

**BID FOR:**  
**MONTHLY SERVICING AND MAINTENANCE OF HEATING,  
VENTILATION, AIRCONDITIONING (HVAC) EQUIPMENT AT THE  
PLAYHOUSE COMPANY FOR 11 MONTHS (MAY 2025 TO  
MARCH 2026).**

**BID NUMBER: RFQ-HVAC/2025**

<b>The Playhouse Company</b>  The KwaZulu-Natal Performing Arts Company  Contact: Mr. Siya Manqele  Email: <a href="mailto:accountant2@playhousecompany.com">accountant2@playhousecompany.com</a>  Tel: (031) 369 9507  Fax: (031) 306 2166	<b>The Playhouse Company</b>  The KwaZulu-Natal Performing Arts Company  Contact: Mrs. Kay Khan  Tel: (031) 369 9425  Fax: (031) 306 2166
<b>Name of bidder:</b> ..... ..... <b>Tender amount (VAT Inclusive): R</b> .....	

**Closing date : 13 May 2025**

**Time : 10:00 am**

**Validity period: 90 days from closing date**

**BIDDERS ARE RESPONSIBLE TO ENSURE THAT THE BID DOCUMENTS ARE COMPLETE AND ALL  
PAGES ARE SECURELY ATTACHED.**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ-HVAC/2025	CLOSING DATE:	13 May 2025	CLOSING TIME:	10:00am
DESCRIPTION	MONTHLY SERVICING AND MAINTENANCE OF HEATING, VENTILATION, AIRCONDITIONING (HVAC) EQUIPMENT AT THE PLAYHOUSE COMPANY FOR 11 MONTHS (MAY 2025 TO MARCH 2026)..				
<b>The Playhouse Company</b>					
<b>29 Acutt Street</b>					
<b>Durban central</b>					
<b>4001</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Siya Mangele		CONTACT PERSON		
TELEPHONE NUMBER	031-369 9507		TELEPHONE NUMBER		
E-MAIL ADDRESS	accountant2@playhousecompany.com		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER/COMPANY					
NAME & SURNAME					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## SECTION 2: SPECIAL INSTRUCTIONS TO BIDDERS

### 1. RESPONSIVENESS CRITERIA

The Playhouse Company will consider no BID unless it meets the following responsiveness criteria. If a NO response is indicated for any one of the items below, the BID WILL BE DISQUALIFIED:

Mark with an "X"				Failure to complete this section will result to a disqualification
YES		NO		Bids must be submitted electronically accountant2@playhousecompany.com via email or a secure link for download on or before the deadline, clearly indicating the description of the service and the Bid number for which the BID is submitted.
YES		NO		Central Supplier Database (CSD) registration report not older than May 2025 and must reflect a compliant tax status.
YES		NO		Detailed pricing schedule/quotation inclusive of VAT which agrees to the price stipulated in the bid document.
YES		NO		Profile with only five (5) written reference letters (not older than ten (10) years) relevant to the scope of work.
YES		NO		Submit a sample report/ job card that will be issued upon completion of each service/ maintenance task
YES		NO		Qualifications of artisans (Trade test certificate)
YES		NO		Artisan certificate to handle refrigerant gas (SAQCC)
YES		NO		Company registration with SARACCA (South African Refrigeration and Air Conditioning Contractors' Association)
YES		NO		Sample of CoC for the most recent installation
YES		NO		BEE Affidavit / certificate
YES		NO		Complete SBD documentation.
YES		NO		Compliance with Health & Safety

## INFORMATION FOR SERVICE PROVIDERS

### 1. BACKGROUND

The Playhouse Company comprises prime live theatre venues in the Province of KwaZulu Natal (KZN). The Playhouse Company is situated in the heart of Durban Central Business District. It is a multi-venue complex housed within Tudor and Moorish style buildings. The theatres were restored to their former glory and were combined to form KwaZulu Natal's live entertainment complex known as The Playhouse Company which re-opened in 1986. The Playhouse Company employs its resources and facilities for a variety of artistic programs. The objectives of The Playhouse Company are to:

- ☐ Empower talented, gifted and previously disadvantaged people of the Province of KwaZulu Natal
- ☐ To provide artistic skills through projects and programs.
- ☐ To create an environment that will nurture growth, innovation and excellence in all performance art forms and
- ☐ Ultimately to contribute towards a vibrant culture in the leisure and entertainment industry that will provide employment to cultural practitioners in the region as well as make a significant contribution to KwaZulu Natal.

The KwaZulu-Natal Performing Arts Company trading as The Playhouse Company was declared a Cultural Institution by the Minister of Arts Culture, Science & Technology in March 2003, in terms of Section 3 (1) of the Cultural Institutions Act 1998 (Act No 119 of 1998)

The Playhouse Company is a Schedule 3 Public Entity classified in terms of the Public Financial Management Act. The Playhouse Company was de-registered for VAT by SARS effective 31/03/2005 as for all such Public Entities.

### 2. REQUIREMENT OF THE BID

The requirement of this bid is for the provision of services/goods as stated on the cover page.

#### 2.1 TERMS OF ENGAGEMENT

The bid will be for the duration of the services/goods as stated on the cover page. The timelines are as follows:

- |  |                      |
|--|----------------------|
| 1. Placing of advert   | 06 May 2025          |
| 2. Compulsory site briefing (231 Anton Lembede Street, Durban, Stage Door) | n/a                  |
| 3. Closing of tender   | 13 May 2025 @10:00am |
| 4. Tender award to successful bidder                                       | 20 May 2025          |
| 5. Contractor commencement   | 23 May 2025          |

We do not guarantee that the award date and contract commencement date will materialise as indicated, we reserve the right to change them as and when required.

#### 2.2 CANCELLATION OF TENDER

The Playhouse Company's Accounting Officer (AO) or Accounting Authority (AA) may, before the award of a tender, cancel a tender invitation if:

1. Due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
2. Funds are no longer available to cover the total envisaged expenditure;
3. No acceptable tender is received;
4. There is a material irregularity in the tender process; or
5. Negotiating a fair market price has failed.

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## EVALUATION CRITERIA

### PPPFMA 80/20 EVALUATION

1. Only bids achieving the minimum GATE I technical evaluation pass rate will be considered for Gate II evaluation.
2. The Gate II evaluation will be conducted according to PPPFMA treasury act rules.
  - Price 80 points
  - Specific Goals 20 points

### PREFERENCE POINTS CLAIM FORM

SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/10 system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4. The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6. The Playhouse Company reserves the right to request the tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- 1.7. The Playhouse Company reserves the right to negotiate the price with the bidder scoring the highest points.
- 1.8. The Playhouse Company may in writing request clarification of the tender offer or additional information, after the tender had closed and during the evaluation of tenders. No change in the competitive position of the tenderer or substance of the tender offer is sought, offered, or permitted.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. **Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)  (To be completed by Playhouse)	Percentage owned  (To be completed by the Tenderer)	Number of points claimed (80/20 system)  (To be completed by the tenderer)  *Number of points multiplied by Percentage owned
Owned by Black people	6		
Owned by Women	4		
Owned by Youth	4		
Owned by Disabled people	2		
Owned by SMME'S- QSE and EME	4		
<b>Total Points</b>	<b>20</b>		

**\*\*Means of Verification is a valid B-BBEE Certificate or affidavit. Failure to submit such will result in zero points being awarded.**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....

## **SCOPE OF WORK**

### **1. Scope**

The scope of work is for the monthly servicing and maintenance of Heating, Ventilation, Airconditioning (HVAC) equipment at three buildings belonging to The Playhouse Company, consisting of the following:

#### **Head Office Building**

- Air Handling units x 3
- Chiller x 1
- Cooling towers x 1

#### **Main Theatre Building**

- Air Handling units x 18
- Return Air fans x 3
- Extraction fans x 23
- Cooling towers x 3

#### **Mayville**

- Air Handling units x 2
- Chiller x 3
- Cooling towers x 1

### **1.1 Air Handling units (AHU)**

The typical scope of work includes but is not limited to the following:

- Inspect and clean coil
- Clean and drain drip tray and drains
- Check fan blades and lubricate fan bearings
- Clean strainers and check valves on chilled water pipe
- Check v-belts and adjust as needed
- Inspect and clean filters
- Check motor condition and inspect electrical connections and safety controls
- Check during operation for abnormal vibration
- Record key pressures, temperatures and flowrates

### **1.2 Return Air Fan units (RAF)**

The typical scope of work includes but is not limited to the following:

- Check v-belts and adjust as needed
- Check fan blades and lubricate fan bearings
- Clean/inspect bag filters

### **1.3 Extractor Fan units:**

The typical scope of work includes but is not limited to the following:

- Inspect the motor for over-heating and electrical connections.

- Check v-belts and adjust as needed
- Check fan blades and lubricate fan bearings
- Check and secure all safety guards
- Inspect and align pulleys
- Check during operation for abnormal vibration

#### 1.4 Cooling towers

The typical scope of work includes but is not limited to the following:

- Check the operation of the unit and inspect for leaks and abnormal vibration
- Check v-belts and adjust as needed
- Check fan blades and lubricate fan bearings
- Check and secure all safety guards
- Inspect and clean eliminators and spray nozzles
- Empty and clean tower and strainers

#### 1.5 Chillers

The scope of work includes but is not limited to inspection of all water inlets and outlets for leaks, inspection of all components of the compressor unit including checks for oil levels, leaks, vibrations, operating temperatures variations. Electrical contacts should be inspected for loose connections and cleaned. In addition to this following must be done: -

##### a. Chiller

- Check pressure in the system
- Check motor
- Check filters
- Check fan belts
- Check drip trail
- Check drainage
- Check driers
- Check evaporator
- Check all insulations
- Check controller panels (functionality of the Chiller control will be assessed)

##### b. Evaporator inspection

- Clean evaporator coil with chemical cleaner
- Check indoor motor
- Check bearings
- Check oil check windings
- Check leak on expansion valve
- Check fan belt

##### c. Condenser inspection

- Clean condenser coil with chemical and water
- Check the compressor
- Check condenser fans if working
- Check oil level in the compressor
- Check the compressor contactor
- Check the pressure switch
- Check oil switch

- Check stop and start controller
- Check all loose connections on the compressor terminal
- Check gas level

## **2. Safety, Health & Environment:**

The contractor shall comply with the following rules and regulations:

- Safety file to be submitted and approved.
- MSDS's to be submitted for all chemicals supplied to The Playhouse.
- All employees shall wear / use the required Personal Protective Equipment (PPE).
- Relevant risk assessments
- Applicable accreditation (provide certificates of artisans/technicians)
- Other relevant sections from the Occupational Health and Safety Act, and other applicable legislation.

**Please submit a sample report/ job card that will be issued upon completion of each service/ maintenance task.**