

REQUEST FOR BIDS
TERMS OF REFERENCE: SUPPLY, DELIVERY AND INSTALLATION OF FOH P.A. SYSTEM,
ON STAGE MONITORING & ACCESSORIES FOR THE MANDELA BAY THEATRE COMPLEX
TENDER NO 13/2023



TERMS OF REFERENCE

**SUPPLY, DELIVERY AND
INSTALLATION OF FOH P.A.
SYSTEM, ON STAGE MONITORING &
ACCESSORIES FOR THE MANDELA
BAY THEATRE COMPLEX**

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**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF MANDELA BAY
THEATRE COMPLEX**

| | |
|--|--|
| TENDER NUMBER: | TENDER NO 13/2023 |
| DESCRIPTION: | SUPPLY, DELIVERY AND INSTALLATION OF FOH P.A. SYSTEM, ON STAGE MONITORING & ACCESSORIES FOR THE MANDELA BAY THEATRE COMPLEX |
| PUBLISH DATE: | 10 November 2023 |
| CLOSING DATE: | 12 December @ 12:00 pm |
| BID VALIDITY PERIOD: | 120 Days from the closing date |
| BRIEFING SESSION DATE & TIME | Date: 17 November 2023 @ 12h00 |
| DELIVERY ADDRESS | BID DOCUMENTS MAY BE HANDED IN AT: Mandela Bay Theatre Complex (PE Opera House) Cnr John Kani & Winston Ntshona Street Central Gqeberha Tender box available on the ground floor |
| ENQUIRIES: | SCM Related Enquiries Ms. Cingiwe Skosana Email: suppliers@mandelabaytheatre.co.za Tel: 061 996 0200 Technical Related Enquiries Mr Toto Sonjica Email: toto@mandelabaytheatre.co.za Tel: 073 366 4086 |
| NB: Bidders must ensure that they sign the register when delivering their bids | |

BIDDER NAME:

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY
FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS,
2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE,
ANY OTHER SPECIAL CONDITION OF CONTRACT.**

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ABBREVIATIONS, ACRONYMS AND DEFINITIONS

| | |
|-------------|---------------------------------------|
| TOR | TERMS OF REFERENCE |
| MBTC | MANDELA BAY THEATRE COMPLEX |
| PFMA | PUBLIC FINANCE MANAGEMENT ACT, 1999 |
| TR | TREASURY REGULATIONS |
| DSAC | DEPARTMENT OF SPORT, ARTS AND CULTURE |
| CEO | CHIEF EXECUTIVE OFFICER |
| EC | EASTERN CAPE |

1. BACKGROUND OF MBTC

The MBTC is a schedule 3A public entity accountable to the Executive Authority, the Minister of DSAC with a vision of becoming the leading producer of excellence and job creation for performing arts in the Eastern Cape. The MBTC is mandated to serve the performing arts sector of the Eastern Cape. This mandate positions the MBTC as a key enabler in advancing the production of historical play, cutting edge socio-political story – telling and innovative dance promise on and influenced by traditional Xhosa and Khoi heritage, repurposing and reversion the musical treasure that the Eastern Cape houses.

Since its declaration as a cultural institution on 4 June 2021, MBTC is required to introduce new and innovative strategies, and a new way of envisioning the future of the sector, new internal business systems and fostered new partnerships and alliances with key provincial and national and international institutions alike. This paradigm shift has channelled a new way of thinking and repositioning of MBTC into a properly re-engineered, well governed, and financially viable schedule 3A public entity that is resilient and capable of executing its mandate.

2. OBJECTIVES OF THE ASSIGNMENT

MBTC currently in their primary venues (the Barn and Main Theatre) offer PA systems. The PA system should cater for both music and theatre practice. The PA should be installed in such a manner that there is a room for movement due to the multiple use of the venue. To this end the decision has been made to replace and upgrade the PA system which has a principal mode of operation. The offered PA should be internationally accepted within the theatrical environment, with a qualified local user base and support.

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3. TERM OF CONTRACT

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations. 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 a superior standard, and is unlikely to cause undue difficulties. The bid may be awarded, in part or in full, at the sole discretion of MBTC, to one or more concerns on a non-exclusive basis.

Proposals / bids that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal. MBTC may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise the bidder may be disqualified. MBTC may also request a demonstration, and bidders must comply with such a request within 24 hours.

