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| THE MARKET THEATRE FOUNDATION (MTF) |  |
| Request for Proposal: |  |
| APPOINTMENT OF A SERVICE PROVIDER/INDIVIDUAL TO RENDER COMPANY SECRETARIAT SERVICES TO THE MTF GOVERNANCE STRUCTURES FOR A PERIOD OF UP TO TWO YEARS. |  |

MTF 01/06/2023

**Closing Date:** 14 July 2022

**Closing Time:** 12:00 PM (Afternoon)

**Submission Address:**

1. Bid document must be submitted in the MTF tender box situated in the MTF foyer at The Market Square Building at **138 Lillian Ngoyi Street, Newtown, Johannesburg**.
2. Bid documents must be placed in a sealed envelope clearly market with the description and bid number that you are bidding for.
3. Only original bid documents will be accepted and faxed or emailed bid documents will not be considered for evaluation at all.
4. Bid documents may only be completed in ink and mistakes must be corrected with a signature nest to the correction.

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# General Information

## Purpose of this document

The Market Theatre Foundation (MTF) wishes to appoint a Service Provider/Individual with proven Company Secretariat experience, to provide Secretariat Services to the MTF for a period not more than two years.

## BACKGROUND

### The Market Theatre Foundation was declared a cultural institution in 2005, through the Cultural Institutions Act, 1998 (Act 119 of 1998).

### The following Acts have been promulgated by Parliament to create institutions in furtherance of the constitutional mandate of the Department of Arts and Culture:

* [National Archives and Record Service of South Africa Act, 1996 (Act 43 of 1996)](http://www.dac.gov.za/acts/a43-96.pdf);
* [Cultural Institutions Act, 1998 (Act 119 of 1998)](http://www.dac.gov.za/acts/a119-98.pdf);
* [Culture Promotion Act, 1983 (Act 35 of 1983)](http://www.dac.gov.za/acts/a35%20-1983.pdf);
* [South African Geographical Names Council Act, 1998 (Act 118 of 1998)](http://www.dac.gov.za/acts/a118-98.pdf);
* [Heraldry Act, 1962 (Act 18 of 1962)](http://www.dac.gov.za/acts/a18%20-1962.pdf);
* [Legal Deposit Act, 1997 (Act 54 of 1997)](http://www.dac.gov.za/acts/a54-97.pdf);
* [National Arts Council Act, 1997 (Act 56 of 1997)](http://www.dac.gov.za/acts/a56-97_2.pdf);
* [National Film and Video Foundation Act, 1997 (Act 73 of 1997)](http://www.dac.gov.za/acts/a73-97.pdf);
* [National Heritage Council Act, 1999 (Act 11 of 1999)](http://www.dac.gov.za/acts/act11.pdf);
* [National Heritage Resources Act, 1999 (Act 25 of 1999)](http://www.dac.gov.za/acts/a25-99.pdf);
* [Pan South African Language Board Act, 1995 (Act 59 of 1995)](http://www.dac.gov.za/acts/a59-95.pdf);
* [National Library of South Africa Act, 1998 (Act 92 of 1998)](http://www.dac.gov.za/acts/a92-98.pdf);
* [South African Library for the Blind Act, 1998 (Act 91 of 1998)](http://www.dac.gov.za/acts/a91-98.pdf); and
* The Use of Official Languages Act, 2012 (Act No. 12 of 2012).

1. **OBJECTIVE**

The purpose of this tender is to appoint a service provider/individual to provide company secretariat services to the MTF from (Date) 2023 to (Date) 2023; and which services shall include the following:

