TERMS OF REFERENCE

SUPPLY AND DELIVERY OF DIGITAL SOUND CONSOLES
MANDELA BAY THEATRE COMPLEX

REQUEST FOR BIDS
TERMS OF REFERENCE: SUPPLY AND DELIVERY OF DIGITAL SOUND CONSOLES FOR MANDELA BAY THEATRE COMPLEX
TENDER NO 07/2023

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

TENDER NUMBER:	TENDER NO 07/2023
DESCRIPTION:	SUPPLY AND DELIVERY OF DIGITAL SOUND CONSOLES FOR MANDELA BAY THEATRE COMPLEX
PUBLISH DATE:	15 September 2023
CLOSING DATE:	18 October 2023 @ 11:00 am
BID VALIDITY PERIOD:	120 Days from the closing date
COMPULSORY BRIEFING SESSION DATE & TIME	No Date: 06 October 2023 @ 13h00
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 Enquiries Ms. Thembela Liwani Email: suppliers@mandelabaytheatre.co.za Tel: 083 445 6470 Technical 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.

ABBREVIATIONS, ACRONYMS AND DEFINITIONS

TOR	TERMS OF REFERRENCE
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 utilizes Allen and Heath mixing consoles in their primary venues (The Barn and Main Theatre). These consoles are now over 10 years old and they have reached end of useful life, no longer manufactured, and have limited spares and support.

To this end the decision has been made to purchase a mixing console which has a principal mode of operation (software platform) specifically aligned to the theatrical environment. It must however be able to easily switch between this and “normal” operation for conventional music style performances.

In addition, it is imperative that the console can be purposed within a future dedicated audio network that will be utilized throughout the MBTC. This network will include centralized audio routing, control, and remote access, across multiple protocols.

The offered console should be internationally accepted within the theatrical environment, with a qualified local user base and support.

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	
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.

5. SPECIFICATION

No.	DESCRIPTION:	Quantity	Unit Price	Total Price
1	**Main Theatre Console**			
	• Yamaha or QL 5 Digital Mixer(Local I/O: 32 in 16 out, Fader Config: 32 + 2) or Equivalent	1		
	• With compatible Dante card.	1		
	• HY144-D Audio Interface Dante Card Specialised (144 Channel)	1		
	• Stage Plus Premade Cat 6 Network Cable 75m	2		
	• Stage Plus Premade Cat 6 Network Cable 20m	3		
	• Stage Plus Premade Cat 6 Network Cable 3m	2		
	• Tascam Series 208i Sound Card - 8 Output or equivalent- For Cue Lab use	1		
	• Yamaha or Gooseneck Light LA1L or equivalent	2		
	• Rio 1608-D2 Dante Complaint 16 input / 8 output	1		
	• Rio-3224-D2 Stage Box 32 input/16 Output	1		
	• 4 Way split boxes for console interconnectivity and networking	1		
Total				
VAT (only if VAT registered)				
Total Price incl/excl Vat				

The pricing items above are a guide. The bidder must add all items pertinent to the delivery of the solution as per the scope of work and also remove items that are not.

_____ _____

Signature (Bidder) **Date**

Training:

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

Warranty:

- Must a 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.*

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 **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	
2.	Number of years in the industry **4 Points** | **8 Points** | **12 Points** | **16 Points** | **20 Points** 1 | 2 | 3 | 4 | 5	**20**	5 = 10 Years or more 4 = 8 Years 3 = 5 Years 2 = 3 Years 1 = 2 Years	

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<td>3.</td>
<td>Previous experience with reference letters of work done similar to the scope of the project.

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<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>
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</td>
<td>10</td>
<td>5 = 5 Reference letters
4 = 4 Reference letters
3 = 3 Reference letters
2 = 2 Reference letters
1 = 1 Reference letter</td>
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<td>4.</td>
<td>Composition of project team and accreditation of technical support staff. (Provide copy of CV and qualification)

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<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>
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</td>
<td>10</td>
<td>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 years’ experience in the theatre environment
1= Sound engineer/Technician with less than 1 year in the theatre environment</td>
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<td>5.</td>
<td>Turnaround time for technical support services

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<tr><th>2 Points</th><th>4 Points</th><th>6 Points</th><th>8 Points</th><th>10 Points</th></tr>
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<td>10</td>
<td>5 = Available within 24 hours
4 = Available within 48 hours
3 = Available within a week
2 = Available fortnightly
1 = Available monthly</td>
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<td>6.</td>
<td>Two (2) year warranty and 1 year replacement guarantee

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</td>
<td>10</td>
<td>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.</td>
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<td>7.</td>
<td>Project implementation plan with clear timelines of installations, testing and training of technical personnel

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<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>
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<td>30</td>
<td>5 = Methodology/Plan that has clear milestones achievable within 2 months
4 = Methodology/Plan that has clear milestones achievable within 3 months
3 = Methodology/Plan that has clear milestones achievable within 4 months
2 = Methodology/Plan that has</td>
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			clear milestones achievable within 5 months 1 = Unclear Methodology	
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:

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**