



The KwaZulu-Natal Performing Arts Company
 Declared in terms of section 3(1) of the Cultural Institutions Act, 1998(Act No 119 of 1998) on 01 April 2003
 PO Box 5353, DURBAN, 4000, 29 Acutt Street, DURBAN, 4001, KwaZulu-Natal, South Africa
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REQUEST FOR QUOTATIONS – PHC-MARKETING 01/2017

The Playhouse Company is a Cultural Institution registered in terms of Section 3(1) of the Cultural Institution Act, 1988, to advance, promote and preserve the performing arts in South Africa.

The Playhouse Company is looking to appoint suitable suppliers for various marketing related services from 09 July 2017 to 31 December 2017 (6 months contract)

The scope of the work will include *inter alia*:

| Reference | Description | Scope of work |
|----------------|---|--|
| PHC-PRINT/2017 | Printing Services | <ul style="list-style-type: none"> ▪ Printing of 550 street pole posters (A2, full colour) for each of our productions. ▪ Please quote for 1 production. We will advise on the number of productions and dates after awarding the contract. |
| PHC-BER/2017 | Back, Erect and removal of street poles | <ul style="list-style-type: none"> ▪ Back, erect and remove 500 street pole posters for each of our productions. ▪ Please quote for 1 production. We will advise on the number of productions and dates after awarding the contract. |
| PHC-VID/2017 | Videography Services | <ul style="list-style-type: none"> ▪ Videography services for each of our productions. ▪ Please quote an hourly rate for 1 production. We will advise on the number of hours, productions and dates after awarding the contract. ▪ <u>Recording of all Final Dress Rehearsals.</u> ▪ A 30 second social media promo clip to be made available within 24 hours of the respective Final Dress Rehearsal. ▪ A DVD copy to be dropped off within the week of the shoot before payment can be issued. ▪ <u>Recording of Opening Night</u> ▪ Recording of the Opening Night of our productions for archive purposes. ▪ One camera position for our Loft Theatre. ▪ One/Two/Three/Four Camera position for our Drama and Opera Theatres (depending on the scale of the production) – *please provide a quote for each amount of camera positions. ▪ Copies of raw and edited footage to be delivered to The Playhouse on DVD before payment can be issued. |

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| <p>PHC-PHOT/2017</p> | <p>Photography Services</p> | <ul style="list-style-type: none"> ▪ Photographic services for each of our productions ▪ Please quote an hourly rate for 1 production. We will advise on the number of hours, productions and dates after awarding the contract. ▪ <u>Pre-publicity photo shoots</u> ▪ Set Ups and additional lighting is required. ▪ Copies of photographs to be delivered to us on CD before payment can be issued. ▪ <u>Opening night photo shoots</u> ▪ Pre-show pictures of guests arriving and interacting. ▪ Pictures of our VIP functions on. ▪ The photographer must be able to stay until the VIP guests leave. ▪ Pictures must be made available on the night for upload onto our social media networks. ▪ We also require hard copies on CD to be delivered to us before payment can be issued. |
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Special conditions:

- Please quote the correct **reference number and description** for the services you apply for.
- If you are quoting for more than 1 service please send separate quotations.
- The Playhouse Company is not compelled to accept the lowest quotation.
- Tenders will be evaluated based on functionality & quality and then price & BEE.
 - Capability to provide professional and timely services (40 points);
 - Track record and previous experience (40 points);
 - Financial capability (20 points);

Closing date for the submission of quotations is **07 July 2017 at 11h00**. No late submissions will be considered. If you do not get a response from us in 7 days from the closing date please consider your quotation unsuccessful.

Additional requirements are listed below:

- Registration on the National Treasury Central Supplier Database (C.S.D);
 - A SARS issued pin or valid Tax Clearance certificate is compulsory;
 - BEE Certificate;
 - Quotations must be emailed to Mr. Siya Manqele, at accountingassistant@playhousecompany.com;
- For general enquiries please contact - Mr. Siya Manqele, on Tel: 031- 369 9507.*