



**GOVERNANCE
Communications Unit**

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ETHEKWINI MUNICIPALITY

Request for Quotations

Date: 27 October 2016

Enquiry Number: 2016-17 / 071

PRODUCTION OF A 8 MINUTE THEATRICAL PERFORMANCE

INTRODUCTION

EThekweni Municipality calls on eligible and accredited service providers to submit written proposals for the scripting, performance and co-ordination of a collaborative theatrical production for their awareness campaign to be performed at public sites and various Masakhane Road shows concerning the anti-fraud and corruption campaign.

BACKGROUND

The Municipality wishes to embark on an extensive campaign to create awareness about what constitutes fraud and corruption and encourage the public to report such incidences to the City Integrity and Investigations Unit.

SCOPE OF THE WORK

1. The work required would be from professional actors with extensive experience in versatile Theatrical performances
2. The company will have to conceptualise and script a 8 minute theatrical performance that will be performed at various public spaces, shopping centres, Masakhane roadshows and schools.
3. The company is expected to **perform 20 -30 such skits from February 2017 to April 2017 (dates venue and time subject to change).**
4. The company is expected to take care of all logistical and production arrangements, including sound, transport, props and other arrangements.
5. The company is expected to produce a schedule of performances detailing date, place and time of performances in areas throughout the Municipal area in consultation with the City Integrity and Investigations Unit.

SKILLS REQUIRED

1. It is expected that the company must have actors who have previously undertaken work of a similar nature and should have at least 3 year work experience
2. A prospective company is expected to submit a company profile, portfolio of at least three works done previously that is of similar nature & a dvd of proposed theatrical performance
3. The quotation must clearly highlight all projected costs, including fees for consultation and work to be done. Costs need to be itemised.

PRICING

ESTIMATED QUANTITY	DESCRIPTION / SPECIFICATIONS	UNIT COST (incl vat)	TOTAL COST (incl vat)	DELIVERY DATE
30	EThekweni Municipality is looking for a qualified and experienced service provider to provide the following: 8 Minute Theatrical Performance			February to April 2017
	DATES AND VENUE WILL BE PROVIDED BY THE COMMUNICATIONS UNIT	TOTAL COST :-		
	<u>NAME OF COMPANY</u>	<u>PR NUMBER</u>		

The submission must include the following:

- I. Valid Tax Clearance certificate
- II. Detailed portfolio of evidence
- III. BBBEE certificate
- IV. Declaration of Municipal Fees
- V. Declaration of Interest (MBD 4)
- VI. Certificate of Independent Bid (MBD 9)
- VII. Declaration certificate for local production and content (MBD 6.2)

After the submission of quotations, shortlisted candidates will be contacted via telephone. If you have not been contacted, consider your application as unsuccessful.

Sealed quotations, marked "**ENQUIRY NUMBER: 2016-17/ 071, PRODUCTION OF A 8 MINUTE THEATRICAL PERFORMANCE**" must be placed in the quotation box located in the Reception Area, 7th Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Thursday, 03 November 2016.**

Enquiries:

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(Vote Allocation : CIU –)

PLEASE NOTE THAT YOU ARE NOW REQUIRED TO REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR ALL SPHERES OF GOVERNMENT.

ACCESS THE CSD SITE ON : WWW.CSD.GOV.ZA