

**PART A
 INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE <i>(South African National Biodiversity Institute)</i>					
BID NUMBER:	SANBI: G521/2024	CLOSING DATE:	27 September 2024	CLOSING TIME:	11:00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SOUND ENGINEERING SERVICES AND AUDIO-VISUAL EQUIPMENT FOR THE KIRSTENBOSCH SUMMER SUNSET CONCERTS AND NEW YEAR'S EVE CONCERT FOR A PERIOD OF 5 YEARS AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT: Biodiversity Centre Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria Pretoria					
A compulsory briefing session will be conducted at the time and date given as follows: Date: 11 September 2024 Time: 11:00am Venue: The Old Mutual Conference Centre in the Visitor Centre (Gate 1) at Kirstenbosch.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	sanbi.tenders@sanbi.org.za		E-MAIL ADDRESS	s.struys@sanbi.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
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
B-BBEE STATUS LEVEL	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

VERIFICATION CERTIFICATE	☐ Yes ☐ No		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		☐ YES	
☐ NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		☐ YES ☐	
NO			
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.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: **SANBI: G521/2024**

Closing Time 11:00

Closing date: **27 September 2024**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)?
*YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

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 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:

.....

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.

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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.

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 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

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

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	80
SPECIFIC GOALS	20
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
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

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
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Black Ownership = 10 Points		(10)		

Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Female Ownership = 5 Points		(5)		
Categories of persons historically disadvantaged by unfair discrimination on the basis of disability. Information will be verified on the CSD report. Points will be allocated based on the percentage of ownership per goal Disability Ownership = 5 Points		(5)		
Total		20		

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:	
	

REQUEST FOR TENDER

For

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SOUND ENGINEERING SERVICES AND AUDIO-VISUAL EQUIPMENT FOR THE KIRSTENBOSCH SUMMER SUNSET CONCERTS AND NEW YEAR'S EVE CONCERT FOR A PERIOD OF 5 YEARS AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN

The South African National Biodiversity Institute (SANBI)

Private Bag X101

Silverton

0184

Proposal No: **SANBI:G521/2024**

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1. Introduction and background

The South African National Biodiversity Institute (SANBI) contributes to South Africa's sustainable development by facilitating access to biodiversity data, generating information and knowledge, building capacity, providing policy advice, and showcasing and conserving biodiversity in its national botanical and zoological gardens. The Kirstenbosch National Botanical Garden (NBG) hosts the Kirstenbosch Summer Sunset Concerts and a New Year's Eve concert annually drawing visitors to the garden.

The Summer Sunset Concerts are held on Sunday afternoons from late November until March. The garden has a permanent outdoor concert stage and a 7000m² lawn with a maximum seating capacity of 6000 people. The concerts are attended by an average of 4200 visitors per concert.

The concerts feature top South African musicians performing a wide variety of music, ranging from Afro-soul to electronic, pop, jazz, rock and classical.

SANBI requires a service provider to provide sound engineering services and audio-visual equipment for twenty (20) Kirstenbosch Summer Sunset Concerts and one (1) New Year's Eve concert annually, for a five (5) year period at Kirstenbosch NBG. Please read the following terms and instructions carefully. Failure to comply with the requirements of these instructions and general terms may lead to the rejection of your proposal submission.

2. Invitation to tender

Tenders are hereby invited for a Service Provider to provide sound engineering services and audio-visual equipment for the Kirstenbosch Summer Sunset Concerts and New Year's Eve Concert for a period of five years at the Kirstenbosch NBG. The tender process will be co-ordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following address:

Deputy Director: Supply Chain Management
The South African National Biodiversity Institute (SANBI)
Private Bag X101
Silverton
0184
Email: sanbi.tenders@sanbi.org.za

The tender closes on 27 September 2024 at 11:00am

3. Compulsory briefing session

A compulsory site briefing session will take place as follows:

Date: **11 September 2024**

Time: **11:00am**

Venue: **The Old Mutual Conference Centre in the Visitor Centre (Gate 1) at Kirstenbosch.**

Bidders are encouraged to direct all technical and bidding procedure enquiries to the email addresses below. All responses to questions via email will be communicated via this tender's advertisement webpage on the SANBI website www.sanbi.org.

For bidding procedure enquiries: sanbi.tenders@sanbi.org.za

For technical enquiries: s.struys@sanbi.org.za

SANBI will not respond to any questions or requests for clarification if received after **20 September 2024**. (week before closing date)

4. Scope of work

The Service Provider will be required to provide the necessary audio-visual equipment and sound engineering services to ensure that the Summer Sunset Concerts and the New Year's Eve Concerts run smoothly.

4.1. Service Provider's responsibilities

The Service Provider will be required to do the following:

4.1.1. Audio-visual equipment

- Provide, install and operate all equipment specified in Annexure A for all Kirstenbosch NBG's Summer Sunset Concerts and New Year's Eve concerts.
- Provide signal and network cabling for Front of House (FOH) sound mixing console to stage in existing sleeves (100m).
- Provide signal, network and power cabling from FOH to three (3) delay speaker towers in existing underground sleeves (65m).
- Provide all on-stage signal, speaker, power and multi-core cabling.
- Provide electrical power distribution systems from pre-installed power points provided by SANBI, backstage and FOH, to all points where power is required.
- Provide weather-proof covers for speaker cabinets, should the Service Provider choose to leave the cabinets hanging on the towers for the season.
- Provide a number of backline music instruments, as specified in Annexure A Section H.
- De-rig, clear the stage and store concert equipment backstage in the dedicated storeroom provided immediately after each concert.

4.1.2. Sound engineering services

- Provide a professional sound engineering/project manager with a minimum of ten (10) years' experience who must be present at every concert.
- Provide one (1) Senior Stage Monitor Sound Engineer, one (1) Backline Technician, two (2) Stage Technicians, and at least four (4) Setup/Strike Crew (as many as required to rig/de-rig).
- Ensure full crew arrive to set up for every Summer Sunset Concert at 12h00 or earlier on the day of the concert.
- Ensure full crew arrive to set up at 12h00 or earlier, the day before each New Year's Eve Concert.

