INVITATION TO SUBMIT QUOTATION

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENT OF SOUTH AFRICAN STATE THEATRE

RFQ NUMBER:	SAST/2021/ASSET MANAGEMENT AND FULL ASSET VERIFICATION
DESCRIPTION:	**Appointment of a suitably qualified service providers to submit proposals for the provision of Asset Management and Full asset verification process as part of taking on current register for the South African State Theatre (SAST), Verification is estimated to be completed in six weeks and reconciliation in two weeks**
PUBLISH DATE:	25 OCTOBER 2021
CLOSING DATE	04 NOVEMBER 2021 @ 16:30
SITE VISIT	N/A
DELIVERY ADDRESS	BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: 320 Pretorius Street PRETORIA (at reception, on the lower ground)
ENQUIRIES:	Ms. Tsakani Mathebula Email : tsakani@statetheatre.co.za Tel : 012 392 4000

BIDDER NAME:

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATION, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITION OF CONTRACT.

SECTION 1

1. GENERAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

BIDDERS ARE REQUIRED TO FAMILIARISE THEMSELVES WITH THE BIDDING CONDITIONS AND PROCEDURES AS DOCUMENTED BELOW.

For the purpose of this document, the words 'bidder' and 'tendered', and 'RFQ' and 'tender' shall bear the same meaning.

1. 'SAST', where referred to in this document means South African State Theatre.
2. No Quotations shall be considered unless submitted on this RFQ document.
3. The whole original RFQ document as issued by SAST must be submitted. A quotation will be considered INVALID AND WILL NOT BE ACCEPTED, IF ANY PART OF THIS DOCUMENT IS NOT SUBMITTED.
4. Bidders must submit one RFQ offer only, either as a single tendering entity or as a member of a Joint Venture.
5. Any portion of the RFQ document not completed will be interpreted as 'not applicable'. Notwithstanding the afore-going, failure to complete any compulsory portion of the RFQ document will result in the RFQ submission being declared non-responsive.
6. **SAST reserves the right to accept:**

   The whole quotation or part of a quotation or any item or part of any item, or accept more than one quotation (in the event of a number of items being offered), and SAST is not obliged to accept the lowest or any quotation;

   6.1 a quotation which is not substantially or materially different from the RFQ specifications.

7. SAST shall not consider quotations that are received after the closing date, as specified in the RFQ advertisement.

8. SAST will not be held responsible for any expenses incurred by bidders in preparing and submitting quotations

9. SAST may, after the RFQ closing date, request additional information or clarification of submitted quotations, in writing.

10. A quotation may be rejected as non-responsive if the bidder fails to provide any clarification requested by SAST within the time for submissions stated in the written request for such clarification.

11. A bidder may request in writing, after the closing date, that its quotation be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of SAST after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal.

12. The RFQ document must be signed by a person duly authorized to do so.
13. Quotations submitted by joint ventures, consortia, partnerships shall be accompanied by relevant agreements, in which it is defined precisely the conditions under which the joint venture, consortium or partnership will function, its period of duration, the persons authorized to represent and obligate it, participation of the several firms of which it is formed, and any other information necessary to permit a full appraisal of its functioning

14. **Once the quotation is awarded all purchases will be made through an official SAST Purchase Order. Therefore no goods must be delivered or services rendered before an official Purchase Order has been forwarded to the successful bidder. The successful bidder must then deliver or render service upon receiving an official signed Purchase Order from SAST.**

(a) The bid will be declared non-responsive in the event that the bidder's tax matters, as verified on the government Central Supplier Database, are shown not to be in order, and the bidder

fails to ensure that its tax matters are in order within such timeframe as may be required by SAST in writing.

15. **Clarification of quotation after submission**

The bidder must provide clarification of its submission in response to a request to do so from SAST during the evaluation process. This may include providing breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the submission may be sought, offered or permitted.

16. **Tax Compliance status**

16.1 No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).

16.2 Each party to a consortium, joint venture or partnership must comply with the above.

1. INTRODUCTION

THE RENAISSANCE THEATRE, trading as THE SOUTH AFRICAN STATE THEATRE, a cultural institution in terms of the provisions of section 3(1) of the Cultural Institutions Act, 1998, also a Schedule 3A Public entity under the Public Finance Management Act, 1999 (the "SAST"), is a statutory agency tasked with the development, promotion and mainstreaming of Arts, Culture and Heritage programmes to contribute to the economic development of the sector and to foster social cohesion in Tshwane, greater Gauteng and all the citizens of our Society.

2. OBJECTIVE

SAST seeks to appoint a suitably qualified service provider to submit proposals for the provision and installation of an Asset Management and full asset verification system.