* The service provider/individual shall provide company secretariat and professional corporate governance services to the Council of the MTF, and to ensure that the MTF and the Members of the Council singularly and collectively fulfil their statutory requirements to meet the required standards of institutional governance required of the MTF.
* The service provider/individual shall have the capacity to understand the impact of the MTF’s strategic thrust as an entity of the Department of Sport, Arts & Culture, as established by the Cultural Institutions Act No 19 of 1998 and other laws and applicable regulations in the governance of the MTF; and should therefor possess the capacity to identify financial, technological, reputational or legal risk to the MTF and to advise the Council accordingly.
* The service provider/individual must have the requisite knowledge and experience to carry out the duties of a company secretary of the MTF, and shall have the necessary competence, gravitas and objectivity to provide independent advice and support at the highest level of decision-making in terms of corporate governance, the Council’s legal identity and statutory responsibilities in terms of the Cultural Institutions Act No 19 of 1998 and any other relevant laws and regulations and to report any failure to comply.
* The company secretary should devise a system to meet the obligation of ensuring that the Council and the MTF is fully compliant and should take responsibility for certain areas of the law which relate to service provider’s expertise and to rely on the MTF’s legal panel of advisors for other specialised expertise and support.
* The service provider/individual will also be responsible for other key or related tasks as designated by the Council Chairperson and the MTF CEO on an ad-hoc basis. The MTF shall ensure that the company secretary is empowered to carry out the required functions, and carries the necessary authority, accreditation and expertise required to render the required service to the MTF Council and its committees, and entity executives.
* The service provider/individual shall be privy to confidential information about the MTF and will need to act with integrity at all times. The service provider may not misuse confidential information or disclose it to any third party, in line with their fiduciary duties as a contractor of the MTF.
* Equally, the service provider/individual must act in good faith and avoid conflicts of interest and ensure that appropriate guidance is given to the Council of the MTF in these matters.
* The service provider shall be accountable to the Council of the MTF and be administratively accountable to the Chief Executive Officer of the MTF. The appointment of the service provider shall be a matter for the Council as a whole, and the tenure and termination of the service provider is a decision of the Council. Should the Council decide to terminate the engagement of the service provider before the end of the contract period, the service provider/individual shall be entitled to include a replying statement in the MTF’s annual report.

In the event of the MTF not complying with its statutory requirements under the Cultural Institutions Act and other relevant legislation and/or the recommendations of King IV, the service provider/individual should raise the matter with the chairperson of the Council, Chairperson of the MTF’s Legal, Governance, Compliance & Ethics Committee and the Chairperson of the Audit and Risk Committee, wherein such matters shall be as appropriate. As a last resort, if the matter is not resolved, the service provider may be compelled to notify the Institutional Directorate of the Department of Sports, Arts & Culture and/or approach a relevant regulatory agency for assistance.

1. **QUALIFICATIONS, COMPETENCIES & SKILLS REQUIRED OF THE SERVICE PROVIDER/INDIVIDUAL:**

The person who is allocated by the service provider, or the individual winning this bid, must have legal qualifications and proven company secretariat experience and must be available for the business of Council, including attendance at meetings of Council and Committees of Council.

* 1. **Qualifications Required:**
     + - Relevant Bachelor’s degree in Law - B. Proc, LLB or equivalent.
       - Post graduate Diploma or equivalent in Applied Corporate Governance will be an added advantage.
       - Certificate with the Institute of Chartered Secretaries is a requirement.
       - Knowledge of relevant legislation (e.g. PFMA and Treasury Regulations), compliance and government requirements (Including King Code of Good Practice).
       - Five (5) years’ secretariat experience in private or public company or institution.
  2. **Competencies:**
* Problem solving
* Innovation and resourcefulness
* Leadership skills
* Delivery orientation
* Attention to detail and accurate output
* Strong administrative and computer skills and
* Effective communications skills at all levels
  1. **Knowledge and Skills Required**
* Sound understanding of legal and financial matters.
* Understanding/knowledge of relevant South African legislation including, the Cultural Institutions Act No 19 of 1998, other laws and applicable regulations in the governance of the MTF, and applicable corporate governance frameworks, (e.g., King Report IV).
* Ability to interpret and explain written organisational policies and procedures.

