



SUPPLY CHAIN MANAGEMENT  
Room K 016  
FIRST AVE ENTRANCE  
TEL : 051 – 4477771 x 2306  
FAX-2-E-MAIL: 086 729 6757  
E-MAIL : quotation@pacofs.co.za

**INVITATION FOR A QUOTATION**  
**REFERENCE NUMBER: RFQ/FACILITATOR/2022**

PACOFS requires quotations for appointment of a suitably experienced artistic workshop facilitator for a two day music workshop for developmental artists in Dihlabeng District Municipality.

The Artistic development department is required to do one workshop per quarter and a responsibility to afford equal opportunities to all five Free State districts.

The successful service provider will facilitate a music workshop in Dihlabeng District Municipality on the topic **Music, Performance Arts and networking in the artistic industry** on the 24th -25th March 2022.

**Facilitator Specification:**

- Must be a South African Citizen. Free State candidates will have an added advantage.
- Over the age of 35
- Recording artist
- More than 10 years proven professional experience
- Must have ability to read music
- Must play a musical instrument professionally
- Proven national appearances and performances

**Compulsory returnable documents:**

The following compulsory returnable documents must be submitted. Failure to submit any of this documents will lead to disqualification;

- Certified copy of ID and proof of address
- Artistic profile with references (Submit reference letters)
- CV of the facilitator
- Workshop layout for a two day developmental music workshop on the topic of music, Performing Arts and Networking in the artistic industry.

**Fees**

All-inclusive quote per day for the facilitation of the music workshop for two days on 24 and 25 March 2022. The Facilitator will be required to book own accommodation and organize own transportation, and this must be include in the quoted price.

## Evaluation of quotations

The quotations received will be evaluated using the following criteria. Service providers must provide adequate documentation to enable the evaluation process.

| Criteria                                                                                      | Scoring                                                                                                                                                                                                                                                                                                                                                                                                                                         | Weighted score |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Proven track record with references of previous developmental music training workshops</b> | <p>The service provider should provide reference letter(s) on the letterhead of the serviced client and should reflect at least name of the client, full description of the service rendered, contact person and contact details. The letters must be signed by the authorized person.</p> <ul style="list-style-type: none"> <li>5 points will be allocated for each relevant letter</li> </ul>                                                | 40             |
| <b>Capability and competence of the Facilitator</b>                                           | <p>Detailed Artistic profile = 10 points<br/>Recording artist = 5 points<br/>Free State based = 10 points</p>                                                                                                                                                                                                                                                                                                                                   | 25             |
|                                                                                               | <p><b>Experience of the Facilitator</b><br/>The Facilitator must have at least 10 years' experience in the music industry</p> <ul style="list-style-type: none"> <li>10 years and above experience as an artist = 15 points</li> <li>Ability to read music= 5 points</li> <li>Ability to play a musical instrument professionally= 5 points</li> <li>Detailed workshop layout for a two day developmental music workshop = 10 points</li> </ul> | 35             |
| <b>TOTAL</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>100</b>     |

**NB: Only bidders who achieve a score of 55 out of 100 points will be evaluated further on pricing and B-BBEE (commercial evaluation).**

## Commercial Evaluation

Acceptable RFQs will be evaluated for price and preferences according to the 80/20 Preferential Point Scoring System.

| B-BBEE STATUS LEVEL OF CONTRIBUTOR | NUMBER OF POINTS (80/20 SYSTEM) |
|------------------------------------|---------------------------------|
| 1                                  | 20                              |
| 2                                  | 18                              |
| 3                                  | 14                              |
| 4                                  | 12                              |
| 5                                  | 8                               |
| 6                                  | 6                               |
| 7                                  | 4                               |
| 8                                  | 2                               |
| Non-compliant                      | 0                               |

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, 8 and 9 form.
3. Evaluation criteria 80/20 will be applicable in the case of quotations exceeding R30 000. (PPPFA).
4. 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, 2017, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

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

**FRIDAY, 18 MARCH 2022 at 11h00**

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

**No late submission will be accepted!**

## **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 FOR QUOTATIONS / BIDS OVER R30 000,00 AS WELL AS COMPLETED SBD 4, 8 AND 9.**
9. **QUOTATIONS SHOULD BE VALID FOR 30 DAYS.**
10. **PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.**
11. **PLEASE DO NOT INFLATE PRICES.**