td data-bbox="411 1552 981 1585">SAT MAM</td> <td data-bbox="981 1552 1085 1585"></td> <td data-bbox="1085 1552 1209 1585">186GB</td> <td data-bbox="1209 1552 1334 1585">16,21TB</td> <td data-bbox="1334 1552 1465 1585"></td> </tr> <tr> <td data-bbox="411 1585 981 1653">SAT Digital Asset Library</td> <td data-bbox="981 1585 1085 1653"></td> <td data-bbox="1085 1585 1209 1653">207GB</td> <td data-bbox="1209 1585 1334 1653">Online</td> <td data-bbox="1334 1585 1465 1653"></td> </tr> <tr> <td data-bbox="411 1653 981 1709">SAT Image Library</td> <td data-bbox="981 1653 1085 1709"></td> <td data-bbox="1085 1653 1209 1709">1,2GB</td> <td data-bbox="1209 1653 1334 1709">Incl. in MAM</td> <td data-bbox="1334 1653 1465 1709"></td> </tr> </tbody> </table>	HI-RES ASSETS ONLINE AND OFFLINE	Total No Of Assets	Images	Footage Clips	Marketing	<b>Total Assets</b>	<b>16549</b>	3280	10374	2895	<b>Breakdown per Online Library</b>					SAT MAM	<b>16549</b>	3280	10374	2895	SAT Digital Asset Library	<b>1102</b>	700		402	SAT Image Library	<b>1830</b>	1830			SIZE OF PROCESSED LIBRARY ASSETS BOTH ON-LINE AND OFF-LINE	Total size of assets	Size of assets hosted online	Offline [Hi Res on GS Servers]	Back-Up Offline Assets	<b>Total Assets</b>	<b>32,82TB</b>	<b>394,2GB</b>	<b>16,21TB</b>	<b>16,21TB</b>	<b>Breakdown per Online Library</b>					SAT MAM		186GB	16,21TB		SAT Digital Asset Library		207GB	Online		SAT Image Library		1,2GB	Incl. in MAM	
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2	<p><b>Question</b></p> <p>When you say production, does it refer to only video content? Or, are you also looking at textual content (blog posts, newsletters, social media posts, etc.), image content (infographics, photography) and audio content (podcasts)?</p> <p><b>Response</b></p> <p>The system will be required to support all content types</p>												
3	<p><b>Question</b></p> <p>Could you please throw light on the review process in place for Content?</p> <p><b>Response</b></p> <p>Only approved content will be supplied to the service provider in order to tag and load appropriately</p>												
4	<p><b>Question</b></p> <p>Do you want us to help with video production onsite?</p> <p><b>Response</b></p> <p>This is not a requirement laid out in the scope of work</p> <p><b>Question</b></p> <p>Do you want us to handle social media management for Facebook, Twitter, Instagram, YouTube, LinkedIn, etc.?</p> <p><b>Response</b></p> <p>This is not a requirement laid out in the scope of work</p>												
5	<p><b>Question</b></p> <p>Do you want a full-fledged content strategy service for your official website? Our strategy services include audit, migration, production and analytics.</p> <p><b>Response</b></p> <p>This is not a requirement laid out in the scope of work</p>												