1. **SCOPE OF WORK**

Provision of services shall be inclusive of, but not limited to the following:

* 1. **Accountability to the MTF Council**
     1. The company secretariat should:

1. Have unfettered access to the MTF Council but, for reasons of independence, should maintain an arms-length relationship with it and its members. Accordingly, the company secretariat is not a member of the MTF Council;
2. Act as the custodian of all Council and the Committees of Council’s business and records;
3. Ensure that a Council Charter and Terms of References for Council Committees are in place, implemented and annually reviewed;
4. Provide MTF Council, collectively and individually, with guidance as to their duties, responsibilities and powers;
5. Obtain and maintain Council Members’ Declarations of Interest, personal address and contact information, copies of ID and their annual registration with the Institute of Directors South Africa;
6. Keep the Council appraised of legislative and corporate governance developments, including but not limited to Treasury/DSAC regulations relevant to, or affecting the MTF;
7. Report to the MTF Council any failure on the part of the MTF or a Council member to comply with the Council Charter, MTF policies, the Skills Development Act, King Code on Corporate Governance, and all other relevant and applicable prescripts;
8. Register and renew members registration with the Institute of Directors South Africa and provide new Council Members with an information pack relating to the entity and their responsibilities to the Council.
9. Arrange induction workshops for Council Members and coordinate Council and Committee evaluations on an annual basis to identify training requirements for Council Members and ensure that there is an ongoing programme to keep Council Members informed of developments at the MTF and in respect of matters relevant to their responsibilities generally.
10. The company secretariat will also be responsible for assisting in monitoring the adherence of the regulatory and compliance framework.
    1. **Administrative and corporate governance responsibilities:**
       1. The company secretariat should:
    2. Have regular communication with the Chairperson of the MTF Council and the CEO of the MTF; and be available to provide comprehensive practical support and guidance to the MTF Council, with particular emphasis on the Chairperson of the Council, the Chairpersons of Committees; the Risk Committee and the external Audit and Risk Committee ;
    3. Assist in the ongoing training and induction of MTF Council, including assessing the specific training needs of Council in their fiduciary and other governance responsibilities;
    4. Ensure the accurate compilation and timely circulation of Council meeting packs and assisting the Chairperson of the MTF Council and Committees with planning in terms of the MTF’s Annual Performance Plans and Strategic Performance Plans;
    5. Obtain appropriate responses and feedback to specific agenda items and matters arising from previous meetings in Council and Council Committee deliberations;
    6. Report to the MTF Council, via the Chairperson, on all fiduciary duties and statutory reporting functions to be performed;
    7. Certify in the MTF’s Annual Financial Statements whether the MTF has filed the required returns and notices in terms of MTF policies, the Skills Development Act, King Code on Corporate Governance, and all other relevant and applicable prescripts;
    8. The person attending meetings must be a lawyer with 5 years company secretariat experience
    9. Report on administrative matters to the CEO of the MTF, or to a person designated by the CEO for this purpose, as is appropriate.
    10. **Responsibilities in respect of Council and Committee Meetings:**

The company secretariat should:

