

REQUEST FOR QUOTATION (RFQ)

REQUISITION NUMBER	RFQ 23-05-2022
DESCRIPTION	The purpose of this RFQ is to appoint service provider who will assist with Event Goods and Services Procurement Facilitator
ISSUE DATE	23 May 2022
CLOSING DATE	27 May 2022
CLOSING TIME	11:00 am

1. PURPOSE

The NAC is looking for a Service Provider to facilitate the procurement of Goods and Services in respect of the fundraising Arise Benefit Concert involving 40 artists at Moses Mabhida Stadium on 18 June 2022.

2. BACKGROUND

The National Arts Council (NAC) is a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). The NAC is governed by the National Arts Council Act 56 of 1997 as amended by the Cultural Laws Amendment Act 36 of 2001, and is an agency of the Department of Arts and Culture

The mandate of the NAC, as set out in Section 3 of the NAC Act is:

- To provide, and encourage the provision of, opportunities for persons to practice the arts
- To promote the appreciation, understanding and enjoyment of the arts
- To promote the general application of the arts in the community
- To foster the expression of a national identity and consciousness by means of the arts
- To uphold and promote the right of any person to freedom in the practice of the arts
- To give the historically disadvantaged such additional help and resources as are required to give them greater access to the arts
- To address historical imbalances in providing infrastructure for the promotion of the arts
- To promote and facilitate national and international liaison between individuals and institutions in respect of the arts;
- To develop and promote the arts and to encourage excellence in regard to these

- The Accounting Authority of the NAC is the Council which is established in terms of Section 4 of the NAC Act.

3. SCOPE OF WORK/SPECIFICATIONS

The good and services to be procured pertaining to the following:

- Event Security Company
- Ground Transport Company
- Artist Accommodation
- Flights
- Artist and Crew Catering
- VIP Catering

Furthermore, the Service Provider will be responsible for the procurement of the following resources:

- Artist contracting and management
- Safety Officer
- Event staff and artist coordinators
- Hospitality and Ushers
- Ticketing Platform

The service provider must be based in Durban and must have extensive and proven experience in the concerts and festival management and eventing.

The quotation must be in respect of the facilitation of the procurement of goods and service providers, as well as the appointment of event staff.

MANDATORY REQUIREMENTS

The following minimum mandatory criteria will apply to any organisation responding to this Invitation to quote, and supporting documentation should be provided with any response submitted, Failing to submit the below documents the service provider will be disqualified and will not be further evaluated on Price:

- **COMPANY PROFILE** - Provide company profile indicating how long the company has been in existence. Showcase of work undertaken for a similar project.
- **CAPACITY TO DELIVER** - Provide qualifications, CV and experience of personnel who will be assigned to the project.

- TRACK RECORD / REFERENCE LETTERS - The service provider must provide a minimum of three (3) reference letters on the clients letterhead indicating similar work it has previously completed.

TOTAL BID AMOUNT:

_____ **(INCLUDING VAT)**

6. Proposal Submission

Closing Date: **27 May 2022**

Time: @ **11:00 am**

Attention: Esona Zandile

Email: supplychain@nac.org.za

Kindly submit your quotation electronically to the Supply Chain Management Unit (supplychain@nac.org.za).

7. Enquiries

SCM Enquiries :	Esona Zandile Tel: 011 838 1383/4/5 Email: supplychain@nac.org.za
------------------------	--

8. Terms and Conditions:

- The completed SBD 4.
- Proof of registration with the Central Supplier Database (CSD) must be submitted.
- No late quotations will be accepted under any circumstances.
- Suppliers must complete and **return all the required documents**, failing which, the supplier's quotation will be declared invalid.
- Disclaimer: The NAC reserves the right not to make an appointment.
- The NAC reserves the right not to accept the lowest quote received.**

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

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.

--	--	--

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:

.....

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 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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder