



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
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**THE PLAYHOUSE COMPANY
IT SUPPORT SERVICES
REQUEST FOR PROPOSALS – Ref PHC 48/2016**

Prospective Information Technology Service Providers wishing to provide IT Services to The Playhouse Company for two half days per week from 1 February 2017 to 31 January 2018.

The Playhouse Company is a Cultural Institution registered in terms of Section 3(1) of the Cultural Institution Act, 1988, to promote the Arts and Culture in Kwa Zulu Natal.

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

- IT Support;
- Preventative Maintenance;
- Server and Data backup checks;
- Network management and maintenance as required (Foritgate, AP's, Firewall and Switches);
- Internet connectivity and e-mails;
- Act upon any security risk that may be present;
- Check the event logs to ensure that all services and systems are running correctly;
- Maintain disk storage space on the servers, hosts and QNAP;
- Ensure that all updates, using Windows Server Update Services, have been approved and are being distributed to servers, computers and notebooks;
- Manage the patch managements
- Manage license schedule for renewals;
- Maintain and update the IT Plan and IT Policy annually;
- Advise on the latest updates on technologies that are relevant to The Playhouse Company;
- Any other IT Related Matters

Documents are available from 30 September 2016 at a non-refundable fee of R100, which should be handed to Sudesh Harilal

A compulsory site inspection meeting will be held on **07 October 2016 at 10h00** at The Playhouse Company, 231 Anton Lembede Street, Durban to discuss a more detailed scope of work and schedule appointments to visit the sites and server rooms.

Closing date for the submission of proposals is **31 October 2016 at 11h00**. No late submissions will be considered. Submissions must be enclosed in a sealed envelope and addressed to: The Chief Executive Officer, at above address.

Additional requirements are listed below:

- Previous experience in the IT industry must be disclosed.
- Proposals must be hand delivered.
- Central Supplier Database registration report must accompany the proposal.
- An original valid Tax Clearance certificate is compulsory
- BEE Certification is required.
- The Playhouse Company is not compelled to accept the lowest proposal.

For enquiries please contact - Mr. Morgan Govender, on Tel: 031- 369 9422 or at morgang@playhousecompany.com