1. Liaise with the MTF’s Executives and the Chairperson of Council and/or Chairpersons of Committees in respect of scheduling of ordinary meetings of Council and the Committees and the agendas thereof;
2. Liaise with the MTF Executives to ensure that Special Council Meetings are aligned with dates when Council is required to review documents for statutory reports. Such meetings should be convened at least seven days prior to the submission of the statutory reports;
3. Act as minute secretary for all meetings of Council and Committees of Council, and ensure timely delivery of meeting packs to Council Members and/or any relevant stakeholders;
4. Ensure that minutes of all Council meetings, meetings of Committees of Council, or of the MTF Audit and Risk committee are recorded in accordance with the MTF policies, the Skills Development Act, King Code and Report on Corporate Governance, and all other relevant and applicable prescripts;
5. Draft reports for Committee Chairpersons based on the minutes of the meeting and obtain sign-off of the Committee Chairperson before tabling the Committee Chairperson’s Report in the Council Pack;
6. Ensure the implementation of Council Resolutions and that Committee Recommendations are tabled at Council meetings;
7. Ensure that all documents and records are kept in safe custody and handed over to the CEO of the MTF within 7 days at the termination of the service agreement.
   1. **Responsibilities in terms of minute taking:**
   2. Ensure that attendance register is signed and completed by the attendees at all MTF Council and Committees of Council meetings;
   3. Ensure that all original minutes/transcripts are signed off by the Council Chairperson or Committee Chairpersons, as relevant;
   4. The original attendance register must be included in the minute book and the minute book must be submitted to the office of the CEO after every meeting;
   5. A copy of the register should be kept with the committee secretariat for record purposes;
   6. Ensure accurate and quality recording of deliberations of committee meetings reflecting description of item, actions required and decisions of the Committee;
   7. Maintain a register of Council and Committee resolutions;
   8. Prepare matters arising for review and action by the MTF;
   9. Prepare minutes and matters arising for approval by the relevant Chairperson, Council or Committee Member and upon approval circulate to all relevant parties within seven (7) days after the meeting;
   10. Ensure that the original and signed minutes are kept in minute books for safe keeping;
   11. Prepare transcription and verbatim minutes, as and when required, and ensure that there is a secure back up all recordings at the end of the meeting to ensure that if there is a hacking, theft or loss of information there is a copy for reference;
   12. All meetings of Council and Committees of Council must be recorded, and the minutes must accurately reflect the deliberations and decisions of the meetings. Copies of the recordings must be submitted to the CEO’s office after;
   13. Receiving reports associated with the minutes from the CEO. Draft reports for the Chairpersons of Committees, based on the minutes of the meeting. The draft reports are to be approved and signed off by the Chairpersons of Councils and to be included in the Council’s meeting pack 7 days before the scheduling of meetings.
8. **TIME SCHEDULE**

The successful Service Provider will be expected to commence duties from 01 December 2023 to 30 November 2025.

1. **PROJECT MANAGEMENT**

The Service Provider/Individual appointed shall be given instructions by or shall report to the CEO and Chairperson of the MTF Council, and also in terms of business of council committees to the relevant Chairperson of the committee.

1. **PROJECT PROPOSAL**

The bidders wishing to submit proposals are required to include documents of statement on the following:

* 1. A short profile of the bidder;
  2. The equity profile of the project team and their experience;
  3. Details and brief biographies of the team members who will service the bid;
  4. Details of the cost/fees for the services to be rendered;
  5. Valid Tax Clearance Certificate;
  6. CSD (Treasury Central Supplier Database) registration.

The CSD tax compliance will take preference. If your taxes are non-compliant on the day that this bid closes, your bid will be disqualified.

* 1. Proof of Chartered Secretaries of Southern Africa (CSSA) membership.

## PERIOD

## The services will be engaged for a two-year period.

## PRICING

Service providers must provide a detailed breakdown of the costs and fees. The proposal must be firm and valid for a period of 90 days.

All assumptions made in preparing the proposal, including all cost factors such as travelling, must be detailed.

Prices quoted must be valid for at least 90 days from the closing date of the RFP.

* 1. The amount quoted must be denominated in South African Rand value, and should include VAT. The rates quoted may not exceed the rates prescribed by National Treasury instruction note/s on cost containment measures being either:

1. The “Guide on Hourly Fees Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA);
2. The Auditor General rates; and or
3. Remuneration guidelines issued by professional service organisations or relevant regulatory bodies.
4. The amount quoted should include all the expenses related to this project. No additional fees will be entertained thereafter.
5. Please transfer the total of the 2 years to the SBD 1
6. The above sessions vary based on the agenda and a meeting may extend up to 12 hours.
7. The quantum is an estimation and may increase or decrease at any given time.
8. The payment policy of MTF is 30 days from the date of receipt of invoice.

The Contract Sum shall NOT be subject to any price adjustment by any increase or decrease in the cost of labour from the date of submission of the bid to the completion of the contract. The Bidder must make allowance in rates or elsewhere in the tender for any escalation in costs which may occur.

Any proposal that does not include the information required in this paragraph will be disqualified.

