

REQUEST FOR BIDS  
TERMS OF REFERENCE: SUPPLY, DELIVERY AND INSTALLATION OF AUDIO-VISUAL  
EQUIPMENT FOR THE MANDELA BAY THEATRE COMPLEX  
TENDER NO **11/2023**



## TERMS OF REFERENCE

**SUPPLY, DELIVERY AND INSTALLATION OF AUDIO-VISUAL  
EQUIPMENT FOR THE MANDELA BAY THEATRE COMPLEX**

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**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF MANDELA BAY  
THEATRE COMPLEX**

TENDER NUMBER:	TENDER NO 11/2023
DESCRIPTION:	SUPPLY, DELIVERY AND INSTALLATION OF AUDIO-VISUAL EQUIPMENT FOR THE MANDELA BAY THEATRE COMPLEX
PUBLISH DATE:	10 November 2023
CLOSING DATE:	12 December 2023 @ 14:00 pm
BID VALIDITY PERIOD:	120 Days from the closing date
BRIEFING SESSION DATE & TIME	Date: 17 November 2023 @ 10h00
DELIVERY ADDRESS	BID DOCUMENTS MAY BE HANDED IN AT: Mandela Bay Theatre Complex (PE Opera House) Cnr John Kani & Winston Ntshona Street Central Gqeberha Tender box available on the ground floor
ENQUIRIES:	SCM Enquiries Ms. Cingiwe Skosana Email: <a href="mailto:suppliers@mandelabaytheatre.co.za">suppliers@mandelabaytheatre.co.za</a> Tel: 061 996 0200  Technical Enquiries Mr Toto Sonjica Email: <a href="mailto:toto@mandelabaytheatre.co.za">toto@mandelabaytheatre.co.za</a> Tel: 073 366 4086
NB: Bidders must ensure that they sign the register when delivering their bids	

**BIDDER NAME:**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE  
PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT  
(GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITION OF CONTRACT.**

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**ABBREVIATIONS, ACRONYMS AND DEFINITIONS**

<b>TOR</b>	TERMS OF REFERRENCE
<b>MBTC</b>	MANDELA BAY THEATRE COMPLEX
<b>PFMA</b>	PUBLIC FINANCE MANAGEMENT ACT, 1999
<b>TR</b>	TREASURY REGULATIONS
<b>DSAC</b>	DEPARTMENT OF SPORT, ARTS AND CULTURE
<b>CEO</b>	CHIEF EXECUTIVE OFFICER
<b>EC</b>	EASTERN CAPE

**1. BACKGROUND OF MBTC**

The MBTC is a schedule 3A public entity accountable to the Executive Authority, the Minister of DSAC with a vision of becoming the leading producer of excellence and job creation for performing arts in the Eastern Cape. The MBTC is mandated to serve the performing arts sector of the Eastern Cape. This mandate positions the MBTC as a key enabler in advancing the production of historical play, cutting edge socio-political story – telling and innovative dance promise on and influenced by traditional Xhosa and Khoi heritage, repurposing and reversion the musical treasure that the Eastern Cape houses.

Since its declaration as a cultural institution on 4 June 2021, MBTC is required to introduce new and innovative strategies, and a new way of envisioning the future of the sector, new internal business systems and fostered new partnerships and alliances with key provincial and national and international institutions alike. This paradigm shift has channelled a new way of thinking and repositioning of MBTC into a properly re-engineered, well governed, and financially viable schedule 3A public entity that is resilient and capable of executing its mandate.

**2. TERM OF CONTRACT**

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations. By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria. The bidder also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties. The bid may be awarded, in part or in full, at the sole discretion of MBTC, to one or more concerns on a non-exclusive basis.

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Proposals / bids that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal. MBTC may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise the bidder may be disqualified. MBTC may also request a demonstration, and bidders must comply with such a request within 72 hours.

### **3. MANDATORY REQUIREMENTS**

<b>Mandatory Requirements</b>	<b>Comply</b>	<b>Not Comply</b>
<p>Proof of relevant experience in supply, installation and support of an Audio-Visual Solutions:</p> <p>Provide the <u>Purchase Order</u> for the appointment or the <u>Reference letter</u> pertaining to the service delivery not older than five (5) years.</p> <p>(Reference letter and/or Purchase Order from the Community Schemes Ombud Service will not be accepted)</p>		
<p>Solution has built in MS-Teams integration for all devices provided for video conferencing</p> <p>(Solution proposal or solution brochure confirming MS-Teams integration must be submitted)</p>		
<p>Solution covers the following:</p> <ul style="list-style-type: none"><li>• Number of IP addresses needed, if any</li><li>• All accessories and hardware included</li><li>• Cabling (HDMI etc) included in the solutions</li></ul> <p>(Detail these requirements on your solution proposal and submit).</p>		

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MBTC should be able to move the solutions should it move offices (premises).  (Detail these requirements on your solution proposal and submit).		
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**4. SUPPLY CHAIN MANAGEMENT CHECK LIST**

