



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, ARTS AND CULTURE: HEAD OFFICE

TERMS OF REFERENCE NUMBER: DSAC2026/27-B14

**REQUEST FOR BIDS FOR THE APPOINTMENT OF A ONCE OFF SUPPLIER TO
SUPPLY, DELIVER, AND INSTALL FURNITURE AND EQUIPMENT TO LIMPOPO
PROVINCIAL THEATRE.**

CLOSING DATE: 9 NOVEMBER 2026

CLOSING TIME: 11H00

BID VALIDITY PERIOD: 120 DAYS

TENDER BOX ADDRESS:

**21 BICCARD STREET
OLYMPIC TOWERS
POLOKWANE
0699**

1. INTRODUCTION

- 1.1 The Limpopo Department of Sport, Arts and Culture is looking for suitable once off supplier to supply, deliver, and install Furniture and Equipment to Limpopo Provincial Theatre.

2. BACKGROUND

- 2.1 The Limpopo Provincial Theatre is a strategic cultural institution mandated to promote performing arts, cultural heritage, and creative industry development in the province. To fulfil its operational and artistic objectives, the Theatre requires the procurement of Furniture and Equipment, in line with applicable legislative and policy frameworks, including the Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA).

3. PURPOSE OF THIS REQUEST FOR BID (RFB)

- 3.1 The purpose is to appoint a once off supplier to supply, deliver, and install Furniture and Equipment to Limpopo Provincial Theatre.

4. DEFINITIONS

- 4.1 **DSAC** means the organ of state, Limpopo Department of Sport, Arts and Culture.
- 4.2 **Service Level Agreement (SLA)** is a contract between the service provider and DSAC that defines the level of service expected from the service provider.
- 4.3 **VAT** means Value Added Tax.
- 4.4 **FF&E** means Furniture, Fixtures, and Equipment.

5. LEGISLATIVE FRAMEWORK OF THE BID

5.1. Tax Legislation

Bidder(s) must be compliant when submitting a proposal to DSAC and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

5.2. Procurement Legislation

DSAC has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000)

5.3. Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services. It is the service provider's responsibility to ensure that they always use updated National Treasury Prescripts when procuring services for DSAC.

6. BRIEFING SESSION

There will be compulsory briefing session for this tender.

7. TIMELINE OF THE BID PROCESS

The validity period of the tender is 120 days after the closing date and time. The project timeframes of this bid are set out below:

Advertisement of bid on tender portal

15 October 2026

Bid closing date.

9 November 2026 at 11:00

Compulsory Briefing Session Date and Venue

27 October 2026 @ 10h00

Limpopo Provincial Theatre site on R37 road from Polokwane to Lebowakgomo, next to Bakone Malapa Museum. NB: All bidders must wear protective clothing (helmets, safety boots, reflectors)

Notice to bidder(s) DSAC will endeavour to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at DSAC's discretion. The establishment of a time or date in this bid does not create an obligation on the part of DSAC to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if DSAC extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

8. CONTACT AND COMMUNICATION

8.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Ms Modiba V email address modibav@sac.limpopo.gov.za and Mr Mhangwana M via email address mhangwanm@sac.limpopo.gov.za. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.

8.2. The delegated office of DSAC may communicate with Bidder(s) where clarity is sought in the bid proposal.

8.3. Any communication with an official or a person acting in an advisory capacity for DSAC in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

8.4. All communication between the Bidder(s) and DSAC must be done in writing.

8.5. Whilst all due care has been taken in the preparation of this bid, DSAC makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current, or complete.

DSAC, and its employees and advisors will not be liable with respect to any information communicated which may not be accurate, current, or complete.

8.6. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by DSAC (other than minor clerical matters), the Bidder(s) must promptly notify DSAC in writing of such discrepancy, ambiguity, error, or inconsistency in order to afford DSAC an opportunity to consider what corrective action is necessary (if any).

8.7. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by DSAC will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

8.8. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

9. LATE BIDS

9.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted.

10. COUNTER CONDITIONS

10.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

11. FRONTING

11.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the Government condemn any form of fronting.

11.2. The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies DSAC may have against the Bidder / contractor concerned.

12. SUPPLIER DUE DILIGENCE

12.1 DSAC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period.

13.2 DSAC amongst other things reserves the right to assess company documents to verify if the successful bidder is not in the process of insolvency, liquidation, or deregistration.