## Compulsory requirements

* Valid Tax Clearance Pin Certificate.
* Proof of Chattered Secretaries of Southern Africa (CSSA) membership
* Proof of Central Supplier Database (CSD) registration. **(Kindly note that the company must be tax compliant as per the CSD report on the stipulated award date)**
* Completion of all attached SBD forms ( 4, 6.1,)

**Failure to comply to the conditions above will lead to disqualification.**

## Other Requirements

* Provide the signed testimonials/reference letters from at least three (3) contactable existing/recent clients (within past 5 years) which are of similar size to the MTF. The letter must include company name, contact name, address, phone number and duration of contract, quality of service, satisfaction level by client and turnaround times.
* Certified copy of BBBEE certificate / affidavit.
* Experience of key staff (Project team) in dealing with Council and Committees
* CV/Profiles of the team to be attached.
* Professional body affiliation.
* The service provider must be affiliated to a recognized body in the secretariat industry or similar sector for the past 3 years.
* Proof of affiliation to a professional body and valid membership certificate.
* Valid certificate accompanied by a confirmation stating membership for a year. ICSA or equivalent.

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| 1. **RELEVANT COMMITTEES**   The appointed service provider will be recording the following meetings:   * 1. Council   2. Audit and Risk Committee   3. Human Resources & Remuneration Committee   4. Fundraising Committee   5. Artistic Committee   6. Legal and Governance Committee   7. Building Committee and   8. Any other Committees of Council that may be duly constituted.   9. Risk Committee   The above committees’ scheduled meetings shall be held quarterly. In addition, special meetings that may be arranged from time to time.   1. **CONFIDENTIALITY**   All material processed must be treated with strict confidentiality and may not at any time or manner be used for personal benefit. The MTF reserves the right to call back any information/documents that may be in the possession of the service provider. The service provider shall sign a non-disclosure agreement with the MTF. Upon termination of the contract the service provider shall return all documents in its possession to the MTF within 7 days from the end of the contract.   1. **EVALUATION CRITERIA**    1. Proposals for the appointment of the bidder will be evaluated on functionality, price and BBBEE status in accordance with the Supply Chain Management Procurement Policy (Preferential Point System).    2. The following criteria will be used in particular for appointment, apart from those stipulated in the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.    3. Bids will be evaluated individually on score sheets by a representative evaluation panel according to the evaluation criteria indicated below.    4. Bids will be scored according to weightings as stupilated in the table below.  |  |  |  | | --- | --- | --- | | **ELEMENT** | **WEIGHT** | **Scoring Criteria** | | **FUNCTIONAL** | **100** |  | | **Company Experience**   * Provide 3 the signed testimonials/reference letters from contactable existing/recent clients (within past 5 years). The letter must include company name, contact name, address, phone number and duration of contract, quality of service, satisfaction level by client and turnaround times | 20 | 3 or more signed testimonials/reference letters = 202 signed testimonials/reference letters = 15  * 1 signed testimonials/reference letters = 10 * No submission = 0 | | **Personnel Experience**   * Experience of key staff -   Senoir Member – Please provide a detailed CV with years experience obtained   * Experience of other members of the team - Please provide a detailed CV with tertiary qualifications obtained | 30  20 | * Managerial experience of 7 years and more of which 5 years or more as a company secretary = 30 * Managerial experience of 5 years and more of which 3 years or more as a company secretary = 20 * Managerial experience of 3 years and more of which 1 years or more as a company secretary = 10 * No experience = 0 * 5-7 Years’ Experience as Company Secretariat = 20 * 3-5 Years’ Experience as Company Secretariat = 15 * Below 3 Years’ Experience as Company Secretariat = 10 * No Experience = 0 | | Qualification of key staff - Please provide certified copies of tertiary qualifications obtained  Experience of other members of the team - Please provide a detailed CV with tertiary qualifications obtained | 10  5 | * BA Degree or BCom Degree in Law (and or relevant Degree in Law Faculty) = 10 * National Diplomain legal (and or relevant National Diploma in Law Faculty) = 5 * CVs provided with National Certificate in legal (and or relevant National Certificate in Law Faculty) = 3 * CVs provided with no tertiary qualifications = 0 * Corporate Governance and Administration Course or chartered secretary course- recognised by CGISA (Provide Certificate) - 5 Points * Qualification: Corporate Governance and Administration Course or chartered secretary course – recognised by CGISA (Provide Certificate) including– 4 Points * Qualification: Corporate Governance and Administration Course or chartered secretary course – recognised by CGISA (Provide Certificate)– 3 Points * No submission - 0 | | **Professional body affiliation**   * Proof of a signed letter or certificate with a relevant institution as COSEC are guided in their work by a Code of Conduct * Registration with the Law   Society | 10  5 | * Valid letter or certificate / proof of current registration at The SA Institute of Chartered Secretaries Administrators (ICSA) = 10 * No submission = 0 * Attach valid and certified copy of Law Society certificate = 5 * No submission = 0 | | **100** | | |   **The Minimum Threshold is 75 points**   * 1. Proposals will be evaluated in two phases. In the first phase, the bid documents will be evaluated individually on separate score sheets on functionality, by a representative evaluation panel according to the evaluation criteria indicated in these Terms of Reference. All bidders who will score less than **75 out of hundred (100) points for functionality** will not be considered further and will be regarded as submitting a non-responsive proposal. Short-listed bidders will be required to do a presentation in person to the department.   2. During the second phase of the bid the potential service provider will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:  |  |  | | --- | --- | | Criteria | Points | | Price | 80 | | PPPFA Goals | 20 | | **Total** | **100** | |
| * 1. During the second phase the 20 points principle for B-BBEE status and price of 80 points will be applied in terms of the Preferential Procurement Policy Framework.   **Calculating of points for B-BBEE status level of contribution**   * 1. Points will be awarded to a bidder for attaining the PPPFA goals of contribution in accordance to the table below: |