- Liaise with musicians before each concert about backline equipment that is available and sound engineering requirements.
- Collaborate with musicians to ensure that the sound and line checks are efficiently and timeously completed.
- Provide professional sound engineering and mixing services for one to two bands for each Summer Sunset Concert held between 17h00 and 19h00.
- Provide professional sound engineering and mixing services for two or three bands for each New Year's Eve concert held between 19h00 and 00h30.
- Provide full sound engineering services during inclement and/or windy weather conditions.

4.1.3. General

The Service provider is required to:

- Comply with Sound Pressure Level (SPL) limits prescribed by SANBI.
- Provide SANBI with a graph which details recorded SPL for the entire concert on the Monday after each concert.
- Comply with timeslot allocations for concerts and sound checks provided by SANBI.
- Comply with all applicable safety regulations and respond to any instructions issued by the Event Health & Safety Officer.
- Obtain a Structural Engineers Certificate for all structures erected each season.

4.2. SANBI's responsibilities

SANBI will be responsible for the following:

4.2.1. Structures and equipment

SANBI will be responsible for the following structures and equipment:

- Provide a permanent concert stage (16 m x 11 m) and erect a stage canopy each season.
- Provide and erect 2 x 10 m main speaker towers (load capacity 1.8 tons each).
- Provide and erect 3 x 8 m delay speaker towers (load capacity 600 kg each).
- Provide and erect 2 x 8 m towers for side screens for the New Year's Eve concert.
- Provide and erect the VIP grandstand.
- Provide and erect FOH covered mixing console platform (3.6 m x 2.4 m).
- Provide 3 x 63A Vee-form 3-phase electrical supply backstage.
- Provide 4 x 32A Cee-form 3-phase electrical supply backstage.
- Provide 1 x 32A Cee-form 3-phase electrical supply to FOH mixing console platform.
- Provide 1 x underground sleeve from FOH to side of stage (100 m).
- Provide 1 x underground sleeve from FOH to delay towers (65 m).
- Provide and maintain a 160 kVA back-up power generator.
- Provide secure lock-up storage facilities backstage (SANBI will not be held liable for any loss or damage to any of the Service Provider's equipment left at Kirstenbosch NBG).

4.2.2. General

SANBI will:

- Obtain all required operating permits and certificates from the City of Cape Town and SAPS.
- Provide a concert programme each summer which includes concert dates and musicians' names with their contact details.
- Provide a schedule of setup and soundcheck times applicable to each concert.
- Provide strict time frames for amplified sound and SPL limits for soundchecks and concerts.
- Comply with all safety regulations including the provision of adequate medical, security and safety staff for each concert.

5. Requirements for proposals

5.1. Mandatory documents required

Each submission must include the following (failure to provide below documentation will result in the tender being rejected):

- A current copy of the Central Suppliers Database (CSD) registration report.
- A certified copy of Liability Insurance Cover for the company and the amount available per claim.
- A valid Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour.
- Compulsory online briefing attendance certificate.
- Fully completed SBD forms.
- Pricing details (see Annexure B). The service provider must supply applicable pricing details in Annexure B. **The pricing details must only be included in the 'original' document as per the section on submission below. Inclusion of pricing in the electronic copy delivered on USB will result in the tender being rejected (see Section 7).**

5.2. Other documents required

Service providers interested in this Request for Tender should submit a concise written proposal that addresses the scope of work and the above requirements. Failure to submit these documents will not result in disqualification, however, the information contained in them is required for evaluation purposes and failure to include these documents in the electronic copy delivered on the USB will be considered non-responsive. The proposal must include:

- A description of the scope and scale of four (4) previously undertaken events where sound engineering services were performed by the Service Provider over the past five (5) years.
- Four (4) company reference letters on letterheads for sound engineering work previously undertaken by the Service Provider in the past five (5) years, including contact details of the referees.
- CV of the professional sound engineer/project manager who is required to be present at all the concerts.

- CVs of at least two additional senior staff members (Refer to 4.1.2: Sound engineering services).
- List of additional employees for placement to this site (Refer to 4.1.2.: Sound engineering services)
- Company's bank classification code.
- Description of approach to staff training.

SANBI reserves the right:

- To verify any information supplied in the tender submission;
- To not appoint any Service Provider;
- To cancel or withdraw this tender at any time without attracting any penalties or liabilities;
- To have the final say in the appointment of the Service Provider and that this will be binding;
- To disqualify a tender or cancel any subsequent contracts should it be found that:
- Information was omitted that should have been disclosed
- Factually inaccurate information was provided and/or
- A misrepresentation of facts has occurred.

SANBI shall not be held liable for any cost that has been incurred by the Service Provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

6. Pricing

Based on the requirements outlined in Annexure A and the scope of work above, give specific pricing breakdown for the five (5) year period in Annexure A, and a summary of all prices in Annexure B. Prices should be firm for all five years of the contract. The final price must be inclusive of VAT and will be considered the cost for the duration of the contract.

Please note that all equipment and services outlined in Annexure A must be described and costed as specified in the document. Incomplete information in Annexures A and B will result in the bid not being considered.

Pricing information should only be included in the "original" copy of the tender document.

7. Submission of tender

This is a two-envelope tender process. Service Providers are to submit **one (1) pack** of original proposals, marked "ORIGINAL" in an envelope, with pricing included, **and one (1) electronic copy on USB**. The electronic copy on USB must exclude pricing details.

Financial and pricing details must only be included in the pack marked "ORIGINAL".

NB. Failure to submit:

- one pack of original documents with pricing included and
- one electronic copy on USB without pricing data.

in the prescribed manner WILL lead to the bid being disqualified.

Failure to include other documents (5.2) on the USB will not result in disqualification, however the information contained in them is required for evaluation purposes and will lead to your proposal being considered non-responsive.

Tenders can be submitted in the tender box located in the reception area of the Biodiversity Centre Building at the Pretoria National Botanical Garden, 2 Cussonia Avenue, Brummeria, Pretoria, during office hours before the tender closing date and time.

Normal office hours are from 08:00 to 16:00 daily. E-mailed and faxed submissions will not be accepted. Late submissions will be disqualified.

8. Evaluation criteria

In accordance with the National Treasury Instruction Note on the Amended Guidelines in Respect of Bids that include Functionality as a Criterion for the Evaluation (issued 3 September 2010) this bid will be evaluated in two stages.

Please note that this bid will be evaluated on functionality first. Those proposals passing the functionality threshold below, will go into an evaluation on price and specific goals.

