



## **TERMS OF REFERENCE**

### **REQUEST FOR PROPOSALS FOR AN ARTISTIC AND EVENTS MANAGEMENT COMPANY**

**RFP/ARTISTIC&EVENTSMANAGEMENTCOMPANY/2023**

## 1. INTRODUCTION

The Performing Arts Centre of the Free State (PACOFS) is a schedule 3A public entity of the Department of Sports, Arts and Culture. The playhouse was established in terms of the Cultural Institutions Act of 1999. PACOFS is the flag ship of theatre activities in the Free State Province, the central region of South Africa. It is a Playhouse where an environment is provided for artists to practice and perform their different art forms. An annual season of classic and contemporary South African, African, and international theatre productions are performed inside its theatres. PACOFS is a major community and cultural resource for people of the central parts of South Africa and Lesotho. It is committed to the development of both new works and existing productions and the development of Free State artists through its artistic development program. It also plays a role in the bigger picture of the South African theatre scene by contributing touring productions and providing employment and career opportunities for creative and administrative staff.

## 2. PURPOSE

The purpose of this Request for Proposal (RFP) is to provide detailed guidance and requirements for the appointment of a service provider to provide PACOFS with Artistic & Event managing services for the mounting of our inhouse production taking place in March 2024. The primary objective is to book and secure artists as well as coordinate and manage the production/event that will be staged at PACOFS.

## 3. OBJECTIVE

PACOFS intends to appoint a suitable Service Provider with relevant expertise in Artists and Events Management. The service provider will be responsible for coordinating an event for PACOFS. The service provider will also manage all logistics of the artists, graphic design, marketing & publicity of the concert. The requested Artists and Events Management Company should have a vast network of artistic talent and events management for 'Hae-Lapeng concert', which will be taking place in March 2024, in Sengangata venue (PACOFS) as part of the annual flagship which forms part of the APP for the PACOFS Artistic Programme for 2023/24. The Artists and Events Management Company should have a credible Events and Production company, with a maximum of 10 years of experience in holistic events and artist management; with contactable references on the previous events/productions, and must produce a detailed profile/photo, inclusive of previous events/productions visuals (images and video clips). The company will also provide graphic design of the poster and a marketing and publicity campaign and distribution, along with the execution of hospitality and accreditation for the event.

The appointed service provider will enter into an agreement with PACOFS where performance evaluations will be conducted. PACOFS has the right to terminate the contract at any time if the appointed service provider does not perform according to the agreement.

The Artists and Events Management Company should be able to execute a live event and acquire the following talent/artistic network.

**THE OBJECTIVES FOR THE APPOINTMENT OF ARTISTIC & EVENT MANAGEMENT COMPANY ARE AS FOLLOWS:**

**1. ARTISTIC:**

Booking of Artists/Talent for performances in Hae Lapeng concert.

**2. TECHNICAL/PRODUCTION:**

Technical: Lighting and Sound

Costume, Set & Decor

Production Support: Event management, (Stage management and crew, hostesses)

**3. LOGISTICS:**

Transport, Accommodation, shuttle services, Catering and Hospitality.

**4. MARKETING AND PUBLIC RELATIONS:**

Videography

Photography

Digital Marketing

Publicity

Graphic Design (and poster)

Accreditation.

**4. SCOPE OF WORK AND DELIVERABLES**

The selected company is expected to provide the following comprehensive services:

**4.1 ARTISTIC/TALENT:**

1. Live Music Band with Musical Director: An up-coming reputable Musical Director with a minimum of 5 - years' experience both locally and nationally. Must have a social media following of (FB/ Twitter/ Instagram) : 50k – 150k. A local band from Free State with a combined social media following of at least 130k, an all-round revolutionary band, that is conscious and a true reflection of home. NB: First preference will be given to Free State artists.
2. Jazz Band: An experienced local Jazz Band from Free State with at least 25 years of experience; comprising of locally and nationally acclaimed Jazz Musicians. Must have a combined social media following of (FB/ Twitter/ Instagram): 100k- 150k followers.
3. African Lead Vocalists: African black female lead- vocalists (5) with at least 10 years of live performance experience, also able to play any African instruments, and can co-perform with the band and form part of a chorus. Must have a combined social media (FB/ Twitter/ Instagram) following of: 50k - 150k.
4. Contemporary Dance Company and Choreographer: A Choreographer with over 10 years of experience and a versatile dance styles and forms; ranging from

Latin, classic, cocktail, and contemporary dance. Must have a social media (FB/ Twitter/ Instagram) following of: 50k - 150k.

Local Contemporary Youth Dance Company, with at least 10 years in live performance experience.

A company with a strong profile and proof of occurrences of events/productions plus visible social media (FB/ Twitter/ Instagram) following of:

NB: First preference will be given to Free State artists.

5. Em-Cee/Presenters: Two well-known Programme Directors with 10 years' experience and strong track record, must have between 50k – 200k following on (FB/ Twitter/ Instagram) and who. are both catchy, vibrant and have charismatic stage presence and have reputable brand position:
6. Poets: Two Free State Poets, with an understanding of Spoken Word and Poetry Performance, and have over 5 years' experience and have been part of any national or international platforms and/or festivals. Must have a social media (FB/ Twitter/ Instagram) following of: 50k - 150k.  
Must be able to speak both English and Sotho (Poets from Free state to be a preference).
7. DJ: A well-established local DJ with 10 years of DJ-ing experience; is part of the national radio station and can cater for diverse audiences.  
Must have a social media (FB/ Twitter/ Instagram) following of: 100k-300k.
8. Orchestra: A local multi-racial Youth Orchestra, with a strong musical background and has performed before in concerts, and events; are versatile and able to collaborate and/or play with other musicians.  
NB: First preference will be given to Free State artists.
9. Percussionist: A well experienced percussionist, who can play multiple African indigenous instruments, with over 20 years of experience; is able to compose sounds-scapes and collaborate with other musicians.  
Must have a social media (FB/ Twitter/ Instagram) following of: 150k-200k.
10. Dancer & Actors: Triple Threat Actors/Actresses with a minimum of 5 years' experience in stage acting and live performance.  
They must have performed in several large-scale musical productions at any local and national theatre.  
NB: First preference will be given to Free State artists.  
Must have a visible and active social media (FB/ Twitter/ Instagram) presence.
11. White Female Musician: A white harpist with at least 10 years of experience, and a prominent profile; can hold space and collaborate with other musicians. Must have a social media (FB/ Twitter/ Instagram) following of: 50k-150k.
12. Two Hander Production: A two hander - protest theatre classical piece by well-seasoned actors with an experience of +25 years across stage and TV performance. Have travelled and staged the piece nationally and continentally.  
Must have a social media (FB/ Twitter/ Instagram) following of: 100k-300k.
13. Two international Vocalists, African one African male and one African Female. Must have a social media following (FB/Twitter/Instagram) of 100k- 300k. must have more than 5 years of experience.

14. An African Male, Sketch artist.
15. A fine artist with a portfolio of work fit for an exhibition. With at least 5 years of experience.
16. Catering Company (Hospitality): A certified and experienced Catering Service Provider - who has a vast finger-food menu that appeals to diverse guests' dietary preferences.  
With strong catering track-record, active and visible social media (FB/ Twitter/ Instagram) presence. With contactable references.
17. Set/Décor Company: A certified and experienced Events Décor and service provider, with diverse craft skills to set up a concert scenery.  
With strong décor & craft track-record, must be active and visible social media (FB/ Twitter/ Instagram) presence. With contactable references.
18. 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.
19. Technical Solution Company: An experienced technical company, with 10 years track-record, displaying vast technical support to various live productions.  
With contactable clientele, and must be visible social media (FB/ Twitter/ Instagram).
20. Videographer: An experienced Videographer with a solid portfolio and over 10-year experience in theatre and/or live performance videography.
21. Photographer: An Experienced Photographer with a solid portfolio and over 10-year experience in theatre and/or live performance Photography.
22. Digital Marketing and PR Company: An Experienced Digital Marketing and PR company, with a solid portfolio, active media database, and strong digital visibility and track-record of over 10-years. A Digital Marketing & Publicity company should be able to provide social media team to develop content and a graphic designer to design posters/ flyers and invitations; and are familiar with the performing arts landscape.

## 5. BIDDING IMPLICATIONS

### 5.1 Bidding documents

All documents submitted in response to this request for proposals will become the property of PACOFS.

## 5.2 Contractual implications

After awarding the bid, this proposal together with its bid terms, conditions and specifications will constitute a binding contract between the PACOFS and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. PACOFS reserves the right not to award the tender.

## 6. QUALITY COMMITMENT

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 an acceptable standard and is unlikely to cause undue difficulties.

## 7. COMPOSITION, SKILLS, AND EXPERIENCE REQUIRED

Subject to the particular assignment, the work can be done by a company/ team of experienced individuals, with the relevant skills.

The bid must have contactable and reputable references, citing the company providing the reference and their specific areas of responsibility. The bid must show the company's proven record.

## 8. BID SUBMISSION REQUIREMENTS

Bids must be submitted in the following format:

8.1 Covering letter signed by the bidder, *inter alia*:

- Accepting the terms of reference
- Providing full contact details; and
- Attaching compliance documentation

8.2 Technical proposal

In terms of each of the areas of skills / experience listed in the evaluation criteria, the bidder must provide the following information:

- Demonstration of the specific skill with reference to résumé and contactable references.
- Summarized résumé highlighting relevant qualifications and skills;

Bidders must indicate fee charged for each service as per scope of work and deliverables.

## 9. EVALUATION CRITERIA

**The bid will be evaluated into three phases as below:**

## 10. PHASE 1 MANDATORY REQUIREMENTS

The bidders are required to provide the following mandatory information. All the forms must be completed in full and signed off.

**Failing to provide all the required documentation, except where stated otherwise, will result in immediate disqualification of the bidder.**

10.1 Invitation to bid (Please fill in supplier number - i.e. MAAA number)	SBD 1.
10.2 Bidders Declaration	SBD 4.
10.3 Preference Points claim form	SBD 6.1.
10.4 Proof of company registration on Central Supplier Database Registration (CSD).	

**NB. Proposals received from bidders with a non- compliant tax status will be disqualified with failure to update the Tax Status within 7 days.**

10.5 A valid letter of Good Standing from the Office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA)  
The letter should be issued by the Department of Labour.

10.6 Certificate of incorporation / legal status (CIPC).

**All SBD forms must be in their original form and not re-typed, completed in full and be signed by an authorized person.**

**FAILURE TO ADHERE TO THE CONDITIONS WILL LEAD TO DISQUALIFICATION.**

#### **Additional Information**

- 1) A company profile, as relevant to the above-mentioned terms of reference.
- 2) A proposal and quotation.
- 3) Confirmation that the proposed company will be available to undertake this exercise at the appropriate time and meet the necessary deadlines.
- 4) The proposal should contain a work plan, showing tasks, timelines, etc.
- 5) Contact details of at least five references from recent clients with whom similar work has been conducted in the past.

#### **11. PHASE 2- FUNCTIONALITY**

- Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.
- Bidders must, as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- Bidders will not rate themselves but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- The panel members will individually evaluate the responses received against the following criteria as set out below:

A bidder that scores less than **70** points out of 100 as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified. The bids that would have scored **70** or more for functionality will be further evaluated on the 80/20 points system where 80 points will be awarded for Pricing, and 20 points will be awarded in accordance with the preferential procurement (specific goals) requirements.

Each bidder's technical proposal will be evaluated as follows:

<b>Description</b>	<b>Scoring</b>	<b>Weights</b>										
<p><b>Understanding of the PACOFS requirements</b> Does the proposal show the bidder's understanding of the PACOFS requirements for an Artists &amp; Events Management Company.</p> <table border="1" data-bbox="203 702 806 804"> <thead> <tr> <th data-bbox="208 702 298 770"><b>10 Points</b></th><th data-bbox="303 702 393 770"><b>15 Points</b></th><th data-bbox="398 702 489 770"><b>20 Points</b></th><th data-bbox="493 702 584 770"><b>25 Points</b></th><th data-bbox="589 702 679 770"><b>30 Points</b></th></tr> </thead> <tbody> <tr> <td data-bbox="208 777 298 804">1</td><td data-bbox="303 777 393 804">2</td><td data-bbox="398 777 489 804">3</td><td data-bbox="493 777 584 804">4</td><td data-bbox="589 777 679 804">5</td></tr> </tbody> </table>	<b>10 Points</b>	<b>15 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>30 Points</b>	1	2	3	4	5	<p>5 = Fully complied 4 = Satisfactory complied 3 = Fairly satisfactory 2 = Below average 1 = Did not comply 0 = Demonstrated No understanding</p>	30
<b>10 Points</b>	<b>15 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>30 Points</b>								
1	2	3	4	5								
<p><b>Number of years in the industry</b></p> <ul style="list-style-type: none"> <li>The experience of the company in undertaking similar work or projects.</li> </ul> <table border="1" data-bbox="203 938 759 1039"> <thead> <tr> <th data-bbox="208 938 298 1006"><b>4 Points</b></th><th data-bbox="303 938 393 1006"><b>8 Points</b></th><th data-bbox="398 938 489 1006"><b>12 Points</b></th><th data-bbox="493 938 584 1006"><b>16 Points</b></th><th data-bbox="589 938 679 1006"><b>20 Points</b></th></tr> </thead> <tbody> <tr> <td data-bbox="208 1001 298 1039">1</td><td data-bbox="303 1001 393 1039">2</td><td data-bbox="398 1001 489 1039">3</td><td data-bbox="493 1001 584 1039">4</td><td data-bbox="589 1001 679 1039">5</td></tr> </tbody> </table>	<b>4 Points</b>	<b>8 Points</b>	<b>12 Points</b>	<b>16 Points</b>	<b>20 Points</b>	1	2	3	4	5	<p>5 = 10 Years or more 4 = 8 Years 3 = 5 Years 2 = 3 Years 1 = 1 Year 0 = 0 Year</p>	20
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1	2	3	4	5								
<p>Proposals should indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR. This will include but not be limited to: <b>Refer to (Technical/ Production on p.g 3)</b></p> <ul style="list-style-type: none"> <li>Resources and personnel to be dedicated to the project;</li> <li>Office and administrative capacity to carry on work of this magnitude.</li> <li>Project team leader;</li> <li>Project team resumes;</li> <li>Capability statement.</li> </ul> <p>Bidders must provide CVs/Profiles for resources involved in the project. CVs/Profiles should at least provide the following in relation to the specific requirements listed in the Scope of work:</p> <ul style="list-style-type: none"> <li>Information on the number of years of experience</li> </ul> <table border="1" data-bbox="203 1724 806 1825"> <thead> <tr> <th data-bbox="208 1724 298 1792"><b>10 Points</b></th><th data-bbox="303 1724 393 1792"><b>15 Points</b></th><th data-bbox="398 1724 489 1792"><b>20 Points</b></th><th data-bbox="493 1724 584 1792"><b>25 Points</b></th><th data-bbox="589 1724 679 1792"><b>30 Points</b></th></tr> </thead> <tbody> <tr> <td data-bbox="208 1787 298 1825">1</td><td data-bbox="303 1787 393 1825">2</td><td data-bbox="398 1787 489 1825">3</td><td data-bbox="493 1787 584 1825">4</td><td data-bbox="589 1787 679 1825">5</td></tr> </tbody> </table>	<b>10 Points</b>	<b>15 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>30 Points</b>	1	2	3	4	5	<p>5 = more than 7 years of relevant experience of the Project Team 4 = 4 - 7 years of relevant experience of the Project Team 3 = 3 years of relevant Experience of the Project Team 2 = 2 years of relevant Experience of the Project Team 1 = 1 years of relevant Experience of the Project Team 0 = 0 years of relevant Experience of the Project Team</p>	30
<b>10 Points</b>	<b>15 Points</b>	<b>20 Points</b>	<b>25 Points</b>	<b>30 Points</b>								
1	2	3	4	5								

<p><b>References</b></p> <ul style="list-style-type: none"> <li>• Contact details of at <b>least five references</b> from recent clients with whom similar work has been conducted in the past. Submission of contactable and reputable references, providing insight into the track record of the company / service provider in the industry. The list and evidence must address successfully completed project/s in the following sequence: Copy of an <b>appointment letter/s</b>, description of the project. Client name, Client contact (i.e., email and office number), Project start date, project end date, contract value. Furthermore, attach a <b>letter</b> signed by client confirming successful completion of the project.</li> </ul> <table border="1" data-bbox="203 848 759 945"> <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	<p>5 = 5 or more projects with contactable references  4 = 4 projects with contactable references  3 = 3 projects with contactable references  2 = 2 projects with contactable references  1 = 1 project with contactable reference  0 = 0 project with contactable reference</p>	20
4 Points	8 Points	12 Points	16 Points	20 Points								
1	2	3	4	5								

## TERMS AND CONDITIONS

- The specific goals will be applied for this tender and service provider will be required to complete SBD 6.1 and provide the supporting documents to claim allocated points.
- PACOFS reserves the right to screen and vet shortlisted service providers before appointment.
- PACOFS reserves the right to terminate the contract in the event that there is clear evidence of a breach of the agreed specifications.

