



REQUEST FOR QUOTATION

PROVISION OF TICKETING SERVICES

RFQ/1/TICKETING SERV-MAR/2022

Performing Arts Centre of the Free State (PACOFS) is a public entity reporting to the national Department of Sport, Arts and Culture, based in Bloemfontein.

PACOFS requests the services of a ticketing service provider for the selling of tickets on a need basis through the internet and retail outlets for productions hosted in PACOFS venues for a period of 12 months.

Item	Specification	Quantity
Ticket sales through the internet	Services must include accepting bookings, selling, and distributing tickets to productions/events hosted in PACOFS venues	Tickets of all rental productions and professional productions in the PACOFS venues will be sold through the service provider.
Ticket sales at retail outlets	Must be an authorized ticket agent, selling tickets on behalf of PACOFS	

Fees

- Percentage commission and accessibility of sales will be the criteria for appointment.
- Service providers are required to quote an all-inclusive fee that will be based on tickets that have been sold.

Presentations

Service providers will be required to make presentations at compulsory site meeting at to PACOFS before the quotation can be submitted. Non attendance of the compulsory meeting for presentations may render the submission invalid and lead to disqualification.

Presentations will be at PACOFS premises on **Friday 23rd September 2022 at 10:00am**. Arrangements regarding presentations can be made with the marketing department with Ms. Maseeta Makgabane.

Please contact Ms. Maseeta Makgabane, number 051 447 7771, email maseeta@pacofs.co.za for any technical queries.

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 or a valid sworn affidavit.
2. Please submit the completed SBD 4 Bidders declaration.
3. This quotation is subject to the Conditions of Contract (GCC).

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

TUESDAY, 04 OCTOBER 2022 at 11h00

Please submit quotation via E-mail to

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 WHERE APPLICABLE (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 BIDDERS DECLARATION.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.