Stage one evaluation: The table below indicates the criteria for phase one (functionality) evaluation.

Functionality criteria		Weight
1. Past experience: This refers to the experience of the tenderer to undertake the scope of work involved in this tender.		32
1.1. Provide details of four (4) previously undertaken work projects relevant to Kirstenbosch's requirements in sound engineering by the Service Provider over the past five (5) years.		(20)
<i>Sub-criteria for past relevant experience:</i> - Relevance of the work in relation to Kirstenbosch's requirements Provided details for each project must cover the below: (each project will be allocated at total of 3 points) - o outdoor concerts (1 point), - o audience of at least 5000 people (1 point), - o high-profile live performers (1 point) - Description of the execution of each project, including the role that your company played and the outcome of the events (2 points per project).	12	
	8	
1.2 Provide four (4) company reference letters on letterheads for sound engineering work previously undertaken by the Service Provider in the past five (5) years. These letters should include the scope of work, the contract value, the contract period and the contact details of the client.		(12)
<i>Sub-criteria for reference letters:</i>		

- Relevant reference letter is provided (service rendered to the referee is similar in nature and size to the service required by Kirstenbosch NBG (1 point per letter). - Quality of each reference (2 points per letter).		4 8	
2. Team capacity: The Tenderer should demonstrate the capacity of the team to carry out the scope of work required in this Tender.			50
2.1 Provide a CV of the nominated Sound Engineer/Project Manager to work at all concerts, who should have at least 10 years' experience in sound engineering at outdoor concerts with high-profile artists. <i>Sub-criteria for Project Manager experience in sound engineering:</i> – 10 years' experience in the field of sound engineering in sound engineering at outdoor concerts with high-profile artists – 15 years' experience in the field of sound engineering in sound engineering at outdoor concerts with high-profile artists – – 20 years' experience in the field of sound engineering in sound engineering at outdoor concerts with high-profile artists		5 10 15	(15)
2.2 CVs of at least two additional senior staff members who will be deployed to this site as per the staff requirements stipulated under 4.1.2., detailing skills and experience in sound engineering. <i>Sub-criteria for team capacity:</i> – Anything less than two CVs and /or less than five years combined relevant sound engineering experience – At least two CVs with between five and ten years combined relevant sound engineering experience – At least two CVs with between ten and twenty years combined relevant sound engineering experience – More than two CVs with more than twenty years combined relevant sound engineering experience		0 5 10 15	(15)
2.3. Provide a breakdown of all staff in the employ of the company for placement to the site (see 4.1.2.) including their names, responsibilities, qualifications, experience and role in the company.			(10)
2. 4 Describe your approach to training of staff in order to equip them for the work required.			(10)
3. Resources and capability of the Service Provider.	Undoubted for the amount of enquiry or Good for the amount of enquiry.	8	8

3.1 Bank ratings code Bidders must submit bank rating code letter valid for three (03) months showing the conduct of the account (Supplemented by audited financial statement showing financial capacity to implement and run the contract without foreseen cashflow challenges (liquidity)).	(Bank code: A)		
	The subject has a good record of meeting their financial commitments, and the amount is well within the capacity of an ordinary business commitment. (Bank code: B)	6	
	The subject has a good record, the amount may appear high in relation to normal transactions on the account. (Bank code: C)	4	
4. Technical merit of the proposal.			10
4.1. Completeness and level of detail provided. Organisation and presentation of the document.			
TOTAL			100

** Service Providers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

Sufficient information must be provided to allow the Bid Evaluation Committee to evaluate bids against these functionality criteria.

The second stage will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2022 pertaining to Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20 points system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and 20 points will be awarded based on the bidder's specific goals.

Sufficient information must be provided to allow the evaluation panel to score bids against all these criteria. Failure to do so may result in the disqualification.

9. Contract period

The appointment is anticipated to be for a period of five (5) years. The contractual appointment period will be as stipulated in the Independent Contract Agreement and Service Level Agreement.

10. General Safety, Health and Environmental requirements

All Service Providers entering into a contract with the South African National Biodiversity Institute (SANBI) shall, as a minimum, comply with the following requirements if applicable:

- The Compensation for Occupational Injuries & Diseases Act (Act 130 of 1996): The Service Providers will be required to submit a letter of good standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases, if applicable. The letter should be issued by the Department of Labour.

- A current, up-to-date copy of the Compensation for Occupational Injury and Diseases Act (COIDA) shall be available on site at all times.
- National Environmental Management Act (Act No. 107 of 1998).
- The South African National Biodiversity Institute Health and Safety specification and relevant policies.

11. General

- All documents submitted in the response to this RFT must be written in English.
- Potential Service Providers should not assume that information and/or documents previously supplied to SANBI, at any time prior to this RFT, will be considered, and they shall not make reference to such information and/or documentation in their response to the RFT.
- The appointment of a successful Service Provider will be subject to all parties agreeing to mutually acceptable contractual Terms and Conditions. The preferred form of contract for the professional services as per this RFT will be the Independent Contract Agreement.
- The Independent Contract Agreement will be drawn up between SANBI and the Service Provider.
- Invoices will be paid for deliverables received as agreed in the Independent Contract Agreement.
- Invoices must indicate the deliverables provided. Supporting documentation in terms of evidence of software license purchase and proof of payment for the purchase must be provided.
- No upfront payments will be made. SANBI will pay for the satisfactory completion of work within 30 days of submission of invoices.
- Invoices must be addressed to the Director: Biodiversity Information Management and Planning.
- Accountability and reporting will be to Sarah Struys and Werner Voigt at SANBI.
- Any or all information made available to the Service Provider by SANBI will be regarded as confidential and shall not be made available to third parties without the prior written consent of SANBI.
- All reports must be in MS Office format (Word or Excel preferred) and electronic versions of all reports must be submitted.
- The tender process will be coordinated by SANBI's Supply Chain Management (SCM) department, contactable at the following email address: sanbi.tenders@sanbi.org.za
- Tender documents will only be available online on the SANBI website www.sanbi.org

Annexure A: PRICING SCHEDULE

This annexure provides all details and pricing for staffing and equipment that will be provided and professionally operated by the Service Provider per concert for year one of the contract. This includes 20 Summer Sunset Concerts and the New Year's Eve concert. Annexure B allows for a summary of the pricing for Year 1. The final table of Annexure B requires the total cost per year for the five-year period of this Tender. The final price must be inclusive of VAT and will be considered the cost for the duration of the contract.

