sport, arts & culture
Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

MANDELA BAY THEATRE COMPLEX
AN AGENCY OF THE DEPARTMENT OF SPORT, ARTS AND CULTURE

REQUEST FOR QUOTATION (RFQ)

OPENING DATE	08/09/2026
CLOSING DATE	11/09/2026 @ 11h00
QUOTATION NUMBER	**MBTC-SCM/146/2026**
TELEPHONE	069 831 8200
E-mail	Lutho@mandelabaytheatre.co.za
ENQUIRIES	Lutho Daweti
SUPPLIER DETAILS	
NAME OF SUPPLIER	
CONTACT PERSON	
TELEPHONE	
EMAIL ADDRESS	
ADDRESS	
THE UNDERNEATH SPECIAL CONDITIONS ARE TO BE ADHERED TO, FAILURE TO COMPLY WILL RESULT IN IMMEDIATE DISQUALIFICATION.	
SPECIAL CONDITIONS:	a) It is COMPULSORY for the suppliers to complete the MBTC RFQ forms and to attach valid quotations of the company with a letterhead. b) The price must be V.A.T. inclusive. c) Price must include delivery. d) Supplier to adhere to the closing date and time of the quotation request. e) Quotation must be valid for a period of 90 days. f) Supplier must break down the prices when quoting. g) Complete the attached SBD 4 and SBD 6.1 h) Evaluation criteria: 80/20 i) No prepayment/upfront payment will be paid by Mandela Bay Theatre Complex. j) CSD registration is COMPULSORY Quotations can be e-mailed back to: lutho@mandelabaytheatre.co.za and scm@mandelabaytheatre.co.za l) For hand delivery: 68 Cape Road, Gqeberha Att. Ms. Lutho Daweti

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MANDELA BAY THEATRE COMPLEX
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REQUEST FOR QUOTATION (RFQ)

	Please provide the CSD Supplier number: **MAAA_____**

SPECIFICATION: SUPPLY & DELIVERY OF PROPS AND COSTUMES

	Total Price
The Mandela Bay Theatre Complex (MBTC) will be hosting a production, called **THE IMPORTANCE OF BEING TSHEPO from 23 to 26 September 2026** at the Mandela Bay Theatre Complex, Central, Gqeberha. The production requires specific props and costumes to support the artistic and production requirements. Attached is a detailed list of the required items. **Delivery Address:** 68 Cape Road, Mill Park, Central, Gqeberha, 6001 **Required Delivery Date:** 14 September 2026	
Total	
VAT (only if VAT registered)	
Total Price incl/excl VAT	

QUOTATION REQUEST

1. **Is the Price Firm……Yes/No**
2. **Is the Delivery Firm……...Yes/No**
3. **Is the offer strictly to specification if No state deviation?**

Signature……..….. **Company Stamp and Date**

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MANDELA BAY THEATRE COMPLEX
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REQUEST FOR QUOTATION (RFQ)

The Importance

of

Being

Tshepo

PROPS LIST

Electronics & Modern Technology

- **Smartphones:** Required for nearly all characters to exchange **QR codes**, "NameDrop" contacts, show **bank notifications** (EFTs), record TikToks, and view the "Thembu Lobola Committee" WhatsApp group.
- **Ring-light and Tripod:** Used by Mpho for filming social media content.
- **Laptops and MacBook Pro:** Used by Miss Motlhowa for lessons and brought as luggage by Lebohang.
- **iPad and Apple Pencil:** Used by Mpho for digital journaling.
- **Apple Newton (MessagePad 2000):** A "thick, blocky, charcoal-grey" vintage device described as looking like a "pre-paid electricity meter"; it should have a noticeable **dent** on the corner and a **stylus**.
- **Gibson Les Paul Guitar:** With a **wah-wah pedal** for Lebohang to play (fast and messy) in Act I.