13. SUBMISSION OF PROPOSALS

13.1. Bid documents must be placed in the tender box on the aforesaid address on or before the closing date and time.

13.2. Bid documents will only be considered if received by DSAC before the closing date and time, regardless of the method used to send or deliver such documents to DSAC.

13.3. The bidder(s) are required to submit one (1) original copy marked correctly and sealed.

13.4 Bidder(s) are requested to initial each page of the tender document and the attachments.

14. DURATION OF THE CONTRACT

a) The successful bidder will be appointed for a once off period.

15. SERVICE REQUIREMENTS / SCOPE OF WORK

The successful bidder will be required to:

- Supply, deliver and install furniture and equipment as specified in this bid document.
- Ensure that any furniture and equipment damaged in transit is immediately replaced.
- Ensure that there are no delays in the delivery, supply and installation of furniture and equipment.
- Supply brand new furniture and equipment and no second-hand furniture and equipment will be accepted.
- Ensure that delivery to take place within 10 weeks after the appointment.
- Ensure that the delivery is made during office hours.
- All furniture and equipment shall be commercial/institutional grade.
- Provide shop drawings before manufacture where items are custom-made.
- Custom-built items shall be manufactured from approved shop drawings.
- Colours and finishes to be approved by the Department.
- Furniture shall comply with applicable SABS/ISO standards.
- All specialist furniture and equipment shall be compatible with theatre operations.
- Mobile units should have heavy-duty lockable castors where applicable.
- Edges shall be rounded or protected against impact.
- Mirrors shall be safety-backed.
- Joinery should be moisture-resistant and suitable for intensive use.
- All finishes shall be durable, low-maintenance and easily cleaned.
- Furniture should be suitable for heavy commercial hospitality environments.
- Tabletops shall be heat, moisture and stain resistant.
- Chairs shall withstand intensive daily public use.
- Countertops shall be impact resistant and easy to sanitize.
- Display shelving shall be adjustable where indicated.
- All exposed corners shall be rounded for public safety.
- All desks shall include integrated cable management.

- Office chairs should be ergonomic with adjustable lumbar support and height adjustment.
- Storage units should be lockable and supplied with three keys.
- Reception and ticket counters shall provide accessible service positions.
- Furniture shall be suitable for industrial and theatre operational environments.
- Shelving systems should be designed for heavy-duty loading and continuous use.
- Storage cabinets should be lockable and supplied with three keys.
- All steel components shall be corrosion protected before powder coating.
- Workbenches shall be capable of supporting heavy maintenance activities.
- Waste handling furniture shall permit hygienic cleaning and segregation of waste streams.
- Security furniture shall accommodate CCTV, access control and communication equipment.
- All technical furniture shall integrate with lighting, sound, AV and stage management systems.
- Equipment racks should provide adequate ventilation and cable management.
- Operator consoles should be ergonomically designed for extended operation.
- Portable equipment shall incorporate heavy-duty lockable castors where required.
- All installations shall be coordinated with the Department.
- Commissioning shall include functional testing and operational demonstrations.
- Furniture and equipment to be delivered to Limpopo Provincial Theatre next to Bakone Malapa Museum on R37 road to Lebowakgomo from Polokwane.

Volume 3 - General Furniture & Loose FF&E

Code	Item	Qty	Nominal Size
F001	Executive Desk	4	1800mm x 900mm x 750mm
F002	Executive Chair	4	650mm W x 650mm D x 1150-1250mm H
F003	Visitor Chair	12	580mm W x 600mm D x 850mm H
F004	Training Table	20	1800mm x 750mm folding
F005	Stacking Chair	80	520mm W x 560mm D x 820mm H
F006	Lounge Sofa	6	3-Seater
F007	Coffee Table	6	1200mm x 600mm
F008	Storage Cabinet	12	1800mm lockable
F009	Vanity Station	16	1200mm with LED mirror
F010	Bookshelf	10	900mm W x 350mm D x 1800mm H
F011	Dining Table	8	4-seater
F012	Dining Chair	32	520mm W x 560mm D x 850mm H
F013	Bar Stool	12	750mm high
F014	Reception Desk	2	2400mm W x 800mm D x 1100mm H accessible section 760mm H
F015	Work Bench	3	1800mm W x 750mm D x 900mm H
F016	Shelving	12	1000mm W x 450mm D x 2000mm H

