



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA



SUPPLY CHAIN MANAGEMENT

Room K 016

FIRST AVE ENTRANCE

TEL: 051 – 4477771 x 2234

E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: SCM31PRODUCTIONCOMPANY2024

BACKGROUND

PACOFS will be touring its Flagship Production, Thaba Bosiu - The Musical as part of the APP 2024/25. This is an In-House Production written and directed by the Artistic Director and produced by PACOFS. For the successful execution of Thaba Bosiu - The Musical, PACOFS requires specialized expertise of the core creative & production team to support the Artistic Director and the Artistic and Stage Services Department, a Creative Team with a strong historical, cultural and traditional reference of Basotho and Southern African culture: with a broad musical Theatre background in Dramatic Arts, Music, Dance and Performance Arts, Costume conceptualization; designing and outsourcing, Lighting and Set designing.

Thaba Bosiu -The Musical affords opportunities to over 35 Free State performing artists and arts practitioners; re positions the PACOFS as a performing arts hub nationally and internationally. Thaba Bosiu- The Musical thus turns The Free State's air-born-talent into a gig-economy while repositioning and rebranding PACOFS as a true iconic hub of creativity.

Whilst the Stage Services Technicians with extensive and reputable Theatre & Technical Production experience with skilled Technicians and Instruments' and Technical equipment repairs Team/Company as and when necessary, as per production demands.

PACOFS requests for a service provider with a vast Creative Team and a Production Technical Team database to assist PACOFS to mount it's In-House/Flagship Production, Thaba Bosiu- The Musical for the National Arts Festival (NAF), South African State Theatre (SAST) and Basotho Bi- Centennial Tours 2024.

Compulsory requirements

- The service provider must have a **minimum of 5 years' experience** in Theatre Production, Coordination, Management and Live Performance.
- The service provider must submit a database, along with profiles/portfolios of the required creatives and practitioners.
- The service provider must be available from **07 June 2024** and enter on a Service Level Agreement (SLA) of a minimum of six (6) months.
- The service provider to be available as and when their services are required in accordance with Artistic Department's and Stage Services' needs.

Required Creatives

Artistic Creatives: Dramaturge, Musical Director, Choreographer, Lighting Designer, Set Designer, a Costume Designer, a Production Manager and a Production Coordinator.

Stage Services: Music Instruments Technician (Piano & Harpist Tuner & Repairs Technician), Lighting Technician & Repairs, Stage Services Equipment & Service Team.

Specified Creative Team must have relevant experience.

Item	Specification	Quantity
1. Dramaturge	An experienced Dramaturge who has written and directed several Musical Theatre Productions. With a Minimum of 20 years' experience in the creative arts industry. Must be available for the NAF Tour Rehearsals and Basotho Bi- Centennial Tours 2024.	1
2. Musical Director	An experienced Musical Producer and Composer, with expertise and an extensive portfolio in Song Writing, Musical Direction and a versatile Discography particularly S.A music genres. With 15 years of experience. Must be available for the NAF Tour Rehearsals and Basotho Bi- Centennial Tours 2024.	1
3. Choreographer	An experienced and diverse Choreographer who specializes in Contemporary dance as well as traditional and vernacular forms with more than 15 years of experience. Must be available for the NAF Tour Rehearsals and Basotho Bi- Centennial Tours 2024.	1
4. Set Designer	An experienced and accredited Set Designer with a minimum of 15 years' experience. A broad profile of designing on national and international theatres and stages. As and when required.	1
5. Lighting Designer	An experienced and accredited Lighting Designer with a minimum of 15 years' experience, with a versatile design catalogue. With experience in Lighting Designing on national and international theatres and stages. Aswell as experience in Lighting for Musicals. Should be available for the NAF Tour Rehearsals and Basotho Bi-Centennial Tours 2024. Must be available for the NAF Tour Rehearsals. As well as the SAST Tour 2024	1
6. Costume Designer	An experienced Costume Designer with a minimum of 5 years' experience. A catalogue of designing African/Traditional costume designs. As well as a vast understanding of theatrics and costume design experience on national theatres. Must be available for the NAF Tour Rehearsals.	1
7. Production Manager	An experienced Production Manager with a minimum of 10 years' experience in leading and executing Theatre Productions. Should be able to draft and execute Production and Performance Schedules, with ability to manage a show and run cues in the absence of a Stage Manager. Experience in running a production from Pre-Production, Production and post production. Must be available for the NAF Tour Rehearsals, The SAST Tour and Basotho Bi- Centennial Tours 2024.	1
8. Production Coordinator	An experienced Production Coordinator with a minimum of 10 years' experience in coordinating theatre productions and Artists on call as well as an extensive contractual negotiation skill, Artistic	1

	Production support, drafting of rehearsal schedules and compiling reports. Experience in coordinating large scale productions and touring theatre productions. Must be available for the NAF Tour Rehearsals and the SAST Tour.	
9. Music Instruments Repairs	A company and or individual with minimum 8 years in operation and experience. A Piano Tuner & Harpist Repairs. The service provider should be able to Repair or have repaired Harps and Pianos. Expert with Musical Instruments wholistically. Must be available as and when required within the six (6) month period.	1
10. Lighting Technician/Repairs	A company or individual with a minimum 10 years' experience and practice in theatre and production. With a track record and knowledge of Theatre/Stage Lighting Technique. Have extensive knowledge and experience in Theatre Lights repairs. Must be available as and when required within the six (6) month period.	1
11. Stage Services Equipment & service team.	The Company or individual with a minimum of 10 years' experience. The service provider should have extensive knowledge and experience of Sound and other Theatre equipment. Should be able to provide Technicians to assist in various productions as and when required. Must be available as and when required within the six (6) month period.	1

The service provider is required to quote in the following way:

a) NAF Tour:

Discipline	Price
1. Dramaturge	
2. Musical Directors	
3. Choreographer	
4. Lighting Designer	
5. Costume Designer	
6. Production Manager	
7. Production Coordinator	
8. Logistics: Transport, Accommodation & Per - Diems	
9. Stage Services - Technical equipment	
Total Fees (NAF TOUR)	

b) SAST Tour:

Discipline	Price
1. Lighting Designer	
2. Production Manager	
3. Production Coordinator	
Total Fees (SAST TOUR)	

c) BASOTHO BI- CENTENNIAL Tours 2024.

Discipline	Price
1. Dramaturge	
2. Musical Directors	
3. Choreographer	
4. Production Manager	
5. LOGISTICS: Transport, Accommodation, Per- Diems	
Total Fees (BASOTHO BI- CENTENNIAL TOUR)	
GRAND TOTAL	

NB: The service provider must indicate the administration/percentage fee for the services rendered.

For any queries, please contact Supply Chain at 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 SARS Tax Compliance Pin 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 SUBMITTED.
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: 24 MAY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

05 JUNE 2024 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!