Annexure A includes the following sections:

- Section A: Front of House (FOH) Public Address (PA) Speaker System
- Section B: FOH Delay PA Speaker System
- Section C: FOH Structure
- Section D: FOH & Stage Monitoring Mixing
- Section E: Stage Monitor Speakers and In-Ear Monitor System
- Section F: Mic, Stands, Cables
- Section G: Summer Sunset Lighting
- Section H: Backline Music Instruments
- Section I: Summer Sunset LED Screen
- Section J: Summer Sunset Black Draping Backdrop
- Section K: Summer Sunset Crew
- Section L: New Year's Eve FOH
- Section M: New Year's Eve FOH Delay PA Speaker System
- Section N: New Year's Eve FOH & Stage Monitoring Mixing
- Section O: New Year's Eve Stage Monitor Speakers and In-Ear Monitor System
- Section P: New Year's Eve Lighting
- Section Q: New Year's Eve Audio-Visual
- Section R: New Year's Eve LED Screen
- Section S: New Year's Eve Black Draping Backdrop
- Section T: New Year's Eve Mic, Stands, Cables
- Section U: New Year's Eve Backline Music Instruments
- Section V: New Year's Eve Crew

Section A: Front of House (FOH) Public Address (PA) Speaker System

Please note: Speaker Cabinets must be flown by the Service Provider on two pre-installed 12 m high towers on either side of the stage. The Sub-Bass Speaker Cabinets must be stacked below the Main Speaker Towers on platforms supplied by the Service Provider. Both speaker stacks may remain in position and be covered for the duration of each concert season, at the discretion and cost of the Service Provider.

1. **Main Speaker Cabinets:** 16 x Dual 15" Three-way Active Line Array with rigging frames, motors or chain hoists and safety cables to suspend speakers from 2 towers. The Service Provider must supply all necessary amplifiers (if not self-powered), cabling and power distribution.
2. **Sub-Bass Speaker Cabinets:** 8 x Dual 18" active Sub-Bass Speakers (4 per side) of the same brand and series as the Main Speakers with amplifiers (if not self-powered), cabling and power distribution
3. **Front Fill Speaker Cabinets:** 8 x 8" Two-Way Full-Range Speakers of the same brand and series as the Main Speakers with amplifiers (if not self-powered), cabling and power distribution.
4. **Loudspeaker Management System:** For the control of Main, Front Fill and Delay Speakers.

Acceptable brands are JBL, Meyersound, Nexo, D&B, L-Acoustics, or similar.

The Main, Front Fill, Delay and Sub-Bass Speakers must be of the same brand and series

Supplier to fill in below:

1. FOH Delay PA System: Main Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Price per concert (Year 1)
16 x Dual 15" Three-way Active Line Array			
Amplifiers as required (if not self-powered)			
2 rigging frames			
4 motors or chain hoists			
TOTAL:			

2. FOH PA System: Sub-Bass Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 Dual 18" active Sub-Bass Speakers)			
Amplifiers as required (if not self-powered)			
TOTAL:			

3. FOH PA System: Front Fill Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 x 8" Two-Way Speakers with amplifiers of the same brand and series as the Main Speakers			
Amplifiers as required (if not self-powered)			
TOTAL:			

4. FOH PA System: Loud Speaker Management System			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 Loudspeaker Management System			
TOTAL:			

SECTION A: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. FOH Delay PA System: Main Speaker Cabinets	
2. FOH PA System: Sub-Bass Speaker Cabinets	
3. FOH PA System: Front Fill Speaker Cabinets	
4. FOH PA System: Loud Speaker Management System	
TOTAL PRICE:	

Section B: FOH Delay PA Speaker System

Please note: Delay Speaker Cabinets must be flown by the Service Provider from three pre-installed 8 m high towers approximately 60 m from the Stage. The speakers may remain in position and be covered for the duration of each concert season, at the discretion and cost of the Service Provider.

The Service Provider must supply the following:

Delay Speaker Cabinets: 9 x Dual 15" Three-way Active Line Array with rigging frames, motors or chain hoists and safety cables to suspend speakers from three towers. The Service Provider must supply all necessary amplifiers (if not self-powered), cabling and power distribution.

Acceptable brands are JBL, Meyersound, Nexo, D&B, L-Acoustics, or similar.

The FOH Delay and Main Speaker cabinets must be of the same brand and series

Supplier to fill in below:

1. FOH Delay PA System: Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
9 x Dual 15" Three-way Active Line Array			
Amplifiers as required (if not self-powered)			
2 x Rigging frames			
2 x motors or chain hoists			
TOTAL:			

SECTION B: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. FOH Delay PA System: Speaker Cabinets	
TOTAL PRICE:	

Section C: FOH Structure

The Service Provider must supply the following:

Weatherproof FOH Structure: Entertainment Scaffolding type structure. Size 4 m x 4 m at a height of 4 m with weatherproof cover to be installed in the FOH position off the walkway on the right- hand side of the concert lawn. The structure is to be erected, prior to the start of season, in order for a Structural Sign Off and will remain in position until the end of each season.

Acceptable brands and series are Layher and Stage Plus, or similar.

Supplier to fill in below:

1. FOH Structure: Weatherproof FOH Structure			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x Entertainment Scaffolding type structure			
TOTAL:			

SECTION C: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1 FOH Structure: Weatherproof FOH Structure	
TOTAL PRICE:	

Section D: FOH & Stage Monitoring Mixing

The Service Provider must supply the following:

1. **FOH Mixing Console:** 1 x Minimum 56 input, 16 output Digital Mixing Console with all on-board processing, input/output racks and splitting system
2. **Stage Monitor Mixing Console:** 1 x Minimum 56 input, 32 output Digital Mixing Console with all onboard processing, input/output racks and signal splitting system.
3. **Talk-back System:** 1 x Talk-back system with powered speakers and microphones for communication between the Front of House and Stage monitor engineers

Acceptable brands and series are Soundcraft Vi6/3000, Yamaha CL5/PM5, Digico SD8/10/5/7, Avid Venue S6L, MIDAS Pro 6/9/X, or similar.