Food & Beverage

- **Luxury Snack Bowls:** Containing **truffle fries**, **wagyu beef sliders**, **sushi** (specifically tuna), **oysters on ice**, and **artisanal biltong platters**.
- **Alcohol & Glassware:** Bottles of **Veuve Clicquot Rich**, **Johnny Walker**, and **Macallan** single-malt whiskey, plus **Castle Lite** beers and **Woolworths' sparkling water**.
- **Tea Service:** A luxury **porcelain tea set** for rooibos, including **sugar tongs**, a bowl of **sugar lumps**, and a **pristine white tablecloth**.
- **Baked Goods: Sourdough bread**, a large **Death by Chocolate cake**, and a platter of **croissants**.
- **KFC Bucket:** An "extra-large" bucket included in Lebohang's luggage.

Personal Effects & Documents

- **Handbag:** A **large, black leather vintage ostrich-skin Hermès Birkin 35**.
- **Wallets:** Specifically Jack's wallet containing his **business cards** (identifying him as a "Principal Wealth Architect").
- **Luggage:** Multiple **Rimowa suitcases**.
- **Stationery:** A **notebook and pencil** for Mama Thembu to record bachelors, a **silver tray** for invoices, and a **velvet cloth** to wrap the Apple Newton.
- **Official Papers:** A folder containing **Home Affairs documents**, baptism certificates, and vaccination records (including booster shots).
- **Jewelry & Accessories: Designer sunglasses** (Lebohang and Refilwe), a **gold bangle** with a true lover's knot, a **diamond ring**, and a **heavy gold pocket watch** for Dr. Chasa.
- **Branded Box:** Containing letters tied with a **silk ribbon**.

Set Dressing & Miscellaneous

- **Floral Elements: Barberton Daisies** (pink), **Spekboom** cuttings, and **Strelitzia** (Birds of Paradise).
- **Textbooks:** Heavy volumes on **Afrikaans**, **Corporate Governance**, and **Setswana Traditional Customs**.
- **Sports Gear:** A **squash racket**.
- **Cleaning Supplies:** Cloths for Seeletso to clean glasses and polish surfaces.

IN ORDER OF APPEARANCE

Act I: Lebohang's Crib, Houghton

- **Musical Equipment:** A **Gibson Les Paul guitar** and a **wah-wah pedal** (played offstage then visible).
- **Luxury Catering:** Bowls of **truffle fries, wagyu beef sliders, sushi, oysters on ice**, and **artisanal biltong platters**.
- **Bar & Beverage Service:**
  - Polished glasses, cups, and saucers.
  - Bottle of **Veuve Clicquot Rich**.
  - Bottles of **Johnny Walker** and **Macallan single-malt whiskey**.
  - **Castle Lite** beers and **Woolworths' sparkling water**.
  - Platter of **sourdough bread and cheese**.
- **Personal Effects & Identification:**
  - **Jack's wallet**, containing several of his **business cards** (identified as "Mr. Tshepo Chaka, Principal Wealth Architect").
  - **Mama Thembu's notebook and pencil** for recording eligible bachelors.
  - **Smartphones** (used by Jack and Refilwe to exchange **QR codes**).
- **Household Management:** A **silver tray** containing several **invoices/bills**.

Act II: Luxury Lifestyle Lodge, Mpumalanga

- **Influencer & Study Setup:**
  - **Laptops and textbooks** (including volumes on **Afrikaans** and **Setswana Traditional Customs and Corporate Governance**).
  - **Ring-light and tripod** for filming social media content.
  - **Smartphones** used for "Close Friends" Instagram stories, TikToks, and "NameDropping" contacts.
- **Personal Accessories:**
  - **Dr. Chasa's heavy gold pocket watch**.
  - **Jack's mourning attire:** Pitch-black Italian suit, hat with a **black crape band**, and **black leather gloves**.
  - **Lebohang's luggage:** Three **Rimowa suitcases**, a **MacBook Pro**, five pairs of **limited-edition Travis Scott sneakers**, three **designer linen suits**, a **squash racket**, and an **extra-large bucket of KFC**.
- **Writing & Keepsakes:**
  - **Mpho's iPad and Apple Pencil** used with a designer notepad for journaling.
  - **Keepsake Box:** A **branded luxury box** containing letters tied with a **silk ribbon**.
  - **Jewelry:** A **diamond ring** and a **gold bangle with a true lover's knot**.
- **High Tea Service:**
  - **Luxury porcelain tea set**, pristine white tablecloth, and silver trays.
  - **Sugar tongs** and a bowl of **sugar lumps**.
  - **Food Items:** Sourdough bread and butter, a massive **Death by Chocolate cake**, and a platter of **croissants**.

