



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
Tel: (031) 3699555, Fax: (031) 306 2166, Production Services Mayville, Tel (031) 208 4171 Fax: (031) 208 4162
www.playhousecompany.com

THE PLAYHOUSE COMPANY REQUEST FOR PROPOSALS – REF PHC 56/2018

TRAVEL MANAGEMENT SERVICES AT THE PLAYHOUSE COMPANY FOR A PERIOD OF 3 YEARS

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 KwaZulu-Natal.

The Playhouse Company invites proposals from suitable Travel Management Companies to provide Travel Management Services to the Playhouse Company.

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

- Provide travel services to all Travellers travelling on behalf of the Playhouse. This will include officials and approved non-officials;
- Keep abreast of travel schedule changes as well as all other alterations and new conditions affecting travel & accommodation and make appropriate adjustments for any changes in travel schedules prior to or during the traveller's official trip.
- Respond timely and process all queries, requests, changes and cancellations timely and accurately.
- Issue all necessary travel documents, itineraries and vouchers timely to traveller(s) prior to departure dates.
- Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- Be familiar with the National Treasury's Cost Containment Measures instruction notes;
- Use the Playhouse deal codes for domestic flights as issued by National Treasury when negotiating flight discounts;
- Obtain price comparisons for flights, accommodation, car rental and shuttle services within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury;
- Provide a team of consultants to assist all Travellers with after hours and emergency reservations and changes to travel plans;

A detailed scope of work is included in the tender document.

Tender documents will be available at The Playhouse Company Head Office, 29 Acutt Street from 10h00 on **02 February 2018**. A Non-refundable fee of R 350 should be paid in cash to Mr. Sudesh Harilal (ext. 9443) to acquire the document.

Pre-qualification requirements are listed below:

- Registration on the National Treasury Central Supplier Database (C.S.D);
- A valid Tax Clearance certificate or a SARS issued pin is compulsory;
- Recent audited financial statements for the past 3 years
- Minimum B-BBEE level 2 contributor;

- International Air Transport Association (IATA) license/ certificate (certified copy)
- Proposals must be hand delivered to the address mentioned below.

A compulsory site inspection meeting will be held on **08 February 2018 at 10h00** at The Playhouse Company, 231 Anton Lembede Street, Durban.

Closing date for the submission of proposals is **02 March 2018 at 11h00**. No late submissions will be considered. Submissions must be clearly marked and enclosed in a sealed envelope/package addressed to: The Chief Executive Officer at The Playhouse Company, 29 Acutt Street, Durban 4001.

For general enquiries please contact - Mr. Siya Manqele on Tel: 031- 369 9507 or at accountingassistant@playhousecompany.com