Supplier to fill in below:

1. FOH Mixing Console			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x Digital Mixing Console			
1 x Input/output rack (56 in, 16 out)			
TOTAL:			

2. Stage Monitor Mixing Console			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x Digital Mixing Console			
1 x Input/output rack (56 in , 32 out)			
1 x Splitter system (56 channel 2-way)			
TOTAL:			

3.Talk Back System			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
2 x powered speakers			
2 x switch microphones			
TOTAL:			

SECTION D: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. FOH Mixing Console	
2.Stage Monitor Mixing Console	
3.Talk Back System	
TOTAL PRICE:	

Section E: Stage Monitor Speakers and In-Ear Monitor System

Please Note: The Service Provider will be expected to supply all necessary digital and/or analogue signal cabling to connect the system installed into the existing underground sleeves.

The Service Provider must supply the following:

1. **Stage Monitor Speaker Cabinets:** 12 x 15" Two-Way Monitor Speaker Cabinets AND 2 x 18" Sub-Bass Speaker Cabinets. The Service Provider must supply all necessary amplifiers, cabling and power distribution for the Stage Monitor System
2. **Stage Monitor Wireless Stereo In-Ear Systems:** 8 x Stereo Units to be provided with antennae combiners and antennae

Acceptable brands and series are JBL, Meyersound, Nexo, D&B, L-Acoustics, Shure, Sennheiser, or similar.

Supplier to fill in below:

1. Stage Monitor and Speakers Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
12 x 15" Two-Way Monitor Speaker Cabinets			
2 x 18" Sub-Bass Speaker Cabinets			
Amplifiers, cabling and power distribution			
TOTAL:			

2. Stage Monitor Wireless Stereo In-Ear Systems			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 x Stereo transmitters and receivers			
2 x antennae combiners with antennae			
TOTAL:			

SECTION E: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1 Stage Monitor and Speakers and In-Ear Monitor System: Stage Monitor Speaker Cabinet	
2 Stage Monitor Speakers and In-Ear Monitor System: Stage Monitor Wireless Stereo In-Ear Systems	
TOTAL PRICE:	

Section F: Mic, Stands, Cables

The Service Provider must supply the following:

1. **Wireless systems:** 12 x Wireless UHF Systems consisting of 12 X receivers, 12 handheld microphones, and 12 x beltpacks including antenna distribution and antennas for all.
2. **Instrument and vocal microphones :** 44 x Drum microphones / instrument microphones / vocal microphones / direct injection boxes, including stands, where relevant.

Acceptable brands for microphones are Shure, Sennheiser, AKG, Audix, Audio Technica, BSS, Radial, Neumann, DPA, or similar.

Supplier to fill in below:

1.Wireless Systems			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
12 x Wireless UHF receivers			
12 x beltpack transmitters			
12 x handheld transmitters			
3 x antennae distribution amplifiers with antennae			
TOTAL:			

2.Instrument and vocal microphones			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
44 x Drum microphones / instrument microphones / vocal microphones / direct injection boxes			
TOTAL:			

SECTION F: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1.Wireless Systems	
2.Instrument and vocal microphones	
TOTAL PRICE:	

Section G: Summer Sunset Lighting

The Service Provider must supply the following:

- 1. Summer Sunset Lighting Requirements:** 12 x Front Wash Lights with dimmers to be mounted on the canopy structure and 6 x Crowd Blinder 4 or 8 cell with dimmers to be mounted on the canopy structure

Acceptable brands are ETC, Strand, ADB, Avolites, Zero88, or similar.

Supplier to fill in below:

1. Summer Sunset Lighting requirements			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
12 x Front Wash Lights			
6 x Crowd Blinder			
TOTAL:			

SECTION G: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1 Summer Sunset Lighting requirements	
TOTAL PRICE:	

Section H: Backline Music Instruments

The Service Provider must price for the set of equipment required per concert as indicated below and must include all necessary stands and cables

1. **Backline:** 1 x 5 Piece Professional Drum kit with cymbals and stands, 1 x Professional Bass Guitar Amplifier with Cabinet, 2 x Professional Guitar Amplifiers with cabinets, 1 x Professional Synthesizer Keyboard, 1 x Professional Piano Keyboard

Acceptable brands/models are DW Drums, Yamaha Maple Drums, Yamaha Motif XS/F Keyboards, Roland Keyboards, Ampeg Bass amplifiers, Aguilar Bass amplifiers, Fender Valve Guitar amplifiers, Marshall Valve Guitar amplifiers, Mesa Boogie Valve Guitar amplifiers, LP Percussion, or similar.

Supplier to fill in below:

1.Backline			
QTY	Brand Name, Series & Model	Price per item	Total price per concert (Year 1)
1 x 5 Piece Professional Drum kit with cymbals and stands			
1 x Professional Bass Guitar Amplifier with Cabinet			
2 x Professional Guitar Amplifiers with cabinets			
1 x Professional Synthesizer Keyboard			

1 x Professional Piano Keyboard			
TOTAL:			

SECTION H: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Backline	
TOTAL PRICE:	

Section: I: Summer Sunset Concerts LED Screen

The Service Provider must supply the following:

1. Light Emitting Diode (LED) Screen for Summer Sunset Concerts:

1 x 21 m² LED Screen (6 m x 3.5 m) with a 2.9 mm or better Pixel pitch. Also include all rigging and support structures for the screen to be placed on stage. The base of the screen must be at least 750mm off the stage floor.

1 x Signal Processor

1 x Media Server

1 x Power distribution and signal splitting system for above

Acceptable brands are ROE, Absen, Lighthouse, Barco, Martin, Vuepix, Novastar, or similar.

1. LED Screen			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x 21 m ² LED Screen			
1 x rigging and support structure			
1 x Signal Processor			
1 x Media Server			
1 x Power distribution and signal splitting system			
TOTAL:			

SECTION I: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. LED Screen	
TOTAL PRICE:	

J: Black Draping Backdrop for Summer Sunset Concerts
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The Service Provider must supply the following:

- 1. Black Draping Backdrop:** 1 x 15 m x 5.5 m Black Fabric Backdrop to cover the entire rear of stage with bottom supports. Backdrop suspended from existing stage roof structure. Include weekly touch-ups to ensure the neatness of the backdrop. Fire retardant certificate is required and it is the Service Provider's responsibility to keep the fire retardant certificate valid at all times.