3. BACKGROUND

SAST main building is located at 320 Pretorius Street, Pretoria, Gauteng, South Africa. The second location for Asset verification is 45 weavind park, kilnerton 0002. The asset register has 9200 assets consisting of Office Equipment, Computer Equipment, Plant and Equipment, Wardrobe, and Intangible Assets. The successful service provider is expected to verifying existing assets and location at both Kilnerton (workshops) and Pretorius (Theatre).

4. SCOPE OF WORK

The Asset management system must be able to:

- Maintains and updates GRAP-compliant asset registers, including value of assets, useful lives, depreciation, impairment, asset movement history, maintenance tracking
- Importing current register (excel) to the new system
- Integration of the asset management system with Pastel
- Customisation of reports (e.g additions, disposals, low-value assets, movement report, damaged assets, assets due for reassessment etc)
- Search functions to draw up a history of an item
- Mobile application compatibility – scanning of assets and accessing assets information and reports
- Provide mobile phones or scanners (Five)
- Barcode generation (is able to be traced with GPS)
- Export assets register to excel
- Training 15 people (Five from Finance and 10 from User Departments)
- Reconciliation of imported Register with final register

Full asset verification process as part of taking on current register

- Verifying existing assets and location at both Kilnerton (workshops) and Pretorius (Theatre)
- Barcoding of all existing assets (latest technology, is able to be traced with GPS)
- Capture pictures
- Update condition of assets
- Identify assets to be disposed
- Reconciliations
- Report on verification process followed and outcome

Deliverables

- Assets are in both buildings
- Verification is estimated to be completed in six weeks and reconciliation in two weeks

- One Team required for verification which will include one person from Service Provider and one person from State Theatre. SAST will hire ad-hocs to move assets identified for disposal to a location identified by SAST.
- One Team required who analyses data daily and provide daily reports to CFO. Team will consist of SAST Financial Accountant and Finance Manager, and two personnel from Service provider
- Daily verification reports to be sent to Chief Financial Officer by 10am following day for work done up to previous day

5. Bid submission requirements

Bidders must submit their responses and all supporting documents in properly labelled and sealed envelopes

Service providers are required to submit one (1) pack of original proposals, marked "ORIGINAL" in a sealed envelope and Electronic copy (USB or CD) in a second envelope.

Bids must be submitted in sealed envelopes clearly labelled to reflect the **bid/RFQ number** and **description, submission date and closing time.**

Bidder must also submit an ***ELECTRONIC SUBMISSION of their bid document (USB)***

NB: Failure to submit 1 original pack with financial/pricing details and electronic submission (USB or CD) will lead to disqualification

6. EVALUATION PROCESS

Mandatory evaluation criteria

- Bidders must fully complete all the attached SBD documents (SBD 4; SBD 6.1 : SBD 8 ; SBD 9)
- Submit valid SARS Tax Pin
- Submit Certified company registrations
- Certified ID copies of directors
- Proof of registration with CSD
- Letter of good standing with Dept. of labour

(Failure to complete any of the above requirements will lead to disqualification)

- **Functional evaluation**

Functional evaluation will be based on the criteria shown below and bidders who score 70 or more points will be evaluated on Price and BBBEE.

Key aspects of criterion	**Evaluation Criterion**	**Points allocation**	**Points**	**Awarded points**
Experience	Five (5) reference letters form the clients serviced in the past 5 years. **(attach letters)**	5 or more letters = 30 3 reference letters = 20 1 reference letter = 10 0 reference letter = 0	30	
Expertise : Director/Project Manager	Director – Chartered Accountant with SAICA or SAIBA, SAIPA or CIMA. Director or Project manager with 10 years relevant experience (attach CV and Certified copies of qualifications)	10 years or more = 30 5 years of experience = 20 Less than 5 years = 10	30	
Methodology/Project plan	A clear approach and methodology providing clarity to the stipulated Terms of reference **(attach methodology and plan)**	Good methodology = 10 Satisfactory = 5 Poor = 0	10	
Asset Management and verification system	Asset management and verification system is GRAP compliant, can integrate with Pastel Evolution and Financial systems, Android enable scanning App **(or similar),** has proven and	Good = 30	30	

	Audited track record. (attach letter of proof disclosing audited track record) Asset management and verification system is GRAP compliant, can integrate with Pastel Evolution and Financial systems, Android enable scanning App **(or similar),** but does not have proven and Audited track record. (no letter of proof disclosing audited track record is attached) Asset management and verification system is GRAP compliant, cannot integrate with Pastel Evolution and Financial systems, Android enable scanning App **(or similar),** but does not have proven and Audited track record. (no letter of proof	Satsfactory = 15 Poor = 0		

	disclosing audited track record is attached)			
	Total		**100**	

Submissions that score 70 or more points out of 100 on functionality will be evaluated on price and BBBEE and those who score less than 70 points will be disqualified.

5. <u>Pricing Schedule</u>

Bidder must provide a price quotation