

# ADDENDUM No: 1

## CTICC 017/2015: Appointment of AV Service Provider

Dear Tenderer,

### RESPONSE TO QUERY NUMBER 1

The following is response to query no. 1:

1. Page 19, Item 2.17 Compliance with Legislation  
"compliant with SAMRO (Southern African Music Rights Organisation)"

Please provide contact person details of SAMRO.

**Response:**

Nathan Naidoo

SAMRO (Southern African Music Rights Organisation)

Mobile: 083 464 2497

Switchboard: +027 (0) 11 712 8000

Fax: + 027 (0) 86 682 0270

Email: [Nathan.naidoo@samro.org.za](mailto:Nathan.naidoo@samro.org.za)

### RESPONSE TO QUERY NUMBER 2

The following is response to query no. 2:

2. Page 17, Item 2.6.5 Applicable Costs to be taken into consideration

The following costs are applicable to the service provider and must be considered when tendering:

- DECT phone requirements at R 3 500 each (estimate);  
Will there be more lines available to the AV Provider in 2016?

**Response:** There is currently a project underway to investigate adding additional capacity. That said no additional capacity can be committed to at this stage, until the investigation has completed. I would like to make allowance for an additional 4 DECT Phones if possible.

- Office and on-site storage.  
Will there be more warehouse space available to the AV Provider in 2016 ?

**Response:** There are no plans to increase the volume of storage capacity. I would like to make allowance for rental of more space due to the amount of equipment to be stored on site in January 2016.

The service provider must indicate how many of each they made allowance for in this tender. – Where do I Indicate this – would an appendix Work doc do at the end of Tender Documents

**Response:** Yes, an appendix would be suitable.

### **RESPONSE TO QUERY NUMBER 3**

The following is response to query no. 3:

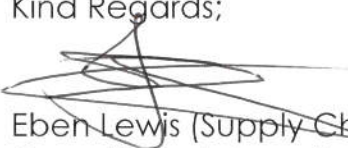
3. Page 66 - 79, Pricing Schedule  
For Section 1.1 Event 1 – we include staff for the show. What about Load in and Load out staff? Do I include or exclude?

Then I see for Event 2 & 3 there is no staff allocated on the Tender Doc. But for both events we will have a full staff compliment in the months going forward. Do I include or exclude? This will have an impact on the Summary Price Table on Page 67 – since it will not be a true reflection on projected revenue due to lack of Staff cost on Scenario's.

**Response:**

Please include the cost of all staff required to deliver the requirements as set out for the listed Events 1, 2 and 3. All events are to include 1x build-up day and 1x strike day from 07h00 to 23h59. Inclusion of staff cost needs to be reflected in the Updated Returnable Schedule 26: Pricing Schedule as provided.

Kind Regards;



Eben Lewis (Supply Chain Manager)  
Cape Town International Convention Centre

**RETURNABLE SCHEDULE 26:  
PRICING SCHEDULE - SERVICES (MBD 3.3)**

Name of Bidder:..... Bid Number: **CTICC 017/2016**

Closing Time: **12:00**

Closing Date **Monday, 23 November 2015**

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF THIS BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1.	Does the offer comply with the specification(s).	YES / NO
2.	The <b><u>Quoted Opportunity fee percentage and Daily conference package rates must be fixed and firm for the duration of this contract.</u></b>	YES / NO
3.	Please completed the "SUMMARY PRICE TABLE" reflecting the cost of services to CTICC	

**SUMMARY PRICE TABLE**

**COST TO CTICC BASED ON QUOTED PRICES**

SECTION 1.1: BALLROOM SCENARIO BASED MOCK-UP EVENT 1 <b>(SECTION 1.1 ON PAGE 67) (INCLUDE ADDITIONAL COST FROM ADDENDUM)</b>	R
<b>A.</b> Total cost on estimate number of annual events Multiply cost from Section 1.1 Ballroom scenario x 21 (estimate number of Ballroom events)	R
SECTION 1.2: ROOF TERRACE SCENARIO BASED MOCK-UP EVENT 2 <b>(SECTION 1.2 ON PAGE 69) (INCLUDE ADDITIONAL COST FROM ADDENDUM)</b>	R
<b>B.</b> Total cost on estimate number of annual events Multiply cost from Section 1.2 x 24 (estimate number of Roof terrace events)	R
SECTION 1.3: AUDITORIUM 1 SCENARIO BASED MOCK-UP EVENT 3 <b>(SECTION 1.3 ON PAGE 70) (INCLUDE ADDITIONAL COST FROM ADDENDUM)</b>	R
<b>C.</b> Total cost on estimate number of annual events Multiply cost from Section 1.3 x 39 (estimate number of Auditorium 1 events)	R
<b>TOTAL APPROXIMATE COST A. + B. + C.</b>	R
<b>VAT @ 14%</b>	R
<b>TOTAL APPROXIMATE COST INCLUDING VAT</b>	R

**OPPORTUNITY FEE**

Percentage "OPPORTUNITY FEE" rebate offered to CTICC on Audio Visual services **applicable for the term of the contract** (minimum of 15%)

%

**ADDITIONAL COST - SECTION 1.1: BALLROOM SCENARIO BASED MOCK-UP EVENT 1**

Setup Crew	1	R	1	R
Strike Crew	1	R	1	R
Total				R

**ADDITIONAL COST - SECTION 1.2: ROOF TERRACE SCENARIO BASED MOCK-UP EVENT 2**

Setup Crew	1	R	1	R
Strike Crew	1	R	1	R
Sound Engineer	1	R	3	R
Lighting Engineer	1	R	3	R
Presentation Engineer	1	R	3	R
Transport and other costs	1	R	3	R
Total				R

**ADDITIONAL - SECTION 1.3: AUDITORIUM 1 SCENARIO BASED MOCK-UP EVENT 3**

Setup Crew	1	R	1	R
Strike Crew	1	R	1	R
Sound Engineer	1	R	3	R
Lighting Engineer	1	R	3	R
Presentation Engineer	1	R	3	R
Transport and other costs	1	R	1	R
Total				R