



an agency of the

Department of Sport, Arts & Culture

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

<http://www.playhousecompany.com>

## THE PLAYHOUSE COMPANY

### REQUEST FOR BIDS: DIGITISATION OF MEDIA FILES AND OFFICE DOCUMENTS AT THE PLAYHOUSE COMPANY.

#### REFERENCE: PHC 74/2022

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.

Bidders are invited to submit tenders for transferring media files and office documents to a digital format for record keeping purposes.

The scope of the work include *inter alia* digitilisation of the following:

- Production Files
- Scripts
- Photos
- Annual Reports
- Costume Designs
- Negatives & Slides
- Audio reel to reel, large and mini
- VHS Tapes
- LP's
- Radio Cassette Tapes
- Drawings

A bill of quantities is included in the tender document.

#### Pre-qualification requirements and documents which must be submitted are listed below:

- Registration on the National Treasury Central Supplier Database (C.S.D).
- A valid Tax Clearance certificate or a SARS issued pin.
- Recent audited financial statements for the past 3 years.
- Must be a member of SAMPRA or equivalent.
- Complete and signed SBD forms.
- Tenders must be hand delivered to the address mentioned below.

Tender documents will be available on the e-Tender Portal for download and at The Playhouse Company Head Office, 29 Acutt Street at a non-refundable fee of R 350 from 10h00 on **26 October 2022**.

A compulsory site meeting will be held on Friday **04 November 2022** at **10h00 a.m.** at The Playhouse Company, 29 Acutt Street, Durban 4004.

**Closing date** for the submission of tenders is **28 November 2022 at 11h00 a.m.** 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 [accountingassistant@playhousecompany.com](mailto:accountingassistant@playhousecompany.com)