1. Black Draping Backdrop			
QTY	Description of item	Price per item	Total price per concert (Year 1)
1 x Black Draping Backdrop			
TOTAL:			

SECTION J: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Black Draping Backdrop	
TOTAL PRICE:	

Section K: Summer Sunset Crew

The Service Provider must provide the following Crew:

1 x Senior FOH Sound Engineer/Project Manager with a minimum of 10 years concert and music industry experience, 1 x Senior Stage Monitor Sound Engineer, 1 X AV Engineer, 1 x Backline Technician, 2 x Stage Technicians, 4 x Setup/Strike Crew to rig/de-rig

Supplier to fill in below:

1.Crew			
QTY	Description	Price per person	Total price per concert (Year 1)
1	Senior FOH Sound Engineer/Project Manager		
1	Senior Stage Monitor Sound Engineer		
1	Backline Technician		
1	AV Engineer		
2	Stage Technicians		
4	Set-up/strike crew		
TOTAL:			

SECTION K: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Crew	
TOTAL PRICE:	

Section L: New Year's Eve FOH Public Address Speaker System

Please note: Speaker Cabinets must be flown by the Service Provider on two pre-installed 12 m high towers on either side of the stage. The Sub-Bass Speaker Cabinets must be stacked below the Main Speaker Towers on Platforms supplied by the Service Provider.

5. **Main Speaker Cabinets:** 16 x Dual 15" Three-way Active Line Array with rigging frames, motors or chain hoists and safety cables to suspend speakers from 2 towers. The Service Provider must supply all necessary amplifiers (if not self-powered), cabling and power distribution.
6. **Sub-Bass Speaker Cabinets:** 8 x Dual 18" active Sub-Bass Speakers (4 per side) of the same brand and series as the Main Speakers with amplifiers (if not self-powered), cabling and power distribution
7. **Front Fill Speaker Cabinets:** 8 x 8" Two-Way Full-Range Speakers of the same brand and series as the Main Speakers with amplifiers (if not self-powered), cabling and power distribution.
8. **Loudspeaker Management System:** For the control of Main, Front Fill and Delay Speakers.

Acceptable brands are JBL, Meyersound, Nexo, D&B, L-Acoustics, or similar.

The Main, Front Fill, Delay and Sub-Bass Speakers must be of the same brand and series

Supplier to fill in below:

1. FOH Delay PA System: Main Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Price per concert (Year 1)
16 x Dual 15" Three-way Active Line Array			
Amplifiers as required (if not self-powered)			
2 rigging frames			
4 motors or chain hoists			
TOTAL:			

2. FOH PA System: Sub-Bass Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 Dual 18" active Sub-Bass Speakers)			
Amplifiers as required (if not self-powered)			
TOTAL:			

3. FOH PA System: Front Fill Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 x 8" Two-Way Speakers with amplifiers of the same brand and series as the Main Speakers			
Amplifiers as required (if not self-powered)			
TOTAL:			

5. FOH PA System: Loud Speaker Management System			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 Loudspeaker Management System			
TOTAL:			

SECTION L: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. FOH PA System: Main Speaker Cabinets	
2. FOH PA System : Sub-Bass Speaker Cabinets	
3. FOH PA System: Front Fill Speaker Cabinets	
4. FOH PA System: Loud Speaker Management System	
TOTAL PRICE:	

Section M: New Year's Eve Delay PA Speaker System

Please note: Delay Speaker Cabinets must be flown by the Service Provider from three pre-installed 8 m high towers approximately 60 m from the Stage.

The Service Provider must supply the following:

Delay Speaker Cabinets: 9 x Dual 15" Three-way Active Line Array with rigging frames, motors or chain hoists and safety cables to suspend speakers from three towers. The Service Provider must supply all necessary amplifiers (if not self-powered), cabling and power distribution.

Acceptable brands are JBL, Meyersound, Nexo, D&B, L-Acoustics, or similar.

The FOH Delay and Main Speaker cabinets must be of the same brand and series

Supplier to fill in below:

1. FOH Delay PA System: Speaker Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
9 x Dual 15" Three-way Active Line Array			
Amplifiers as required (if not self-powered)			
2 x Rigging frames			
2 x motors or chain hoists			
TOTAL:			

SECTION M: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1 FOH Delay PA System: Speaker Cabinets	
TOTAL PRICE:	

Section N: New Year's Eve FOH & Stage Monitoring Mixing

Please Note: The Service Provider will be expected to supply all necessary digital and/or analogue signal cabling to connect the system installed into the existing underground sleeves.

The Service Provider must supply the following:

1. **FOH Mixing Console:** 1 x Minimum 56 input, 16 output Digital Mixing Console with all on-board processing, input/output racks and splitting system.
2. **Stage Monitor Mixing Console:** 1 x Minimum 56 input, 32 output Digital Mixing Console with all onboard processing, input/output racks and signal splitting system.
3. **Talk-back System:** 1 x Talk-back system with powered speakers and microphones for communication between the Front of House and Stage monitor engineers.

Acceptable brands and series are Soundcraft Vi6/3000, Yamaha CL5/PM5, Digico SD8/10/5/7, Avid Venue S6L, MIDAS Pro 6/9/X, or similar.

Supplier to fill in below:

1. FOH Mixing Console			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x Digital Mixing Console			
1 x Input/output rack (56 in, 16 out)			
TOTAL:			

2.Stage Monitor Mixing Console			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x Digital Mixing Console			
1 x Input/output rack (56 in , 32 out)			
1 x Splitter system (56 channel 2-way)			
TOTAL:			

3.Talk Back System			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
2 x powered speakers			
2 x switch microphones			
TOTAL:			

SECTION N: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. FOH Mixing Console	
2. Stage Monitor Mixing Console	
3. Talk Back System	
TOTAL PRICE:	

Section O: New Year's Eve Stage Monitor Speakers and In-Ear Monitor System
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The Service Provider must supply the following:

- 1. Stage Monitor Speaker Cabinets:** 12 x 15" Two-Way Monitor Speaker Cabinets AND 2 x 18" Sub-Bass Speaker Cabinets. The Service Provider must supply all necessary amplifiers, cabling and power distribution for the Stage Monitor System2.
- 2. Stage Monitor Wireless Stereo In-Ear Systems:** 8 x Stereo Units to be provided with antennae combiners and antennae.

