



**SUPPLY CHAIN MANAGEMENT**  
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**INVITATION FOR A QUOTATION REFERENCE**  
**NUMBER: RFQ012908TheatreProduction2023**

Kindly provide PACOFS with a signed quotation for **Theatre Production** as per specifications below. Please note that a non-tax compliant status on CSD at the date of the closing date of the RFQ will automatically disqualifies the quotation.:

The specifications for the **Theatre Production** are as follows:

A request for a Theatre Production Company with a vast creative team database to assist PACOFS to mount it's In-House Production. The Theatre Production company should have a minimum of 5 years' experience in theatre production and live performance. The creative team should comprise of; **A Dramaturge, Musical Director, Choreographer, Lighting Designer, Set Designer, and a Costume Designer**. The Theatre Production Company should be available from 08 September until 10 October 2023.

Item	Specifications	Quantity
Production Company	A minimum of 5 years' experience in theatre production and live performance. Provide CIPC registration and company profile showing years of experience	1
Dramaturge	An experienced Dramaturge who has written and directed several Musical Theatre Productions. With a Minimum of 20 years' experience in the creative arts industry.	1
Musical Director	A qualified and experienced Musical Producer and Composer, with expertise and an extensive portfolio in Song Writing, Musical Direction and a versatile Discography particularly S.A music genres. With a minimum of 15 years of experience.	1
Choreographer	A diverse choreographer who specializes in Contemporary dance as well as traditional and vernacular forms with more than 15 years of experience.	1
Set Designer	A qualified and accredited Set Designer with a minimum of 15 years' experience. A broad profile of designing on national and international theatres and stages.	1
Lighting Designer	A qualified and accredited Lighting Designer with a minimum of 15 years' experience, with a versatile design catalogue. With experience in Lighting Designing on national and international theatres and stages. Aswell as experience in Lighting for Musicals.	1
Costume Designer	An experienced Costume Designer with a minimum of 5 years' experience. A catalogue of designing African/Traditional costume designs. As well as a vast understanding of theatics and costume design experience on national theatres.	1

**NB:** The creative team should submit the relevant qualifications and a Curriculum Vitae to demonstrate experience for each member. The Production Company should provide a cost breakdown and a grand total cost of mounting the production from 08 September to 10 October 2023.

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 Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

### **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.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.

### **CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:**

**Wednesday, 06 September 2023 at 11h00**

**Please submit quotation via E-mail to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)**

**No late submission will be accepted!**