

**INVITATION FOR A
QUOTATION REFERENCE NUMBER :
RFQ/HAE LAPENG/ART/2023**

PACOFS requires a detailed quotation to appoint an Events and Artistic Management Company (Promoter) for the ***Hae-Lapeng Concert***, at Sand Du Plessis between 10 – 26 March, 2023.

Background

The concept of ***Hae-Lapeng Concert*** is to present how the artistic narrative is changing at PACOFS and how through new management the institution seeks to bring a nostalgic sense of home to its audiences.

The concert will be from various works that would have been staged within the current financial year, while as the AD will be announcing new major possible ventures for the upcoming financial year.

The aim is to develop an annual concert which will end year as an in-house production, PACOFS will showcase different artistic teasers for a number of stakeholders/ sponsors/ funders/ staff members and the creative industry as a whole.

Objective

- To change PACOFS artistic narrative
- To artistically reposition & rebrand PACOFS
- To attract new stakeholders, collaborators, and partners; while also engaging potential funders/sponsors
- To enhance the artistic development of Free State artists (5 districts)
- To create competitive programmes and productions that are in-house and part of our flagship
- To be the iconic of performing arts in South Africa

Specification

- A service provider, Events and Artist Company (Promoter), who will be responsible for planning, booking, outsourcing, promoting and ensuring the smooth running of the scheduled event – concert with below expertise.

- Proven experience and track record as an Event and Artists Manager over 5 years with vast understanding of Performing Arts/ Theatre sector.
 - Accessibility to various artists data-base and being able to out-source, negotiate with artist.
 - Skilled in project management/ events Coordination and management within the artistic and creative industries.
 - Full knowledge and understanding of marketing and PR withing the artistic and creative industries:
 - Have a strong and active social media following and curation.
 - Be able to promote the concert by running a full marketing and PR campaign.
 - Understanding of target market for the event and concert.
 - Provide graphic designing and video-production.
 - Understanding of production management; planning and execution of events and concerts from start to finish, according to requirements, target audience and objectives.
 - Contribute positively in the enhancement of the **Hae-Lapeng Concert** through a full experienced production team.
- The Events and Artist Company (Promoter), must provide detailed activity pricing based on appoint of different performing artists as per the specification below:

Item	Specification	Quantity
ARTIST MANAGEMENT COMPANY A COMPANY THAT MANAGES ARTISTS WITHIN THE GIVEN SPECS BELOW:		
African Lead Female Musician with Band	Between 130k - 340k Followers (Instagram/ Twitter/ FB) on all social media platforms. Internationally renowned South African well known Afro-pop singer, an all-round revolutionary musician, that is conscious and a true reflection of home. Multi-award winning artist with more than one album released and who is a crowd puller.	1
White Lead Female Musician	Between 30k – 50k Followers (Instagram/ Twitter/ FB) on all social media platforms. Multi-award winning South African Musician. An Artist that cuts across various demographics.	1
Male Acapella Group	Between 5k - 8k Followers (Instagram/ Twitter/ FB) on all social media platforms.	1

	Well renowned, multi award winning South African Male Acapella group	
MC/ Presenter	Between 50k – 200k Followers (Instagram/ Twitter/ FB) on all social media platforms. English and Sotho speaking MC (Free state born to be a preference)	1
Live Band Ensemble	Between 9k - 10k Followers (Instagram/ Twitter/ FB) on all social media platforms. Leading Africa female musician and musical director with over 10 – 20years in the music industry as a musician and musical director.	1
Versatile Choreographer	Choreographer/ Dancer with a versatile dance style, ranging from Latin, cocktail and modern contemporary with over 10 years' experience in the dance scenery. Dance styles ranging from: afro-jazz, cocktail, sepantsula, gumboots, street and modern contemporary dances.	1
Versatile Dancers	Versatile dancers with a wide knowledge of dance styles, and the understanding of choreography and performance.	4
Poets	Poets, with the understanding of spoken word and poetry performance industry. Poet with over 5 years' experience a cross between English, Sesotho, Xhosa, and Setswana.	3
DJ	Local DJ's X1 who can a play a set based the audience	1
In-house Plays	Abstracts of In-house production within the current financial year that did fairly well in audience development and sales (Sesotho, Afrikaans & English).	3
CATERING COMPANY		
Catering Company	SERVICE PROVIDER - Finger Food (for vegan, pescatarians and meat eaters) – for 500 VIP guests.	1
Hospitality Rider	Provide hospitality rider for artists as per their needs and specification.	
TECHNICAL SOLUTION COMPANY		
Technical Support	SERVICE PROVIDER – TECHNICAL TO PROVIDE SPECS	

Technical Support	Audio requirements (microphones X4, lapel mikes X5 , CDJ , PA System with speakers	
	CD player with Bluetooth and USB access for puppet show with quest speakers	
	DJ booth with connectivity for laptop and HDMI cables	
AUDIO VISUAL COMPANY		
Videographer	SERVICE PROVIDER – Experienced Videographer with a solid portfolio and over 10 year experience in theatre videography. Provide pre-recording, actual-recording and editing of Hae-Lapeng Concert.	1
Photographer	SERVICE PROVIDER - Experienced Photographer with a solid portfolio and over 10 year experience in theatre Photography.	1
Accommodation/ Hospitality		
Bed and Breakfast	Management of logistics including travel, and accommodation for performing artists: 3 star accommodation for artists and their bands and crew for 7 nights in and around Bloemfontein. Reservation/ air and ground transport.	-

Compulsory presentations

Service providers will be required to make presentations on Friday 17th February 2023. **Proposals will only be accepted from service providers that have attended the presentation meeting.**

For arrangements regarding the presentation such the time, please contact Ms Tselane Monareng on tselane@pacofs.co.za and Ms Napo Masheane on ad@pacofs.co.za

Fees

The service provider is required to provide a fixed fee to complete the project. No fees beyond the quotation will be made by the entity.

Mandatory Requirements

- Detailed Company profile.
- Reference letter of similar project completed.
- CVs and qualifications of the team to be involved in the project.

Failure to comply with the stated requirements may render the quotation invalid and possible disqualification.

1. Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a valid tax clearance and B-BBEE certificate.
2. Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.
3. Evaluation criteria 80/20 will be applicable with regards to Preferential Procurement Regulations 2022.
4. The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation.
5. The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the National Treasury General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

COMPULSORY PRESENTATIONS:

FRIDAY, 17 FEBRUARY 2023

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

WEDNESDAY, 22 FEBRUARY 2023 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!

VERY IMPORTANT
NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.