Acceptable brands and series are JBL, Meyersound, Nexo, D&B, L-Acoustics, Shure, Sennheiser, or similar.

Supplier to fill in below:

3. Stage Monitor and Speakers Cabinets			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
12 x 15" Two-Way Monitor Speaker Cabinets			
2 x 18" Sub-Bass Speaker Cabinets			
Amplifiers, cabling and power distribution			
TOTAL:			

4. Stage Monitor Wireless Stereo In-Ear Systems			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
8 x Stereo transmitters and receivers			
2 x antennae combiners with antennae			
TOTAL:			

SECTION O: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Stage Monitor Speaker Cabinets	
2. Stage Monitor Wireless Stereo In-Ear Systems	
TOTAL PRICE:	

Section P: New Year's Eve Lighting

The Service Provider must supply the following Professional Lighting System for the New Years Eve Concert with items below. The lighting fixtures can be suspended from the existing roof structure. The spread load is limited to 750 kg on each of the two trussing beams. Please allow for trussing stands on stage to facilitate additional placements of lighting fixtures:

- 1 x Professional Lighting Console
- 12 x LED or Standard Moving Head Wash light fixture
- 12 x LED or Standard Moving Head Beam light fixture
- 12 x LED or Standard Moving Head Profile spotlight fixture
- 12 x Generic 575w Wash Lights for front lighting for stage
- 6 x 4-cel Crowd Blinder Light
- 1 x 18 Channel Dimmer Pack
- 6 x Metal Halide lighting fixtures for lighting trees
- 2 x Smoke Haze machines
- 1 x Structure/Stands for on-stage rigging positions
- 1 x Power distribution and signal splitting system for above

Acceptable brands are Avolites, GrandMA, Martin, Robe, ETC, Strand, Zero88, Varilite, Clay Paky, JEM, Ayrton, or similar.

Supplier to fill in below:

1. New Year's Eve Lighting Requirements			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
1 x Professional Lighting Console			
12 x LED or Standard Moving Head Wash light fixture			
12 x LED or Standard Moving Head Beam light fixture			

12 x LED or Standard Moving Head Profile spotlight fixture			
12 x Generic 575w Wash Lights			
6 x 4-cel Crowd Blinder Light			
1 x 18 Channel Dimmer Pack			
6 x Metal Halide lighting fixtures for lighting trees			
2 x Smoke Haze machines			
1 x Structure/Stands for on-stage rigging positions			
1x Power distribution and signal splitting system			
TOTAL:			

SECTION P: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. New Year's Eve Lighting Requirements	
TOTAL PRICE:	

Section Q: New Year's Eve Audio-Visual

Please Note: The two AV Screens must be flown by the Service Provider from pre-installed 8 m high towers on either side of the stage.

The Service Provider must supply the following:

1. **Projection Screens:** 2 x 6 m x 3.5 m trussing projection screens with motors, chain hoists and safety cables suspended from the existing mounting points and masts either side of the stage
2. **HD Projectors:** 2 x Large format High Definition (HD) Projectors - 12000 Ansi-Lumen HD with appropriate lenses and fibre optic cable and connectors (100m each)
3. **HD Cameras:** 2 x Video Cameras with tripods and all necessary signal cabling, platforms and stands
4. **On-stage Locked off Cameras:** 2 x On-stage Cameras with clamps/Stand and all necessary cabling
5. **Vision Mixer:** 1 x HD Vision Mixer and laptop Computer capable of mixing Camera and Data signals
6. **Communication System:** 1 x Communication System (Headsets and Belt packs) with cabling to facilitate communication between Audio Visual Engineer, Front of House Engineer and Camera operators (4 x Remote stations and 1 x Master station)

Acceptable brands are Barco, Christie, Sanyo, Panasonic, Sony, Analog Way, Roland AV, GoPro, Draper, Screenworks, AVStumpfl, or similar.

Supplier to fill in below:

1. Projection Screens			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
2 x 6 m x 3.5 m trussing projection screens			
4 x motors or chain hoists			
TOTAL:			

2. HD Projectors			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
2 x Large format High Definition (HD) Projectors			
2 x lenses			
2 x fibre optic cable and connectors			
TOTAL:			

3. HD Cameras			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)

2 x Video Cameras including tripods and cabling			
TOTAL:			

4. On-Stage Locked off Cameras			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
2 x On-stage Cameras including tripods and cabling			
TOTAL:			

5. Vision Mixer			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
1 x Vision mixer			
1 x laptop			
TOTAL:			

6. Communication System			
QTY	Brand Name, Series & Model	Price per item	Total price (Year 1)
1 x Communication System (4-way)			
TOTAL:			

SECTION Q: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Projection Screens	
2. HD Projectors	
3. HD Cameras	
4. On-Stage Locked off Cameras	
5. Vision Mixer	
6. Communication System	
TOTAL PRICE:	

Section R: New Year's Eve LED Screen

The Service Provider must supply the following:

Light Emitting Diode (LED) Screen:

1 x 21 m² LED Screen with a minimum 2.9 mm or better Pixel pitch - capable of making one screen or being split into several sections. Also include all rigging and support structures for the screen to be placed on stage. If used as one central screen, the base of the screen must be at least 750 mm off the ground

1 x Signal Processor

1 x Power distribution and signal splitting system for above

Acceptable brands are ROE, Absen, Lighthouse, Barco, Martin, Vuepix, Novastar, or similar.

Supplier to fill in below:

1. LED Screen			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
1 x 21 m ² LED Screen			
1 x rigging and support structure			
1 x Signal Processor			
1 x Media Server			
1 x Power distribution and signal splitting system			
TOTAL:			

SECTION R: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. LED Screen	
TOTAL PRICE:	

Section S: Black Draping Backdrop for New Year's Eve
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The Service Provider must supply the following:

- 1. Black Draping Backdrop:** 1 x 15 m x 5.5 m Black Fabric Backdrop to cover the entire rear of stage with bottom supports. Backdrop suspended from existing stage roof structure. Include weekly touch-ups to ensure the neatness of the backdrop. Fire retardant certificate is required and it is the Service Provider's responsibility to keep the fire retardant certificate valid at all times.