Code	Item	Qty	Nominal Size
F017	Music Stand	40	500mm W x 350mm D x 700-1400mm H adjustable
F018	Portable Ballet Barre	4	2000mm L x 1200mm H; 50 mm dia. timber rail

Volume 4 - Theatre Specialist Furniture

Code	Item	Qty	Nominal Size
TSF-101	Production Manager Workstation	1	1800mm W x 800mm D x 750mm H
TSF-102	Stage Manager Console	1	1800mm W x 900mm D x 1050mm H overall; worktop 750mm H
TSF-103	Lockable Drawing Cabinet	1	1350mm W x 950mm D x 450mm H
TSF-104	Radio Charging Cabinet	1	900mm W x 450mm D x 1200mm H
TSF-105	Notice Boards	6	1200mm W x 900mm H x 25mm D
TSF-106	Conductor Podium	1	1200mm W x 1000mm D x 200mm H
TSF-107	Music Stands	50	500mm W x 350mm D x 700-1400mm H adjustable
TSF-108	Musician Chairs	50	520mm W x 560mm D x 850mm H
TSF-109	Choir Risers	6	2000mm W x 1000mm D x 200/400/600mm H modular
TSF-110	Instrument Storage Cabinets	8	1000mm W x 600mm D x 2100mm H
TSF-111	Illuminated Make-up Vanity	24	1200mm W x 550mm D x 1800mm H overall
TSF-112	Artist Stool	24	450mm W x 450mm D x 650-800mm H adjustable
TSF-113	Costume Rail	16	1500mm W x 600mm D x 1800mm H
TSF-114	Laundry Hamper	8	600mm W x 500mm D x 750mm H
TSF-115	Mirror	16	900mm W x 1800mm H x 6 mm thick
TSF-116	Portable Ballet Barre	4	2000mm L x 1200mm H; 50 mm dia. timber rail
TSF-117	Wall-mounted Ballet Barre	2	3000mm L x 1050mm H; 50 mm dia. timber rail
TSF-118	Mirror Panels	12	1200mm W x 2400mm H x 6 mm thick
TSF-119	Instructor Desk	1	1600mm W x 750mm D x 750mm H
TSF-120	Equipment Trolley	2	900mm W x 600mm D x 1000mm H
TSF-121	Folding Rehearsal Tables	12	1800mm W x 750 D x 750mm H
TSF-122	Stackable Chairs	60	520mm W x 560mm D x 820mm H

Code	Item	Qty	Nominal Size
TSF-123	Script Storage	4	900mm W x 40mm D x 1800mm H
TSF-124	Whiteboard	4	1800mm W x 1200mm H
TSF-125	AV Cabinet	4	900mm W x 600mm D x 1800mm H
TSF-126	Props Shelving	10	1200mm W x 600mm D x 2200mm H
TSF-127	Mobile Costume Racks	12	1500mm W x 600mm D x 1800mm H
TSF-128	Wig Cabinet	2	900mm W x 600mm D x 1800mm H
TSF-129	Lockable Props Cupboard	6	1200mm W x 600mm D x 2100mm H
TSF-130	Work Table	4	1800mm W x 900mm D x 900mm H
TSF-131	Lounge Sofas	4	2000mm W x 850mm D x 800mm H
TSF-132	Coffee Tables	4	1200mm W x 600mm D x 450mm H
TSF-133	Refreshment Cabinet	2	1200mm W x 600mm D x 900mm H
TSF-134	Dining Table	2	1200mm W x 800mm D x 750mm H
TSF-135	Charging Station	4	900mm W x 4mm 50 D x 1100mm H

Volume 5 - Restaurant, Coffee Shop & Bookshop

Code	Item	Qty	Nominal Size
HF-501	Dining Tables	24	1200mm W x 800mm D x 750mm H
HF-502	Dining Chairs	96	520mm W x 560mm D x 850mm H
HF-503	Booth Seating	8	1800mm W x 700mm D x 1100mm H
HF-504	Service Station	4	1200mm W x 600mm D x 900mm H
HF-505	Hostess Podium	1	600mm W x 500mm D x 1100mm H
HF-506	Cutlery Station	2	900mm W x 500mm D x 900mm H
HF-507	Condiment Station	2	900mm W x 500mm D x 900mm H
HF-508	Waste Station	3	1200mm W x 600mm D x 900mm H
HF-509	Cafe Tables	12	800mm dia. x 750mm H
HF-510	Cafe Chairs	48	520mm W x 560mm D x 850mm H
HF-511	High Tables	4	800mm dia. x 1050mm H
HF-512	Bar Stools	16	450mm W x 500mm D x 1050mm H; seat 750mm H
HF-513	Display Counter	2	1800mm W x 700mm D x 1000mm H