<b>Item</b>	<b>Document Reference</b>	<b>Description</b>	<b>Action to be taken</b>	<b>Checked, Verified &amp; Submitted</b>
1.	SBD 1	Invitation to tender	To be completed in full	
2.	SBD 2	Tax clearance requirements	Submission of a valid original tax clearance certificate  Provide SARS Status PIN in order for MBTC to Verify	
3.	SBD 3.1	Pricing schedule – Firm prices	To be completed in full	
4.	SBD 4	Declaration of Interest	To be completed in full	
5.	SBD 6.1	Preference point claim form	To be completed in full - You may submit a Sworn affidavit.	
6.	TOR	Terms of reference	To be read and applied	
7.		Company Profile and CK documents	To be submitted	
8.		Registered on the National Treasury Central Suppliers Database (CSD)	Provide the CSD Supplier Number (MAAA)	
9.	GCC	General conditions of Contract	Initial each page	
10.		B-BBEE status level verification certificate	Submit a valid or a certified copy of a B-BBEE rating	

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			issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS	
11.		Proposal <b>NB. Technical Threshold – 70%</b>	To be compiled and submitted in line with requirements of the Terms of Reference	
12.		Bid Invitation	1 Original and a copy on Memory Stick/USB Flash drive	
13.		Are you the sole Supplier/distributor of goods?	Provide proof on Company Letterhead	

**Additional Notes:**

1. Broad Based Black Economic Empowerment (B-BBEE) rating 3 or better to be submitted.
  - a) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
  - b) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
2. Check list to be completed and attached to the proposal.
3. Incomplete documents will be regarded as non-responsive.
4. All forms to be completed in black ink.
5. No correction fluid to be used in the document, changes should be made by drawing a line through the incorrect information, and initialling the change.
6. No late quotations / bids will be accepted.
7. MBTC reserves the right to award or withdraw the bid.

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**5. SCOPE OF WORK**

No.	DESCRIPTION:	Quantity	Unit Price	Total Price
1.	<b>VIDEO CAMERAS, LENSES AND SWITCHES: Black Magic or equivalent</b> <ul style="list-style-type: none"> <li>- Pocket Cinema Camera 6K Pro</li> <li>- Extra batteries</li> <li>- Pocket Cinema Camera 6K</li> <li>- Extra battery</li> <li>- Atem Television Studio Pro 4K</li> <li>- USB type C Storage U.2NVMe 1TB with External casing</li> <li>- 6G SDI Micro Converters Bi-Directional SDI /HDMI 12G</li> <li>- 12 G 50m Cabling</li> <li>- Lenses: Canon EF 70-200mm f/2.8L IS III USM Lens</li> <li>- Canon EF 24-70mm f/2.8 L II USM Lens</li> <li>- Canon EF 16-35mm f/2.8L III USM Lens</li> <li>- Canon EF 35mm f/2.8L III USM Lens</li> <li>- Camera Cases</li> <li>- Utility Case</li> <li>- 256 Sandisc or equivalent Extreme Pro SD Memory Cards</li> <li>- 32" 4 K Screen Multiview</li> <li>- Ultra-sharp premier colour u3219q 4K Display Monitors</li> <li>- Manfrotto or equivalent video Tripods</li> <li>- Handheld 2-3 Axis Gimbal Stabiliser with rotating and touchscreen</li> </ul>	2 2 1 1 1 3 3 3 1 1 1 1 1 1 1 1 1 1 1 1 1 3 1		
2.	<b>PHOTOGRAPHIC CAMERAS: Canon / Nikon or equivalent</b> <ul style="list-style-type: none"> <li>- EOS-R6 Mirrorless Camera Body</li> <li>- Canon M RF/EF Mount or 50mm F/1.4</li> <li>- Canon RF/EF Mount 18-55mm f/1.8</li> <li>- Canon RF/EF Mount adapter</li> </ul>	1 1 1 1		
3.	<b>VIDEO CONFERENCING, ADS &amp; PRESENTATIONS:</b> <ul style="list-style-type: none"> <li>- Atem Mini Pro Iso</li> <li>- Maxhub 4k UHD Panel 75"v6 or equivalent</li> <li>- Maxhub V6 PC Module i5 10400 or equivalent</li> <li>- Maxhub wireless share dongle or equivalent</li> <li>- 85" Qled Presentation Screens</li> <li>- 70" Interactive Qled Screens</li> <li>- Fast industrial internet 5G Wireless Router dual sim backward compatible with 4G</li> </ul>	1 1 1 2 1 1 2		

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4	Sundries			
5	Labour			
6	Training			
<b><u>Other</u></b>				
<b><u>Subtotal</u></b>				
<b><u>VAT (only if VAT registered)</u></b>				
<b><u>Total Price incl/excl Vat</u></b>				

The pricing items above are a guide. The bidder must add all items pertinent to the delivery of the solution as per the scope of work and also remove items that are not.

**Signature (Bidder)**

**Date**

**Training:**

- All training for operating and maintaining of the product need to be provided by the awarded company.

**Warranty:**

- Must have 2-year warranty and 1 year replacement guarantee.