4. MANDATORY REQUIREMENTS

| Item | Document Reference | Description | Action to be taken | Checked, Verified & Submitted |
|------|--------------------|----------------------------------|---|-------------------------------|
| 1. | SBD 1 | Invitation to tender | To be completed in full | |
| 2. | SBD 2 | Tax clearance requirements | Submission of a valid original tax clearance certificate Provide SARS Status PIN in order for MBTC to Verify | |
| 3. | SBD 3.1 | Pricing schedule – Firm prices | To be completed in full | |
| 4. | SBD 4 | Declaration of Interest | To be completed in full | |
| 5. | SBD 6.1 | Preference point claim form | To be completed in full - You may submit a Sworn affidavit. | |
| 6. | TOR | Terms of reference | To be read and applied | |
| 7. | | Company Profile and CK documents | To be submitted | |

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| | | | | |
|-----|-----|--|--|--|
| | | | | |
| 8. | | Registered on the National Treasury Central Suppliers Database (CSD) | Provide the CSD Supplier Number (MAAA) | |
| 9. | GCC | General conditions of Contract | Initial each page | |
| 10. | | B-BBEE status level verification certificate | Submit a valid or a certified copy of a B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS | |
| 11. | | Proposal NB. Technical Threshold – 70% | To be compiled and submitted in line with requirements of the Terms of Reference | |
| 12. | | Bid Invitation | 1 Original and a copy on Memory Stick | |
| 13. | | Are you the sole Supplier/distributor of goods? | Provide proof on Company Letterhead | |

Additional Notes:

1. Broad Based Black Economic Empowerment (B-BBEE) rating 3 or better to be submitted.
 - a) A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
 - b) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.
2. Check list to be completed and attached to the proposal.
3. Incomplete documents will be regarded as non-responsive.
4. All forms to be completed in black ink.
5. No correction fluid to be used in the document, changes should be made by drawing a line through the incorrect information, and initialling the change.
6. No late quotations / bids will be accepted.
7. MBTC reserves the right to award or withdraw the bid.

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| | | | | |
|--|--|---|--|--|
| 4 | Microphones <ul style="list-style-type: none"> - Shure SM 58 handheld line mics or equivalent - Shure Beta 58 wireless vocal mics or equivalent - SE Electronics V7x or equivalent - Audix DP7-S Pro Drum Microphone or equivalent <ul style="list-style-type: none"> o i52 o D2 o D4 o D6 o ADX-51 - Stage Plus Microphone case or equivalent | 5 4 4 1 2 1 1 3 1 | | |
| 5 | Monitoring system <ul style="list-style-type: none"> - Martin Audio X112 Passive full range Loudspeakers 300 Watt AES with rigging points or equivalent - Lab Gruppen IPD 2400 Power Amplifiers with Digital Signal Processing or Equivalent - IOS iPads as controllers or equivalent | 8 4 2 | | |
| 6 | Foyer / Revolving System JBL PRX-One Portable Sound System (pair) or equivalent JBL 310 party box or equivalent | 1 2 | | |
| 7 | Wireless Communication System Hollyland or equivalent solidcom M1-4BP station, 4 beltpacks, 2 antenna, 4 Lemo Monaural headset | 1 | | |
| 8 | Installation labour | | | |
| <u>Total</u> | | | | |
| <u>VAT (only if VAT registered)</u> | | | | |
| <u>Total Price incl/excl Vat</u> | | | | |

Training:

- All training for operations and maintenance of the product needs to be provided by awarded company.

Warranty:

- Must have 2-year warranty and 1 year replacement guarantee.

Payment terms:

- MBTC will pay all the invoices submitted by the awarded bidder within 30 days provided all conditions of supply and installations are met.

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6. ELIGIBILITY CRITERIA

6.1 Technical Requirements (Stage 1)

The functional / technical criterion that was utilized to test the capability of service providers was set as follows:

| Value | Description |
|---------------|--|
| 5 - Excellent | Meets and exceeds the functionality requirements |
| 4 – Very Good | Satisfactory and adequate for stated elements |
| 3 - Good | Above average compliant to the requirements |
| 2 - Average | Compliant to the requirement |
| 1 - Poor | Unacceptable, does not meet the set criteria |