## 12. PHASE 3: PRICE AND SPECIFIC GOALS

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

*The 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.*

**Before completing this form, tenderers must study the general conditions, definitions, and directives applicable in respect of the tender and preferential procurement regulations, 2022)**

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

### **13. PENALTIES/WARRANTIES**

- PACOFS reserves the right to reject work that does not meet the required standard.

Should any reference check, security vetting, audit or inspection reveal that the Bidder has not complied with any of the terms of the previous contract, PACOFS reserves the right to reject the bid.

### **14. TAX COMPLIANCE**

Proposals received from bidders with a non- compliant tax status will be disqualified with failure to update the Tax Status within 7 days.

In terms of National Treasury Instruction No. 4A of 2016/2017 regarding the National Central Supplier Database (CSD), all bidders must register on the CSD to provide the following information to be verified through the CSD:

- Business registration, including details of directorship and membership.
- Bank Account holder information.
- In the service of the State status.
- Tax compliance status.
- Identity number.
- Tender default and restriction status; and

### **15. VALUE ADDED TAX**

All bid prices must be inclusive of 15% Value-Added Tax where applicable.

### **16. CLIENT BASE**

PACOFS reserves the right to contact references during the evaluation and adjudication process to obtain information.

### **17. LEGAL IMPLICATIONS**

Successful service providers will enter into a service level agreement with PACOFS.

### **18. COMMUNICATION**

PACOFS may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for PACOFS in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

### **19. PRESENTATION**

PACOFS may require presentations/interviews from short-listed bidders as part of the bid process.

## 20. INSTRUCTIONS FOR THE BID PROPOSAL

- This Request for Proposal (RFP) does not constitute an offer. The RFP intends to provide enough information for the preparation and submission of comparable proposals by the bidders.
- The requested information should be inserted and no changes to the layout should be made on the RFP Pack.
- PACOFS requires a clear, concise, and factual response. Bidders shall consult, in writing, with PACOFS official responsible should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this RFP.

## 21. COST OF PROPOSAL

Bidders are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each bidder assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. PACOFS is not responsible directly or indirectly for any costs incurred by bidders.

## 22. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No bid 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 at the National Treasury or who have been placed on National Treasury's list of Restricted Suppliers. The entity reserves the right to withdraw an award, or cancel a contract concluded with a bidder should it be established, at any time, that the bidder has been blacklisted with National Treasury or any government institution.

## 23. SITE VIEW

Before submitting bids, the bidder(s) shall visit the site for a compulsory briefing session in order to understand the nature and extent of the work to be done and the value of the materials contained in the Scope of Work. No claims for variations of the contract sum in respect of the nature and extent of the work or of inferior material will be entertained.

***N:B Please note that only proposals from bidders who attended compulsory site briefing session will be accepted.***

**Date: Tuesday, 12 December 2023 – Time: 10h00- 13h00.**

**Venue: PACOFS, @ The Muse**

## 24. OUT CLAUSE

PACOFS reserves the right not to appoint any service provider.

## 25. VALIDITY PERIOD

Proposals must be valid for a period of 30 days. PACOFS reserves the right to extend the validity period should need arise.

**26. JOINT VENTURES, CONSORTIUMS AND TRUSTS**

No joint Venture agreements will be allowed for the project. A joint venture proposal will not be accepted.

**27. SUBMISSION**

27.1 Proposals must be sent to [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za)

**27.2 Proposals received at the address indicated in the bid documents, after the closing date and time will not be accepted for consideration.**

The closing date is **10 January 2024 at 11:00**.

**28. ENQUIRIES**

28.1 For Supply Chain Management information please contact 051 – 447 7771 ext. 2234 or via e-mail at [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za).

28.2 For all technical enquiries please contact The Producer on 051 - 447 7771 ext. 2252 or via e-mail at [producer@pacofs.co.za](mailto:producer@pacofs.co.za)

**CLOSING DATE FOR PROPOSALS:**

**WEDNESDAY, 10 January 2023**

**11H00**

**Please note: No late submissions will be considered.**