Code	Item	Qty	Nominal Size
HF-514	Service Counter	2	2400mm W x 750mm D x 1050mm H
HF-515	Menu Display	2	600mm W x 1800mm H x 80mm D
HF-516	Outdoor Furniture (where applicable)	8	Table 800mm dia. x 750mm H; chair 560mm W x 600mm D x 850mm H
HF-517	Display Shelving	12	1000mm W x 400mm D x 2000mm H
HF-518	Feature Display Table	4	1600mm W x 800mm D x 900mm H
HF-519	Cashier Counter	1	1800mm W x 750mm D x 1050mm H
HF-520	Reading Chairs	6	700mm W x 750mm D x 850mm H
HF-521	Display Gondolas	6	1200mm W x 600mm D x 1400mm H
HF-522	Storage Cabinet	4	900mm W x 450mm D x 1800mm H
HF-523	Promotional Display Stand	4	800mm W x 500mm D x 1800mm H

Volume 6 – Offices, Training & Staff Facilities

Code	Item	Qty	Nominal Size
OF-601	Executive Desk	4	1800mm W x 900mm D x 750mm H
OF-602	Workstation Desk	16	1500mm W x 750mm D x 750mm H
OF-603	Mobile Pedestal	20	400mm W x 550mm D x 600mm H
OF-604	Ergonomic Task Chair	20	650mm W x 650mm D x 1050-1200mm H
OF-605	Visitor Chair	24	580mm W x 600mm D x 850mm H
OF-606	Credenza	4	1600mm W x 450mm D x 750mm H
OF-607	Bookcase	8	900mm W x 350mm D x 1800mm H
OF-608	Lockable Filing Cabinet	8	900mm W x 450mm D x 1800mm H
OF-609	Boardroom Table	1	3600mm W x 1200mm D x 750mm H
OF-610	Boardroom Chair	12	600mm W x 650mm D x 1000mm H
OF-611	Presentation Cabinet	1	1200mm W x 500mm D x 1800mm H
OF-612	Whiteboard	2	1800mm W x 1200mm H
OF-613	Credenza	2	1600mm W x 450mm D x 750mm H
OF-614	Dining Table	2	1200mm W x 800mm D x 750mm H
OF-615	Dining Chair	12	520mm W x 560mm D x 850mm H

Code	Item	Qty	Nominal Size
OF-616	Lounge Sofa	2	2000mm W x 850mm D x 800mm H
OF-617	Coffee Table	2	1200mm W x 600mm D x 450mm H
OF-618	Notice Board	2	1200mm W x 900mm H x 25mm D
OF-619	Base Cabinets	5	1000mm W x 600mm D x 900mm H
OF-620	Wall Cabinets	5	1000mm W x 350mm D x 750mm H
OF-621	Solid Surface Counter	1	3000mm W x 650mm D x 900mm H
OF-622	Sink Unit	1	1200mm W x 600mm D x 900mm H
OF-623	Appliance Cabinet	2	700mm W x 650mm D x 2100mm H
OF-624	Waste Bin Station	1	1200mm W x 600mm D x 900mm H
OF-625	Archive Shelving	10	1000mm W x 400mm D x 2100mm H
OF-626	Mobile Shelving	4	1000mm W x 450mm D x 2100mm H per bay
OF-627	Lockable Cabinet	6	900mm W x 450mm D x 1800mm H
OF-628	Bulk Storage Rack	4	1800mm W x 600mm D x 2100mm H

Volume 7 - Front of House & Public Areas

Code	Item	Qty	Nominal Size
PH-701	Reception Counter	1	3000mm W x 850mm D x 1100mm H; accessible section 760mm H
PH-702	Information Desk	1	1800mm W x 800mm D x 1050mm H; accessible section 760mm H
PH-703	Public Benches	8	1800mm W x 600mm D x 850mm H
PH-704	Feature Seating	12	750mm W x 800mm D x 850mm H
PH-705	Display Plinths	6	600mm W x 600mm D x 900mm H
PH-706	Literature Stand	4	500mm W x 400mm D x 1600mm H
PH-707	Ticket Counter	2	1800mm W x 800mm D x 1100mm H; accessible section 760mm H
PH-708	Queue Barriers	12	350mm dia. base x 1000mm H; 2000mm retractable belt
PH-709	Cash Drawer Unit	2	500mm W x 500mm D x 200mm H
PH-710	Customer Counter Shelf	2	1200mm W x 350mm D x 760mm H