| # | Sub-Criteria | Weight | Value | Actual Score | | | | | | | | | | |
|----------|--|-----------|-----------|--------------|-----------|-----------|---|---|---|---|---|----|--|--|
| 1. | Technical Evaluation/Competency <table border="1" style="margin: 5px auto; width: 80%;"> <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 | 20 | 5 = Fully complied 4 = Satisfactory complied 3 = Fairly satisfactory 2 = Below average 1 = Did not comply | |
| 4 Points | 8 Points | 12 Points | 16 Points | 20 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| 2. | Number of years in the industry <table border="1" style="margin: 5px auto; width: 80%;"> <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 | 10 | 5 = 10 Years or more 4 = 8 Years 3 = 5 Years 2 = 3 Years 1 = 2 Years | |
| 4 Points | 8 Points | 12 Points | 16 Points | 20 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| 3. | Previous experience with reference letters of work done similar to the scope of the project. <table border="1" style="margin: 5px auto; width: 80%;"> <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 | 10 | 5 = 5 Reference letters 4 = 4 Reference letters 3 = 3 Reference letters 2 = 2 Reference letters 1 = 1 Reference letter | |
| 4 Points | 8 Points | 12 Points | 16 Points | 20 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| 4. | Composition of project team and accreditation of technical support staff. (Provide copy of CVs and qualifications) <table border="1" style="margin: 5px auto; width: 80%;"> <tr> <th>2 Points</th><th>4 Points</th><th>6 Points</th><th>8 Points</th><th>10 Points</th></tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> | 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | 1 | 2 | 3 | 4 | 5 | 10 | 5 = Sound engineer/Technician with more than 10 years' experience in the theatre environment 4 = Sound engineer/Technician with 7 years' experience in the theatre environment 3 = Sound Engineer/Technician with 5 years' experience in the theatre environment 2 = Sound Engineer/Technician with 3 | |
| 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |

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| | | | years' experience in the theatre environment. 1= Sound engineer with less than 1 year in the theatre environment | | | | | | | | | | | |
|------------------|--|------------|---|-----------|-----------|-----------|---|---|---|---|---|--|--|--|
| 5. | Turnaround time for technical support services | 10 | 5 = Available within 24 hours 4 = Available within 48 hours 3 = Available within a week 2 = Available fortnightly 1 = Available monthly | | | | | | | | | | | |
| | <table border="1"> <tr> <th>2 Points</th><th>4 Points</th><th>6 Points</th><th>8 Points</th><th>10 Points</th></tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> | 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | 1 | 2 | 3 | 4 | 5 | | | |
| 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| 6. | Two (2) year warranty and 1 year replacement guarantee | 10 | 5 = 2-year warranty and 1 year replacement guarantee. 4= 1-year warranty and 1 year replacement guarantee. 3 = 1-year warranty and 6 months replacement guarantee. 2 = 6 Months warranty and 6 months replacement guarantee. 1 = No proof of warranty and replacement guarantee. | | | | | | | | | | | |
| | <table border="1"> <tr> <th>2 Points</th><th>4 Points</th><th>6 Points</th><th>8 Points</th><th>10 Points</th></tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> | 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | 1 | 2 | 3 | 4 | 5 | | | |
| 2 Points | 4 Points | 6 Points | 8 Points | 10 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| 7. | Project implementation plan with clear timelines of installations, testing and training of technical personnel | 30 | 5 = Methodology/Plan that has clear milestone achievable within 2 months 4 = Methodology/Plan that has clear milestone achievable within 3 months 3 = Methodology/Plan that has clear milestone achievable within 4 months 2 = Methodology/Plan that has clear milestone achievable within 5 months 1 = Unclear Methodology | | | | | | | | | | | |
| | <table border="1"> <tr> <th>6 Points</th><th>12 Points</th><th>18 Points</th><th>24 Points</th><th>30 Points</th></tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> | 6 Points | 12 Points | 18 Points | 24 Points | 30 Points | 1 | 2 | 3 | 4 | 5 | | | |
| 6 Points | 12 Points | 18 Points | 24 Points | 30 Points | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | |
| Threshold | | 70 | | | | | | | | | | | | |
| Total | | 100 | | | | | | | | | | | | |

NB: Bidders who fail to meet a minimum score of 70 out of 100 points in Stage 1 will be eliminated and not proceed for evaluation in Stage 2 (Price and B-BBEE) of the assessment.

6.2 Preferential Points System (Stage 2)

A preferential point system will be applied in the procurement of goods and services as prescribed in the PPPF Act, Section 2(a).

An 80/20 procurement point system will be applied on procurement of goods and services equal to or below R50 million where a maximum of 80 points are awarded for price and a maximum of 20 points are awarded for specific goals. The preferential points awarded under the 80/20 threshold are awarded using the framework detailed below:

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| CRITERIA | | POINTS |
|--|-----------|---------------|
| BID PRICE | | 80 |
| B-BBEE CONTRIBUTION LEVEL | | 10 |
| 1 | 10 | |
| 2 | 9 | |
| 3 | 7 | |
| 4 | 6 | |
| 5 | 4 | |
| 6 | 3 | |
| 7 | 2 | |
| 8 | 1 | |
| Non-compliant contributor | 0 | |
| LOCALITY | | 10 |
| Based in Nelson Mandela Bay Metro | 10 | |
| Based in Eastern Cape | 8 | |
| Based in neighbouring provinces | 6 | |
| Based in other provinces | 4 | |
| Outside RSA | 2 | |
| TOTAL | | 100 |