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| --- | --- | --- | --- | --- |
| **The specific goals allocated points in terms of this tender** | **Number of points**  **allocated**  **(90/10 system)**  **(To be completed by the organ of state)** | **Number of points**  **allocated**  **(80/20 system)**  **(To be completed by the organ of state)** | **Number of points claimed**  **(90/10 system)**  **(To be completed by the tenderer)** | **Number of points claimed (80/20 system)**  **(To be completed by the tenderer)** |
| **100% Black owned or** | **3** | **6** |  |  |
| **51-99% Black owned** | **2** | **4** |  |  |
| **100% Black women owned or** | **3** | **6** |  |  |
| **51% to 99% Black women owned** | **2** | **4** |  |  |
| **5% Youth Ownership** | **1** | **2** |  |  |
| **2% Owned by persons with disabilities** | **1** | **1** |  |  |
| **Exempt Micro Enterprise ( EME) or** | **0** | **5** |  |  |
| **Qualifying Small Enterprise ( QSE)** | **1** | **3** |  |  |

* 1. Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their goal claims. The Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of Close Corporation Act.
  2. Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.
  3. The Market Theatre Foundation (MTF) is an equal opportunity, affirmative action employer. It shows the same commitment to those who wish to provide services to the Market Theatre Foundation (MTF) via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativity. This does not preclude the formation of consortiums or the inclusion of proposals on how the projects can be used to further the aims of transformation.
  4. The Market Theatre Foundation may undertake due diligence to qualifying bidders to ascertain functionality.
  5. The Market Theatre Foundation reserves the right not to award the bid, to bidders.