Code	Item	Qty	Nominal Size
PH-711	POS Cabinet	2	600mm W x 500mm D x 900mm H
PH-712	Lounge Chairs	16	750mm W x 800mm D x 850mm H
PH-713	Two-Seater Sofa	6	1600mm W x 850mm D x 800mm H
PH-714	Coffee Table	8	1200mm W x 600mm D x 450mm H
PH-715	Charging Station	6	900mm W x 450mm D x 1100mm H
PH-716	Waste Bin	16	400mm dia. x 750mm H
PH-717	Wayfinding Sign Stand	12	600mm W x 400mm D x 1700mm H
PH-718	Display Cabinet	4	1000mm W x 450mm D x 2000mm H
PH-719	Brochure Stand	6	500mm W x 400mm D x 1600mm H
PH-720	Public Bench	10	1800mm W x 600mm D x 850mm H
PH-721	Baby Change Station	4	900mm W x 600mm D x 850mm H when open
PH-722	Umbrella Stand	4	350mm dia. x 600mm H
PH-723	Water Station Cabinet	4	900mm W x 600mm D x 1000mm H
PH-724	Lost & Found Cabinet	1	900mm W x 450mm D x 1800mm H
PH-725	Feature Indoor Planter - White Bird of Paradise (Strelitzia nicolai)	6	Plant 2000-3000mm H; large rounded/urn clay planter approx. 750-900mm dia. x 650-850mm H
PH-726	Feature Indoor Planter - Fiddle-Leaf Fig (Ficus lyrata)	4	Plant 1800-2400mm H; tall, tapered terracotta/clay planter approx. 650-800 mm dia. x 850-1000mm H
PH-727	Passage Indoor Planter - Snake Plant (Dracaena trifasciata / Sansevieria)	12	Mature plants 900-1300mm H; tall cylindrical concrete planter approx. 500-650mm dia. x 800-1000mm H
PH-728	Office Indoor Planter - ZZ Plant (Zamioculcas zamiifolia)	12	Plant 800-1200mm H; large rounded/bulbous concrete or clay planter approx. 600-750mm dia. x 550-700mm H
PH-729	Feature Seating Area Rug / Carpet	4	Main foyer / lobby feature seating areas 3000mm x 4000mm

Volume 8 - Back of House & Support Facilities

Code	Item	Qty	Nominal Size
BH-801	Receiving Desk	1	1600mm W x 750mm D x 750mm H
BH-802	Inspection Table	1	1800mm W x 900mm D x 900mm H

Code	Item	Qty	Nominal Size
BH-803	Heavy-duty Workbench	2	1800mm W x 750mm D x 900mm
BH-804	Pallet Racking	8	2700mm W x 1000mm D x 3000mm H per bay
BH-805	Goods Trolley	3	1000mm W x 600mm D x 1000mm H
BH-806	Mobile Ladder	2	700mm W x 1000mm D x 1800mm H
BH-807	Document Cabinet	2	900mm W x 450mm D x 1800mm H
BH-808	Heavy-duty Shelving	12	1200mm W x 600mm D x 2200mm H
BH-809	Archive Shelving	8	1000mm W x 400mm D x 2100mm H
BH-810	Lockable Storage Cabinet	6	1000mm W x 500mm D x 2000mm H
BH-811	Bulk Storage Rack	6	1800mm W x 600mm D x 2100mm H
BH-812	Storage Bins	30	600mm W x 400mm D x 350mm H
BH-813	Equipment Cage	2	2000mm W x 2000mm D x 2400mm H
BH-814	Workshop Bench	2	1800mm W x 750mm D x 900mm H
BH-815	Tool Cabinet	2	900mm W x 500mm D x 1800mm H
BH-816	Parts Storage Cabinet	2	1000mm W x 450mm D x 1800mm H
BH-817	Vice Bench	1	1500mm W x 750mm D x 900mm H
BH-818	Mobile Tool Trolley	2	800mm W x 500mm D x 950mm H
BH-819	Safety Cabinet	1	900mm W x 500mm D x 1800mm H
BH-820	Waste Sorting Station	2	1500mm W x 600mm D x 900mm H
BH-821	Industrial Bin Stand	4	700mm W x 700mm D x 1000mm H
BH-822	Recycling Bin System	4	1200mm W x 450mm D x 900mm H
BH-823	Cleaning Equipment Cabinet	2	1000mm W x 600mm D x 2000mm H
BH-824	Security Desk	1	1800mm W x 800mm D x 1050mm H
BH-825	Operator Chair	2	650mm W x 650mm D x 1050-1200mm H
BH-826	Visitor Chair	2	580mm W x 600mm D x 850mm H
BH-827	Lockable Cabinet	2	900mm W x 450mm D x 1800mm H
BH-828	Key Cabinet	1	600mm W x 150mm D x 900mm H
BH-829	Monitor Console	1	1800mm W x 800mm D x 900mm H

