

REQUEST FOR INFORMATION: INVITATION TO REGISTER ON THE PLAYHOUSE COMPANY SUPPLIER DATABASE.

The Playhouse Company The KwaZulu-Natal Performing Arts Company Contact: Mr. Siya Manqele Email: accountant2@playhousecompany.com Tel: (031) 369 9507	The Playhouse Company The KwaZulu-Natal Performing Arts Company Contact: Mrs. Kay Khan; Mr. Athaphiwe Xaba Email: KayK@playhousecompany.com ; Buyer@playhousecompany.com Tel: (031) 369 9425/9485
Name of Supplier:	

Closing date : 03 April 2025

Time : 10:00 am

Validity period: 90 days from closing date

**BIDDERS ARE RESPONSIBLE TO ENSURE THAT THE BID DOCUMENTS ARE COMPLETE AND ALL
PAGES ARE SECURELY ATTACHED.**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DATABASE REGISTRATION	CLOSING DATE:	03 April 2025	CLOSING TIME:	10:00am
DESCRIPTION	INVITATION TO REGISTER ON THE PLAYHOUSE COMPANY SUPPLIER DATABASE.				
The Playhouse Company					
29 Acutt Street					
Durban central					
4001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Siya Manqele		CONTACT PERSON		
TELEPHONE NUMBER	031-369 9507		TELEPHONE NUMBER		
E-MAIL ADDRESS	accountant2@playhousecompany.com		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER/COMPANY					
NAME & SURNAME					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

SECTION 2: SPECIAL INSTRUCTIONS TO BIDDERS

1. RESPONSIVENESS CRITERIA

The Playhouse Company will consider no document unless it meets the following responsiveness criteria. If a NO response is indicated for any one of the items below, the SUBMISSION WILL BE DISQUALIFIED:

Mark with an "X"				Failure to complete this section will result to a disqualification
YES		NO		Document must be submitted electronically accountant2@playhousecompany.com via email or a secure link for download on or before the deadline.
YES		NO		Central Supplier Database (CSD) registration report not older than 30 DAYS and must reflect a compliant tax status.
YES		NO		Company profile including the list of services you specialise in.
YES		NO		Five (5) written reference letters (not older than ten (10) years) relevant to the service you specialise in.
YES		NO		B-BBEE Certificate or affidavit.
YES		NO		Complete SBD documentation.

INFORMATION FOR SERVICE PROVIDERS

1. BACKGROUND

The Playhouse Company comprises prime live theatre venues in the Province of KwaZulu Natal (KZN). The Playhouse Company is situated in the heart of Durban Central Business District. It is a multi-venue complex housed within Tudor and Moorish style buildings. The theatres were restored to their former glory and were combined to form KwaZulu Natal's live entertainment complex known as The Playhouse Company which re-opened in 1986. The Playhouse Company employs its resources and facilities for a variety of artistic programs. The objectives of The Playhouse Company are to:

- ☐ Empower talented, gifted and previously disadvantaged people of the Province of KwaZulu Natal
- ☐ To provide artistic skills through projects and programs.
- ☐ To create an environment that will nurture growth, innovation and excellence in all performance art forms and
- ☐ Ultimately to contribute towards a vibrant culture in the leisure and entertainment industry that will provide employment to cultural practitioners in the region as well as make a significant contribution to KwaZulu Natal.

The KwaZulu-Natal Performing Arts Company trading as The Playhouse Company was declared a Cultural Institution by the Minister of Arts Culture, Science & Technology in March 2003, in terms of Section 3 (1) of the Cultural Institutions Act 1998 (Act No 119 of 1998)

The Playhouse Company is a Schedule 3 Public Entity classified in terms of the Public Financial Management Act. The Playhouse Company was de-registered for VAT by SARS effective 31/03/2005 as for all such Public Entities.

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

2.2.1 If so, furnish particulars:

.....

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.

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 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

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.

SCOPE OF WORK

1. The Playhouse Company invites suitable and experienced service providers to register on the supplier database.
2. The following information must be submitted:
 - 2.1. Central Supplier Database (CSD) registration report not older than 30 Days and must reflect a compliant tax status.
 - 2.2. Company profile including the list of services you specialise in
 - 2.3. Five (5) written reference letters (not older than ten (10) years) relevant to the service you specialise in.
 - 2.4. B-BBEE Certificate or affidavit.
 - 2.5. Complete SBD documentation.
3. In terms of Functionality, only Companies with proven experience will be considered for registration on the database.
4. The registered suppliers will be requested to submit quotes as and when a need arises.
5. In cases of emergency callouts, the service provided who is responsible for carrying out the service will be the first point of contact, failing which, SCM will then contact the second person on the list and so on.
6. The 80/20 price and specific goal system will be applicable for procurement between R 2000 and R50million.

LIST OF REQUIRED SERVICES

SERVICE	DESCRIPTION	✓ TICK
1. HVAC	Cooling Towers, Air handling units, fan coil units, extractor fans, return air fan and ducting Console and split units BMS Chillers	
2. LIFTS -	Passenger lifts Goods lifts Paraplegic lifts	

3. LIFTING EQUIPMENT	Goods hoist Décor hoist	
4. ELECTRICAL	Transformers - Oil analysis & inspection Switchgear Maintenance Infra-red scanning of DB's Generators	
5. FIRE PROTECTION	Firefighting appliances Fire Detection system Sprinkler systems Gas suppression system	
6. PRESSURE EQUIPMENT	Portable Air Compressor	
7. FACILITIES	Pest Control First Aid Inspection Servicing of Cameras	
8. MECHANICAL	Millwright services	
9. OTHER	Sewing Machines Plumbing Washing Machines Dust Room Machineries Water coolers	