



**sport, arts & culture**

Department:  
Sport, Arts and Culture  
REPUBLIC OF SOUTH AFRICA



**PACOFS**

PERFORMING ARTS CENTRE  
OF THE FREE STATE  
An agency of the Department  
of Sport, Arts and Culture

## INVITATION FOR QUOTATION

**REFERENCE NUMBER:RFQ021602TEAMBUILDING2024**

PACOFS is seeking a reputable service provider to provide and/or facilitate a one-day team building exercise focusing on team bonding, fun, motivational activities, and communication strategies for all employees.

The main objectives of the team building are teamwork for purposes of boosting team performance, collaboration and fostering innovation and creativity and communication and socialization within the team.

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 Free State artists through its arts 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.

This RFQ document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the PACOFS for the once-off team building activity services.

This RFQ does not constitute an offer to do business with the PACOFS, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

### 1. SCOPE OF WORK

To facilitate and moderate a team building process for employees not more than 120 that will improve both horizontal and vertical communication within the entity. The team building programme should be creatively organized to include sessions aimed at helping the staff to identify the interrelationship between corporate and individual work plans that ensures the optimal delivery of the programme outputs, better communication and enhanced teamwork and the service provider must design this process and to assign time frames to it.

**ONCE-OFF OFF SITE TEAM BUILDING ACTIVITY**

### **Preparatory/planning of the team building retreat workshop**

- A customized training and team building plan clearly articulating the objectives of each of the team building exercises;
- Interactive and flexible facilitation tools and material aids prepared prior to the workshop.

### **Facilitation of the team building retreat workshop**

- Interactive and team building sessions aimed at identifying deliberate harmonization of the entity's activities through effective communication of its diverse teams.
- Meet with the retreat planning team to determine the overall objectives of the retreat.
- Propose an agenda with specific games or activities for review/approval.
- Facilitate the retreat, providing all materials, tools, etc.
- Administer a satisfaction survey to determine the effectiveness of the retreat and the opinions of participants about the retreat.
- Provide individual coaching sessions to selected staff members.

### **A brief report to the HR Manager outlining:**

- The retreat workshop proceedings and key outcomes;
- Recommendations on corporate deliveries to promote communication and team work horizontally and vertically;
- Recommendations on the suggested institutional design/operational design that will ensure sustenance of the retreat objectives; and
- Feedback on the various aspects of the training from participants

### **The following are the expected outcomes:**

- A cohesive team that understands individual roles and their links to the overall entity's objectives;
- Improved communication between supervisors and their staff, both horizontally and vertically;
- Identifying the team's strengths and capacity needs of members and providing appropriate recommendations; and meeting the expectations of all staff for the team building exercise.

## **2. EVALUATION CRITERIA**

### **Stage 1:Submission of Compulsory Documents**

- o Please provide your CSD supplier and unique registration number for verification on the CSD database.
- o Please submit the fully completed SBD 4 and 6.1 form as per the attachment.

### **Additional required documents:**

- The Service Provider must attach proof of registration and accreditation with the relevant SETA.
- The CV of the facilitator/Facilitators who will be conducting the team building activities.
- A copy of company profile
- Bidder must provide proof of three (3) valid contactable references detailing Team Building Activities work carried out. Reference letters to include duration of contract with the company as well as the quality of services rendered.
- The Service Provider must provide methodology detailing team building activities.

### **Stage 2:Functionality**

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 60% for Functionality to qualify to proceed to Stage 3.

CRETERIA	SUB-CRITERIA	WEIGHTING/ POINTS
1. Company profile	<p>The company profile should cover the following:</p> <ul style="list-style-type: none"><li>- Background and history of the company in relation to the service required (5 points)</li><li>- Footprint in all the Free State province (10 points)</li><li>- Project team responsible for this programme (10 points).</li><li>- Provide company profile, registrations, and CVs of the team members (maximum 5 CVs), and registration with the relevant statutory bodies</li><li>- Failure to indicate footprint in Free State will result in 0 points allocated.</li><li>- Failure to provide relevant information to the above will result in 0 points for each aspect not provided in this sub-criterion</li></ul>	30

<b>2. References</b>	Bidder must provide three (3) contactable references detailing Team Building Activities work carried out. Reference letters to include duration of contract with the company as well as the quality of services rendered.  - No references = 0 points - Each valid Reference = 5 points	<b>15</b>
<b>3. Methodology</b>	Methodology for performing the assignment  -Outlining detailed team building activities on that day=25 -Outlining team building activities on the day=15	<b>25</b>
<b>4. Experience of the facilitator</b>  Experience must provide a detailed CV detailing the required experience	The facilitators staff must provide cv or cvs have at least three (3) experience in facilitating team building activities  - 3 years experience or more in facilitating team building activities = 20 points - Less than 3 years in facilitating team building activities = 10 points - No experience in facilitating team building activities = 0 points	<b>20</b>
<b>5. Registration and accreditation</b>	Proof of registration and accreditation with relevant SETA  - No proof = 0 points - Registration = 5 points - Accreditation = 5 points - Registration and accreditation = 10 points	<b>10</b>
<b>TOTAL</b>		<b>100</b>
<b>The Once-off off-site team building activity must be held in a proposed venue in Free State Province (Around Bloemfontein)</b>		

### **Pricing and B-BBEE Evaluation (80:20)**

Bidders who score a minimum of **60 points** or more will be further evaluated on the preferential points system.

- 80/20 Preference point system will be applied.
- Bidders who score less than 60 points of the 100 points for functionality will be disqualified and will not be evaluated further.
- The RFQ that would have achieved 60 points or more from the functionality evaluation will be further evaluated on the 80/20 points system where 80 points are for pricing, and 20 points are for preferential procurement requirements.

### **ONCE-OFF OFF-SITE TEAM BUILDING ACTIVITY**

- Preferential points will be awarded in terms of the PACOFS Specific goals level of contribution as indicated in SBD 6.1

## 6. PRICING

- Quotation (including fees payable and all applicable taxes for the services required in the scope of work).
- All prices charged should be inclusive of VAT.
- The bid proposal should clearly indicate the total price.

Description	Unit	Rate	Quantity	Total
1. Team building activity	Per person		120	
2. Venue (Bloemfontein)	Each		1	
3. Catering (Breakfast and Lunch)	Person		120	
<b>Total</b>				

*For any queries, please contact Supply Chain at [quotation@pacofs.co.za](mailto:quotation@pacofs.co.za) or 051 – 447-7771*

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 as per 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/. The CSD report shall be used to verify claim of such points.
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 WITHIN 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 PROVIDED ONCE OFF FOR THE OFF-SITE TEAM BUILDING ACTIVITY
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

**OPENING DATE: 16 FEBRUARY 2024**

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

**26 FEBRUARY 2024 at 11h00**

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

**No late submission will be accepted!**

**ONCE-OFF OFF-SITE TEAM BUILDING ACTIVITY**