**Payment terms:**

- *MBTC will pay all the invoices submitted by the awarded bidder within 30 days provided all conditions of supply and installations are met.*

**6. ELIGIBILITY CRITERIA**

**6.1 Technical Requirements (Stage 1)**

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

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<b>Value</b>	<b>Description</b>
5 – Excellent	Meets and exceeds the functionality requirements
4 – Very Good	Satisfactory and adequate for stated elements
3 – Good	Above average compliant to the requirements
2 – Average	Compliant to the requirement
1 – Poor	Unacceptable, does not meet the set criteria

<b>#</b>	<b>Sub-Criteria</b>	<b>Weight</b>	<b>Value</b>	<b>Actual Score</b>										
1.	Technical Evaluation/Competency	20	5 = Fully complied 4 = Satisfactory complied 3 = Fairly satisfactory 2 = Below average 1 = Did not comply											
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>4 Points</th> <th>8 Points</th> <th>12 Points</th> <th>16 Points</th> <th>20 Points</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5			
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
2.	Number of years in the industry	10	5 = 10 Years or more 4 = 8 Years 3 = 5 Years 2 = 3 Years 1 = 2 Years											
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>4 Points</th> <th>8 Points</th> <th>12 Points</th> <th>16 Points</th> <th>20 Points</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5			
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
3.	Previous experience supported by purchase orders OR reference letters of work done similar to the scope of the project, not older than 5 years.	10	5 = 5 Purchase Orders or Reference letters, not older than 5 years. 4 = 4 Purchase Orders or Reference letters, not older than 5 years. 3 = 3 Purchase Orders or Reference letters, not older than 5 years. 2 = 2 Purchase Orders or Reference letters, not older than 5 years. 1 = 1 Purchase Orders or Reference letter, not older than 5 years.											
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>4 Points</th> <th>8 Points</th> <th>12 Points</th> <th>16 Points</th> <th>20 Points</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5			
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
4.	Composition of project team and accreditation of technical support staff. (Provide copy of CV and qualification)	10	5 = Audio Visual Professional/Specialist with 10 years' experience or more in theatre environment 4 = Audio Visual Professional/Specialist with 7 years' experience in theatre environment 3 = Audio Visual Professional/Specialist with 5 years' experience in theatre environment 2 = Audio/Visual Professional/Specialist with 3 years' experience in theatre environment											
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>2 Points</th> <th>4 Points</th> <th>6 Points</th> <th>8 Points</th> <th>10 Points</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	2 Points	4 Points	6 Points	8 Points	10 Points	1	2	3	4	5			
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						1= Audio/Visual Professional/Specialist with less than 1 year experience in theatre environment	
5.	Turnaround time for technical support services					10	5 = Available within 24 hours 4 = Available within 48 hours 3 = Available within a week 2 = Available fortnightly 1 = Available monthly
	2 Points	4 Points	6 Points	8 Points	10 Points		
	1	2	3	4	5		
6.	Two (2) year warranty and 1 year replacement guarantee					10	5 = 2-year warranty and 1 year replacement guarantee. 4 = 1-year warranty and 1 year replacement guarantee. 3 = 1-year warranty and 6 months replacement guarantee. 2 = 6 Months warranty and 6 months replacement guarantee. 1 = No proof of warranty and replacement guarantee.
	2 Points	4 Points	6 Points	8 Points	10 Points		
	1	2	3	4	5		
7.	Project implementation plan with clear timelines of installations, testing and training of technical personnel					30	5 = Methodology/Plan that has clear milestone achievable within 2 months 4 = Methodology/Plan that has clear milestone achievable within 3 months 3 = Methodology/Plan that has clear milestone achievable within 4 months 2 = Methodology/Plan that has clear milestone achievable within 5 months 1 = Unclear Methodology
	6 Points	12 Points	18 Points	24 Points	30 Points		
	1	2	3	4	5		
<b>Threshold</b>					<b>70</b>		
<b>Total</b>					<b>100</b>		

**NB:** Bidders who fail to meet a minimum score of 70 out of 100 points in Stage 1 will be eliminated and not proceed for evaluation in Stage 2 (Price and Specific Goals) of the assessment.

## 6.2 Preferential Points System (Stage 2)

A preferential point system will be applied in the procurement of goods and services as prescribed in the PPPF Act, Section 2(a).

An 80/20 procurement point system will be applied on procurement of goods and services equal to or below R50 million where a maximum of 80 points are awarded for price and a maximum of 20 points are awarded for specific goals. The preferential points awarded under the 80/20 threshold are awarded using the framework detailed below:

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CRITERIA		POINTS
<b>BID PRICE</b>		<b>80</b>
<b>B-BBEE CONTRIBUTION LEVEL</b>		<b>10</b>
1	10	
2	9	
3	7	
4	6	
5	4	
6	3	
7	2	
8	1	
<b>Non-compliant contributor</b>	0	
<b>LOCALITY</b>		<b>10</b>
<b>Based in Nelson Mandela Bay Metro</b>	10	
<b>Based in Eastern Cape</b>	8	
<b>Based in neighbouring provinces</b>	6	
<b>Based in other provinces</b>	4	
<b>Outside RSA</b>	2	
<b>TOTAL</b>		<b>100</b>