Volume 9 - Theatre Technical Equipment & Control Furniture

Code	Item	Qty	Nominal Size
TE-901	Operator Chairs	5	650mm W x 650mm D x 1050-1200mm H
TE-902	Stage Manager Desk	1	1800mm W x 800mm D x 750mm H
TE-903	Prompt Desk	1	1200mm W x 700mm D x 900mm H
TE-904	Production Workstation	2	1800mm W x 800mm D x 750mm H
TE-905	Communications Cabinet	1	800mm W x 600mm D x 1800mm H
TE-906	Cue Light Control Station	1	900mm W x 600mm D x 1000mm H
TE-907	Show Control Cabinet	1	900mm W x 600mm D x 1800mm H
TE-908	Conductor Podium	1	1200mm W x 1000mm D x 200mm H
TE-909	Professional Music Stands	50	500mm W x 350mm D x 700-1400mm H adjustable
TE-910	Musician Chairs	50	520mm W x 560mm D x 850mm H
TE-911	Instrument Storage Cabinets	8	1000mm W x 600mm D x 2100mm H
TE-912	Choir Risers	6	2000mm W x 1000mm D x 200/400/600mm H modular
TE-913	Lectern	3	600mm W x 500mm D x 1200mm H
TE-914	Flight Cases	12	800mm W x 600mm D x 600mm H nominal
TE-915	Cable Drum Storage Rack	4	1800mm W x 700mm D x 1800mm H
TE-916	Lighting Accessory Cabinets	6	1000mm W x 600mm D x 2000mm H
TE-917	AV Equipment Cabinets	6	600mm W x 800mm D x 2000mm H
TE-918	Lockable Technical Store Cabinets	8	1000mm W x 600mm D x 2000mm H
TE-919	Portable Lectern	3	550mm W x 450mm D x 1150mm H
TE-920	Portable Whiteboard	4	1800mm W x 900mm H on 1900mm H mobile frame
TE-921	Audio Equipment Trolley	4	900mm W x 600mm D x 1000mm H
TE-922	Portable Equipment Rack	4	600mm W x 800mm D x 1000mm H; 18U nominal
TE-923	Digital Display Stand	4	700mm W x 600mm D x 1800mm H; suit 55–75mm-inch display

NB: SEE THE PICTURES ON THE ATTACHED VOLUMES 3 - 10

16. EVALUATION AND SELECTION CRITERIA

DSAC has set minimum standards that a bidder(s) needs to meet to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

- a) Administrative Compliance and Mandatory Requirements (Phase 1)
- b) Functionality Compliance (Phase 2)
- c) Price and Specific Goals (Phase 3)

Bidders must submit all documents as outlined in Tables below. Only bidder(s) that comply with ALL these criteria will proceed to Phase 2.

Phase 1: Administrative Compliance.

Bidder(s) must submit the documents listed in Tables below. All documents must be completed, initialled, and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administrative and mandatory requirements. The bidder(s) proposal will be disqualified for non-submission of any of the bid documents.