Act III: Lounge at the Luxury Lodge

- **Clerical & Official Items:**
  - **Dr. Chasa's folder** containing an official **stamp and papers from Home Affairs**.
  - **Miss Motlhowa's notebook** and a **tissue** for her emotional reveal.
  - **Mama Thembu's diamond-encrusted watch**.
- **The Big Reveal Props:**
  - **The Handbag:** A **large, black leather vintage ostrich-skin Hermès Birkin 35**.
  - **The "Tech Relic":** An **Apple Newton MessagePad 2000** (described as a thick, blocky, charcoal-grey plastic device with a **dent on the corner** and a **stylus**), wrapped in a **velvet cloth**.

LOCATIONS

- **Houghton, Johannesburg (Act I):** The "heart of institutional and political wealth," the setting is Lebohang's "**crib,**" which features a **hip, expensive, afro-futurist sensibility**.
- **Dwaleni / Mbombela, Mpumalanga (Acts II & III):** A "**highly ultra-modern, glass-and-steel luxury lifestyle lodge**" situated near the Kruger area. Specific areas of this location mentioned include:
    - An **infinity pool** used for TikTok backdrops.
    - A **garden deck** where high tea and social interactions occur.
    - A **chapel** located down a garden path.
    - A **guest wing** containing a suite for visitors.

Locations: urban "institutional wealth" VS high-end rural "lifestyle lodge.

FURNITURE ITEMS

The furniture reflects the "Black Diamond" and "tenderpreneur" aesthetic of the characters:

ACT I: THE HOUGHTON CRIB

- **Sofa:** Used by Jack and Lebohang during their initial conversation and argument over the wallet.
- **Table:** Where snacks like sourdough bread and cheese are placed.
- **Serving Table:** Used for staging the sushi and drinks.

ACT II: THE LODGE GARDEN DECK

- **Table:** Initially used by Miss Motlhowa for her **laptops and books** during lessons. Mpho also uses a table here to store her **luxury box** of letters.
- **Glass Table:** Specifically used during the tea service where Mpho and Refilwe confront each other.
- **Plush Outdoor Sofa:** Where Mpho and Refilwe sit to exchange their social media handles via "NameDrop."

ACT III: THE LODGE LOUNGE

- **Plush Velvet Sofa:** Located inside the lounge where Mama Thembu sits to conduct her "preliminary inquiry."
- **Luxury Patio Chair:** A seat Jack "sinks back into" during his frustration with Lebohang.
- **Lounge Stairs:** Which Jack runs up "two at a time" to search for the Hermès handbag.
- **Wardrobe:** Mentioned as the source of noise when Jack is upstairs aggressively searching for his belongings.

BIDDER'S DISCLOSURE

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 interest1 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

1 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……
……

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 consortium2 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

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2 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.

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

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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 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 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

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 organ of state reserves the right to require of a 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.

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 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(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. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***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 the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Youth (100% ownership)	4	
Youth (61 - 99% ownership)	3	
Youth (31 - 60% ownership)	2	
Youth (1 - 30% ownership)	1	
Youth ownership 0%	0	
Women (100% ownership)	4	
Women (61 - 99% ownership)	3	
Women (31 - 60% ownership)	2	
Women (1 - 30% ownership)	1	
Women ownership 0%	0	
Black100% ownership)	4	
Black (61 - 99% ownership)	3	
Black (31 - 60% ownership)	2	
Black (1 - 30% ownership)	1	
Black ownership 0%	0	
People living with disabilities	4	
Locality		
Based in Nelson Mandela Bay Metro	4	
Based in Eastern Cape		

Based in neighbouring provinces	3	
	2	
Based in other provinces	1	
Outside RSA	0	

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.

…….
SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME: …….
DATE: ……
ADDRESS: ……
……
……
……