



REQUEST FOR QUOTATION (RFQ)

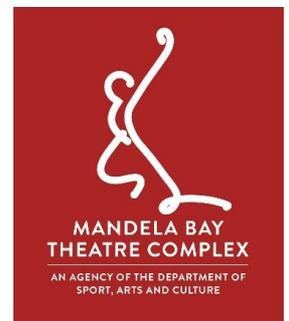
OPENING DATE	12/03/2026
CLOSING DATE AND TIME	30/03/2026 @11h00
QUOTATION NUMBER	MBTC-SCM/48/2026
TELEPHONE	069 831 8200
E-MAIL	scm@mandelabaytheatre.co.za lutho@mandelabaytheatre.co.za
ENQUIRIES	Lutho Daweti Thembela Liwani
SUPPLIER DETAILS	
NAME OF SUPPLIER	
CONTACT PERSON	
TELEPHONE	
EMAIL ADDRESS	
ADDRESS	
THE UNDERNEATH SPECIAL CONDITIONS ARE TO BE ADHERED TO, FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.	
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> a) It is COMPULSORY for the suppliers to complete the MBTC RFQ forms and to attach valid quotations of the company with a letterhead. b) The price must be V.A.T. inclusive. c) Price must include delivery. d) Supplier to adhere to the closing date and time of the quotation request. e) Quotation must be valid for a period of 90 days. f) Supplier must break down the prices when quoting. g) Complete the attached SBD 4, SBD 6.1 h) Evaluation criteria: 80/20 i) No prepayment/upfront payment will be paid by Mandela Bay Theatre Complex. j) CSD registration is COMPULSORY <p>Quotations can be e-mailed back to: scm@mandelabaytheatre.co.za</p>



REQUEST FOR QUOTATION (RFQ)

	l) For hand delivery: 68 Cape Road, Gqeberha Att. Ms. Lutho Daweti			
	Please provide the CSD Supplier number: <u>MAAA</u>			
SPECIFICATION :				
No.		Quantity	Unit Price	Total Price
	REFER TO ATTACHED TERMS OF REFERENCE Place of delivery: Mandela Bay Theatre Complex 68 Cape Road, Mill Park Gqeberha and Corner John Kani and Winston Ntshona Street, Central			
<u>Total</u>				
<u>VAT (only if VAT registered)</u>				
<u>Total Price incl/excl Vat</u>				

QUOTATION REQUEST



REQUEST FOR QUOTATION (RFQ)

1. Is the Price Firm.....Yes/No
2. Is the Delivery Firm.....Yes/No
3. Is the offer strictly to specification if No state deviation?

Signature.....

Company Stamp and Date



TERMS OF REFERENCE

FIXED ASSET REGISTER (FAR) TO BE GRAP

COMPLIANT

1. BACKGROUND

The Mandela Bay Theatre Complex (MBTC) is mandated to serve the performing arts sector of the Eastern Cape. This mandate positions MBTC as a key enabler in advancing the production of historical plays, socio-political storytelling, innovative dance inspired by traditional Xhosa and Khoi heritage, and the preservation and reinterpretation of the province's musical legacy.

The MBTC is looking for a suitable and qualified service provider to update the Fixed Asset Register (FAR) to be GRAP compliant. This will entail:

- a) Updating the existing FAR with the current year's additions
- b) 100% movable assets verification using the Durcharme system
- c) Assessing useful lives of existing assets
- d) Determining the year-end value and amount to be disclosed in the Annual Financial Statements (AFS)
- e) Assist in handling any audit queries relating to Property, Plant and Equipment.
- f) Valuation expert- Notional Annual Rental

The service provider will be required to provide vat inclusive prices, and the cost must include travelling and accommodation.

2. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to appoint a suitable qualified and experienced service provider to update the Fixed Asset Register (FAR) to be GRAP compliant.

3. SCOPE OF WORK

The service provider is required to:

- a) Updating the existing FAR with the current year's additions
- b) 100% movable assets verification using the Durcharme system
- c) Assessing useful lives of existing assets
- d) Determining the year-end value and amount to be disclosed in the Annual Financial Statements (AFS)
- e) Assist in handling any audit queries relating to Property, Plant and Equipment.
- f) Valuation expert- Notional Annual Rental

NB: The successful bidder will be required to comply with the POPI Act.

4. FINANCIAL IMPLICATIONS

- 4.1 All bidders must provide a cost breakdown for all services.
- 4.2 No service will be provided to MBTC before an official order has been issued to the supplier or service provider.
- 4.3 MBTC will only process payment after the services has been satisfactorily rendered.
- 4.4 Payments will be made within 30 days of receipt of an invoice with all required supporting documents as per the Service Level Agreement.
- 4.5 Payments will be made by MBTC after the service provider has submitted an invoice supported by all requisite documents

5. ELIGIBILITY CRITERIA

5.1 Technical Requirements (Stage 2)

The functional / technical criterion utilized to test the capability of service providers is as follows:

<u>TECHNICAL/FUNCTIONAL EVALUATION CRITERION</u>		<u>WEIGHT</u>	<u>SCORE</u>
1.1 Strategic Approach Methodology in execution of the Project (20%)	Detailed methodology and action plan Criteria I. Methodology clear and addressing terms of reference 10%. II. Methodology not addressing terms of reference 0%.	10%	
	Detailed Approach & Action plan Criteria I. Approach detailed, workable, addressing terms of reference with clear action plans 10%. II. Approach not detailed 0%.	10%	
1.2 Staff Allocation (25%)	Resourcing Profile of available team (s) - Experience <ul style="list-style-type: none"> Curriculum Vitae of the staff who will be available as and when required (until the end of the audit). The team must have PFMA Experience and be able to perform the following: Updating the existing FAR with the current year's additions 100% movable assets verification using the Durcharme system Assessing useful lives of existing assets Determining the year-end value and amount to be disclosed in the Annual Financial Statements (AFS) Assist in handling any audit queries relating to Property, Plant and Equipment. Valuation expert- Notional Annual Rental Criteria <ul style="list-style-type: none"> Detailed CVs of the team responsible with 	25%	

	<p>aggregate 3-5 years relevant experience for the activities mentioned above 25%.</p> <ul style="list-style-type: none"> • Detailed CVs of the responsible team with aggregate 1 - 2 years' relevant experience for the activities mentioned above 15%. • No detailed CVs of the responsible team relevant experience for the activities mentioned above 0%. 		
<p>1.3 Service provider with the Public Sector (PFMA) providing similar services (55%)</p>	<p>Experience of the service provider-Valuation Expert</p> <p>Criteria</p> <ol style="list-style-type: none"> I. 5 or more reference letters and related audit reports reflecting experience in being a professional valuer involved in the determination of the market value of the notional rental benefit -20%. II. 3 or more reference letters and related audit reports reflecting experience in being a professional valuer involved in the determination of the market value of the notional rental benefit - 10%. III. No reference letters and related audit reports reflecting experience in being a professional valuer involved in the determination of the market value of the notional rental benefit submitted - 0%. 	20%	
	<p>Experience of the service provider</p> <p>Criteria</p> <ol style="list-style-type: none"> IV. 5 or more reference letters and related audit reports reflecting experience in compiling a GRAP compliant FAR (No qualification on PPE) -35% V. 3 or more reference letters and related audit reports reflecting experience in compiling a GRAP compliant FAR (No qualification on PPE) -25% VI. No reference letters and related audit 	35%	

	reports reflecting experience in compiling a GRAP compliant FAR (No qualification on PPE) submitted-0%		
Total		100	

NB:* Only applicants who meet a minimum of 70 points on functionality will proceed to the next stage.

Submissions should be in the format below:

- a) Annexure A- Strategic Approach Methodology in execution of the Project (20%)
- b) Annexure B- Staff Allocation (25%)
- c) Annexure C- Service provider with the Public Sector (PFMA) providing similar services (55%)
- d) Annexure D-Pricing

Mandatory requirements:

- a) Valuation expert-Valid Professional Valuer Certificate registered with SACPVP, adhering to the Property Valuers Profession Act 47 of 2000.
- b) Audit reports aligned with reference letters

6. POINTS AWARDED FOR PRICE AND SPECIFIC GOALS (Stage 3)

Points awarded for Price

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \text{or} & \mathbf{90/10} \\
 \mathbf{Ps=80 (1 - \frac{Pt-Pmin}{Pmin})} & \text{or} & \mathbf{Ps=90 (1 - \frac{Pt-Pmin}{Pmin})}
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Points awarded for specific goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth (100% ownership)	4	
Youth (61 - 99% ownership)	3	
Youth (31 - 60% ownership)	2	
Youth (1 - 30% ownership)	1	
Youth ownership 0%	0	
Women (100% ownership)	4	
Women (61 - 99% ownership)	3	
Women (31 - 60% ownership)	2	
Women (1 - 30% ownership)	1	
Women ownership 0%	0	
Black (100% ownership)	4	
Black (61 - 99% ownership)	3	
Black (31 - 60% ownership)	2	
Black (1 - 30% ownership)	1	
Black ownership 0%	0	
People living with disabilities	4	
Locality	4	
Based in Nelson Mandela Bay	3	
Metro	2	
Based in Eastern Cape	1	
Based in neighbouring provinces	0	
Based in other provinces		
Outside RSA		

7. SUBMISSION PROCEDURES

The deadline for submission of proposals is **30 March 2026 at 11h00**.

Submissions should be in the format below:

- i. Annexure A- Strategic Approach Methodology in execution of the Project (20%)
 - ii. Annexure B- Staff Allocation (25%)
 - iii. Annexure C- Service provider with the Public Sector (PFMA) providing similar services (55%)
 - iv. Annexure D-Pricing
- a) The proposal must be emailed to scm@mandelabaytheatre.co.za
 - b) All enquiries should be directed to the Office of the Chief Financial Officer via email to ntsika@mandelabaytheatre.co.za and Supply Chain Management (SCM) related queries to be directed to scm@mandelabaytheatre.co.za.

8. GENERAL:

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD).
- b) MBTC does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- c) The award of this bid may be subjected to price negotiation with the preferred bidder(s).
- d) Bids which are late, incomplete or unsigned will not be accepted.
- e) MBTC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- f) Service providers who are not registered with the **National Treasury Central Suppliers Database (CSD)** must visit www.csd@treasury.gov.za to register their organisation.
- g) The following bid document must accompany the submission:
 - i. A copy of the CSD Report.
 - ii. A complete attached standard bidding document, SBD 4, and SBD 6.1

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth (100% ownership)	4	
Youth (61 - 99% ownership)	3	
Youth (31 - 60% ownership)	2	
Youth (1 - 30% ownership)	1	
Youth ownership 0%	0	
Women (100% ownership)	4	
Women (61 - 99% ownership)	3	
Women (31 - 60% ownership)	2	
Women (1 - 30% ownership)	1	
Women ownership 0%	0	
Black 100% ownership)	4	
Black (61 - 99% ownership)	3	
Black (31 - 60% ownership)	2	
Black (1 - 30% ownership)	1	
Black ownership 0%	0	
People living with disabilities	4	
Locality		
Based in Nelson Mandela Bay Metro	4	
Based in Eastern Cape		

Based in neighbouring provinces	3	
	2	
Based in other provinces	1	
Outside RSA	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered

as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