PHASE 1: TABLE 1: DOCUMENTS THAT MUST BE COMPLETED, SIGNED AND SUBMITTED

TABLE 1.1: ADMINISTRATIVE REQUIREMENTS

- Non-submission of the enclosed SBD 1, SBD 3.1, SBD 4, and SBD 6.1 will result in the disqualification of the bidder. Non-completion, partial completion, and non-signing of SBD 1, SBD 3.1, and SBD 4 will lead to disqualification of the bidder.
- However, non-completion, partial completion, and non-signing of SBD 6.1 will not lead to the disqualification of the bidder but will result in the non-awarding of the Specific Goals.

Document	Document description.
SBD 1	Invitation to bid.
SBD 6.1	Preference points claim form in terms of the Preferential Procurement Regulations 2022.
Registration on Central Supplier Database (CSD).	Bidder(s) must be registered on the National Treasury Central Supplier Database (CSD) on or before the closing date of the bid.
Tax Compliant status	To be verified on National Treasury's Central Supplier Database.
GCC	General Conditions of Contract

TABLE 2: MANDATORY REQUIREMENTS

Document that must be submitted	Non-submission will result in disqualification
SBD 3.1 - Pricing schedule – Firm Prices.	Non-completion, partial completion of the enclosed SBD 3.1 will lead to disqualification of the bidder.
SBD 4 - Bidders' disclosure.	Non-completion, partial completion, and non-disclosure in terms of paragraph 1,2,3 of the SBD 4 will result in the disqualification of the bidder.

	Disclose other company(ies) preferably using Central Supplier Database number(s). i.e MAAA.
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PHASE 2: FUNCTIONALITY COMPLIANCE CRITERIA.

Bids must meet the minimum eligibility criteria in respect of functionality of **70 points out of 100** points to be evaluated further to Phase 3.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
The functionality criteria together with the maximum points to be awarded are set out below:

The weight that will be allocated to each functionality criteria are as follows:

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	BIDDER SCORE
1.	Technical Proposal and Methodology Areas to Assess: - Installation methodology, and timelines. - Quality control procedures. - Health and safety approach. - Risk mitigation strategy. - Testing and commissioning plan.	Including in the proposal, Understanding of scope, implementation methodology, installation approach, quality assurance, risk management and commissioning plan.	(20)	
		Excellent: Methodology demonstrates comprehensive understanding of specialized furniture, equipment supply, delivery, installation, testing and commissioning covering all five Areas to Assess.	20	
		Good: Methodology with minor omissions covering four Areas to Assess.	15	
		Adequate: Methodology covering main elements on three Areas to Assess.	10	
		Poor: Methodology with significant gaps covering two or less on Areas to Assess.	5	
		No methodology submitted.	0	
2.	Product Compliance and Specifications: Evidence Required: Attach product brochures and data sheets with sample pictures.	Including in the proposal, Compliance of proposed equipment and furniture with required technical specifications.	(20)	
		Fully compliant with all specifications.	20	
		Partial compliance with significant deviations.	5	
		Non-compliant.	0	
3.	Proven Track Record (Experience in providing supply, delivery and installation of Specialized Furniture and Equipment for public facilities (e.g. Performing Arts and Visual Theatres, Hotels, Museums, Libraries,	Reference letters must indicate rand value.	(20)	
		5 References	20	
		4 References	16	
		3 References	12	
		2 References	8	
		1 Reference	4	
		Nothing provided	0	
		Highest Value of Project Executed attach Purchase Order / Appointment letter	(20)	
		Above R4,000,000.00	20	
		Above R3,000,000 but below R4,000,000	16	

	Restaurants, Conference facilities etc). Attach contactable reference letters with your client's letterhead and signed by authorized persons, from government entities or departments or municipalities or private institutions where services were rendered within the past five years. NB. The Department reserves the right to verify the reference letters.	• Above R2,000,000 but below R3,000,000	12	
		• Above R1,000,000 but below R2,000,000	8	
		• Below R1,000,000	4	
		• Nothing provided	0	
4.	Financial Capacity Evidence required: Attach - An undertaking by a bank as recognized by the Banks Act 94 of 1990 to provide a revolving credit or bank overdraft facility to the prospective bidder; or - In case of a self-funding company, a stamped bank statement not older than one month from the date the bid was advertised; or	The bidder must demonstrate adequate access to working capital or credit facilities to support uninterrupted execution of the contract.	(20)	
		• R1,500,000 and above	20	
		• R1,250,000 – R1,499,999	16	
		• R1,000,000 – R1,249,999	12	
		• R750,000 – R999,999	8	
		• R500,000 – R749,999	4	

	A valid guaranteed letter or Revolving Credit from the financial institution accredited by National Credit Regulator (NCR), not older than one month of the date the bid was advertised.			
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TOTAL

100 points

PHASE 3: 80/20 PREFERENCE POINTS SCORING SYSTEM IN TERMS OF PPR 2022.