1. Black Draping Backdrop			
QTY	Description of item	Price per item	Total price (Year 1)
1 x Black Draping backdrop			
TOTAL:			

SECTION S: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1. Black Draping Backdrop	
TOTAL PRICE:	

Section T: New Year's Eve Mic, Stands, Cables

The Service Provider must supply the following:

1. **Wireless systems:** 12 x Wireless UHF Systems consisting of 12 X receivers, 12 handheld microphones, and 12 x beltpacks including antenna distribution and antennas for all.
2. **Instrument and vocal microphones :** 44 x Drum microphones, instrument microphones, vocal microphones and direct injection boxes, including stands where relevant.

Acceptable brands for microphones are Shure, Sennheiser, AKG, Audix, Audio Technica, BSS,Radial, Neumann, DPA, or similar.

Supplier to fill in below:

1.Wireless Systems			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
12 x Wireless UHF receivers			
12 x beltpack transmitters			
12 xhandheld transmitters			
3 x antennae distribution amplifiers with antennae			
TOTAL:			

2.Instrument and vocal microphones			
QTY	Brand name, series and model	Price per item	Total price per concert (Year 1)
44 x Drum microphones / instrument microphones / vocal microphones			

/ direct injection boxes			
TOTAL:			

SECTION F: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1.Wireless Systems	
2.Instrument and vocal microphones	
TOTAL PRICE:	

Section U: New Year's Eve Backline Music Instruments

The Service Provider must price for the set of equipment required as indicated below and must include all necessary stands and cables

1. **Backline:** 1 x 5 Piece Professional Drum kit with cymbals and stands, 1 x Professional Bass Guitar Amplifier with Cabinet, 2 x Professional Guitar Amplifiers with cabinets, 1 x Professional Synthesizer Keyboard, 1 x Professional Piano Keyboard

Acceptable brands/models are: DW Drums, Yamaha Maple Drums, Yamaha Motif XS/F Keyboards, Roland Keyboards, Ampeg Bass amplifiers, Aguilar Bass amplifiers, Fender Valve Guitar amplifiers, Marshall Valve Guitar amplifiers, Mesa Boogie Valve Guitar amplifiers, LP Percussion, or similar.

Supplier to fill in below:

1.Backline			
QTY	Brand Name, Series & Model	Price per item	Total price per concert (Year 1)
1 x 5 Piece Professional Drum kit with cymbals and stands			
1 x Professional Bass Guitar Amplifier with Cabinet			
2 x Professional Guitar Amplifiers with cabinets			

1 x Professional Synthesizer Keyboard			
1 x Professional Piano Keyboard			
TOTAL:			

SECTION U: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1.Backline	
TOTAL PRICE:	

Section V: New Year's Eve Crew

Please Note: It is advisable to budget two days for Crew Members and for all equipment for the New Year's Eve Concert. This will allow for an extra day for concert build-up, testing and programming.

The Service Provider must provide the following Crew:

1 x Senior FOH Sound Engineer/Project Manager with a minimum of 10 years concert and music industry experience,
 1 x Senior Stage Monitor Sound Engineer
 1 x Lighting Designer/Operator
 1 x AV Engineer
 1 x LED Technician
 2 x Camera Operator
 1 x Backline Technician
 2 x Stage Technicians
 4 x Setup/Strike Crew to rig and de-rig.

Supplier to fill in below:

1.Crew			
QTY	Description	Price per person	Total price (Year 1)
1 x Senior FOH Sound Engineer/Project Manager			
1 x Senior Stage Monitor Sound Engineer			
1 x Lighting Designer/Operator			
1 x AV Engineer			
1 x LED Technician			

2 x Camera Operator			
1 x Backline Technician			
2 x Stage Technicians			
4 x Setup/Strike Crew			
TOTAL:			

SECTION V: SUMMARY	
	TOTAL PRICE INCLUDING VAT PER CONCERT – YEAR 1
1.Crew	
TOTAL PRICE:	

Annexure B: PRICING SUMMARY**PRICING SUMMARY - Summer Sunset Concerts**

QTY	CATEGORY	PRICE: SUMMER SUNSET CONCERT
1	Section A: Front of House (FOH) Public Address (PA) Speaker System	
1	Section B: FOH Delay PA Speaker System	
1	Section C: FOH Structure	
1	Section D: FOH & Stage Monitoring Mixing	
1	Section E: Stage Monitor Speakers and In-Ear Monitor System	
1	Section F: Mic, Stands, Cables	
1	Section G: Summer Sunset Lighting	
1	Section H: Backline Music Instruments	
1	Section I: Summer Sunset LED Screen	
1	Section J: Summer Sunset Black Draping Backdrop	
1	Section K: Summer Sunset Crew	
Price for 1 x Summer Sunset Concert (Sections A-I) including VAT:		
Price for 20 x Summer Sunset Concerts including VAT:		

PRICING SUMMARY – New Year’s Eve Concert

QTY	CATEGORY	PRICE: NEW YEAR’S EVE CONCERT
1	Section L: New Year’s Eve FOH	
1	Section M: New Year’s Eve FOH Delay PA Speaker System	
1	Section N: New Year’s Eve FOH & Stage Monitoring Mixing	
1	Section O: New Year’s Eve Stage Monitor Speakers and In-Ear Monitor System	
1	Section P: New Year’s Eve Lighting	
1	Section Q: New Year’s Eve Audio-Visual	
1	Section R: New Year’s Eve LED Screen	
1	Section S: New Year’s Eve Black Draping Backdrop	
1	Section T: New Year’s Eve Mic, Stands, Cables	
1	Section U: New Year’s Eve Backline Music Instruments	
1	Section V: New Year’s Eve Crew	
Price for 1 x New Year’s Eve Concert (Sections L-U) including VAT:		

PRICING SUMMARY: Entire concert series – year 1	
TOTAL Price for one concert season including VAT (20 x Summer Sunset Concerts plus 1 x New Year Eve Concert)	

Final cost of all concerts for the five-year contract

This section is a schedule of the amounts that the Service Provider is tendering for **the full five-year contract. This includes year one to five for an entire concert season of 20 x Summer Sunset Concerts and 1 x New Year's Eve Concert per year.**

The amount tendered for the entire contract period must also be entered below.

	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Price including VAT					

PRICING SUMMARY: Entire concert series	
Total contract price tendered for the entire contract of 5 x Concert Seasons, including VAT	