1. **TERMS AND CONDITIONS OF THE BID**
   1. Awarding of this contract will be subject to the service provider’s acceptance of the Supply Chain Management’s general conditions of contract.
   2. The appointed service provider will enter into a service level agreement with the MTF, which will include:
      1. Period of agreement;
      2. Project objectives and scope;
      3. Method of communication;
      4. Disputes;
      5. Termination of contract and other specific matters that will be agreed upon to form part of the service level agreement;
   3. The MTF reserves the right to terminate the contract in the event that there is clear evidence of non-performance and or poor quality of work;
   4. The MTF reserves the right to appoint one or more bidders for the projects;
   5. The basis of engaging bidders will be on an assignment basis.
   6. In the event where there is more than one bidder accredited on the bid, and they have the necessary skills that are required to render a specific service, the MTF will issue the Terms of Reference/Specifications to call for bids and award the work accordingly.
   7. The MTF reserves the right to interview bidder(s) that are short listed for a specific assignment (meaning that bidders may be requested to do presentations for a specific project / assignment).
   8. The MTF may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
   9. Payments will only be made for acceptable work completed and timeously delivered.
   10. Any deviation from the project plan should be requested in writing and signed off by the project manager.
   11. Any suggestions and / or contributions during progress meetings, once accepted by both parties, shall form part of the contract.
2. **CONTACT PERSONS FOR ENQUIRIES**

All enquiries related to this bid call must be forwarded to:

Supply Chain Management Enquiries

**Mr Vickey Pienaar**

Tel:(011) 832 1641

E-mail address: vickeyp@markettheatre.co.za

1. **RFP SUBMISSIONS**

Bid document must be submitted in the MTF tender box situated in the MTF foyer at The Market Square Building at 138 Lillian Ngoyi Street, Newtown, Johannesburg.

Bid documents must be placed in a sealed envelope clearly market with the description and bid number that you are bidding for.

Only original bid documents will be accepted and faxed or emailed bid documents will not be considered for evaluation at all.

Bid documents may only be completed in ink and mistakes must be corrected with a signature nest to the correction.

1. **GLOSSARY**

The following definitions are used within this *RFP:*

* ‘**Bid’** means a formal submission by a Bidder in response to the RFP document;
* ‘**Bidder**/s’ means an entity or entities submitting a Bid as above in response to the RFP and include a Bidder Consortium;
* ‘**MTF**’ means The Market Theatre Foundation;
* ‘**Photo Workshop**” means the Market Photo Workshop;
* ‘**LAB**’ means the Market Laboratory;
* ‘**Preferred Bidder’** means the Bidder selected by the Evaluation Panel to enter into negotiations with MTF for the provisions of services;
* ‘**Service Level Agreement**’ means the agreement entered into between MTF and the Preferred Bidder setting out the terms and conditions for the services to be provided by the Preferred Bidder;
* **‘CSSA’** means Chartered Secretaries of Southern Africa.

1. **PRICING SCHEDULE**

The MTF has developed the following pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table.

Additional hours price components must be included in the additional guards pricing table below, if the hours exceed the number of hours allocated in the original proposal.

|  |  |  |  |  |
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| **ITEM DESCRIPTION** | **SESSION QTY OVER 12 Months/** | **DURATION PER SESSION** | **RATE PER HOUR** | **RATE OVER 12 MONTHS** |
| 1. Council | 6 | 4 Hours | R | R |
| 1. Audit and Risk Committee | 6 | 4 Hours | R | R |
| 1. Legal and Governance Committee | 6 | 4 Hours | R | R |
| 1. Human Resources and Remunerations Committee | 6 | 4 Hours | R | R |
| 1. Fundraising Committee | 6 | 4 Hours | R | R |
| 1. Artistic Committee | 6 | 4 Hours | R | R |
| 1. Building Committee | 6 | 4 Hours | R | R |
| 1. Special Meetings | 12 | 8 Hours | R | R |
| 1. Strategy Planning Session | 2 | 8 Hours | R | R |
| **TOTAL (YEAR 1)** |  |  |  | **R** |

|  |  |
| --- | --- |
| **Total for Year 1** | **R** |
| **Total for Year 2 with Escalation** | **R** |
| **Total (Year 1 + Year 2) (Inclusive of 15% VAT)** | **R** |

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| **Escalation (Please indicate escalation percentage)** |  |

|  |  |
| --- | --- |
| **Additional Hours (Price per hour)** | **R** |