Points for this tender shall be awarded for:

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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)	Means of Verification	Number of points claimed (80/20 system) (To be completed by the tenderer)
With at least 51% ownership by Black People	10	To be verified through CSD report	
With at least 51% ownership by Women	02	To be verified through CSD report	
With at least 51% ownership by Youth	02	To be verified through CSD report	

With at least 51% ownership by People with Disabilities	02	To be verified through CSD report (Attach medical certificate with practice number from the registered doctor or hospital not older than 12 months of issue)	
With at least 51% ownership by Military Veterans	02	To be verified through CSD report (Attach proof from Department of Military Veterans)	
With at least 51% ownership by Rural / Township Business	02	To be verified through CSD report (Attach letter from Traditional Authority and / municipal bill not older than 12 months)	

17. GENERAL CONDITIONS OF CONTRACT

17.1 Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which DSAC is prepared to enter a contract with the successful Bidder.
- The bidder submitting the General Conditions of Contract to DSAC together with its bid, duly initialled by an authorised representative of the bidder.
- The Department reserves the right to negotiate a fair market price with the successful bidder.

17.2 SPECIAL CONDITIONS OF CONTRACT

- Payment: Payment will be made after service rendered within a period of thirty days upon the receipt of invoice.

18. CONTRACT PRICE

- All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- Bid price will be valid for a period of 120 days from the closing date of the bid.
- Prices must include supply, delivery, and installation costs.

19. DSAC REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

19.1. Confirm that the bidder(s) is to: –

- Act honestly, fairly, and with due skill, care and diligence, in the interests of DSAC;
- Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- Act with circumspection and treat DSAC fairly in a situation of conflicting interests;
- Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DSAC;
- Avoidance of fraudulent and misleading advertising, canvassing and marketing;

- g. To conduct their business activities with transparency and consistently uphold the interests and needs of DSAC as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from DSAC will not be used or disclosed unless the written consent of the client has been obtained to do so.

20. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

20.1. DSAC reserves its right to disqualify any bidder who either itself or any of whose members;

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DSAC's officers, directors, employees, advisors or other representatives;
- d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- g. has in the past engaged in any matter referred to above; or
- h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

21. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

21.1. The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that DSAC relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

21.2. It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by DSAC against the bidder notwithstanding the conclusion of the Service Level Agreement between DSAC and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

22. PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing DSAC, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

23. INDEMNITY

23.1 If a bidder breaches the conditions of this bid and, as a result of that breach, DSAC incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds DSAC harmless from any and all such costs which DSAC may incur and for any damages or losses DSAC may suffer.

24. PRECEDENCE

24.1 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

25. LIMITATION OF LIABILITY

25.1 A bidder participates in this bid process entirely at its own risk and cost. DSAC shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

26. TAX COMPLIANCE

26.1 No tender shall be awarded to a bidder who is not tax compliant. DSAC reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to DSAC, or whose verification against the Central Supplier Database (CSD) proves non-compliant. DSAC further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

27. NATIONAL TREASURY'S REGISTER OF TENDER DEFAULTERS

27.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. DSAC reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

28. GOVERNING LAW

28.1 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

29. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

29.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that DSAC allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the

responsibility of the bidder and DSAC will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

30. CONFIDENTIALITY

30.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with DSAC's examination and evaluation of a Tender.

30.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by DSAC remain proprietary to DSAC and must be promptly returned to DSAC upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

30.3 Throughout this bid process and thereafter, bidder(s) must secure DSAC's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

30.4 No confidential information relating to the process of evaluating or adjudicating tenders or appointing a bidder will be disclosed to a bidder or any other person not officially involved with such process.

31. DSAC PROPRIETARY INFORMATION

31.1 Bidder will on their bid cover letter make declaration that they did not have access to any DSAC proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

**REQUEST FOR BIDS FOR THE APPOINTMENT OF A ONCE OFF SUPPLIER TO
SUPPLY, DELIVER, AND INSTALL FURNITURE AND EQUIPMENT TO LIMPOPO
PROVINCIAL THEATRE. DSAC 2026/27-B14**