International School of Tanganyika

Challenge | Support | Inspire

REQUEST FOR PROPOSAL

Consultancy for Service of Events and Productions

In the

Performing Arts Center

1. INTRODUCTION

This Request for Proposal (RFP) from the International School of Tanganyika (IST) is pleased to offer an exciting opportunity for a well-qualified business/consultant with proven experience in venue management, festival production, and performing arts producing and curation with emphasis on performing arts equipment management (sound/light/video), community engagement/youth development to manage the light/sound/video of the Performing Arts Center.

The hours per week will vary depending on the event's schedule.

This work will be carried out at the IST's Secondary School Campus, located at Haile Selassie Road, Masaki, Msasani Peninsular, Dar es Salaam.

2. THE FACILITY

IST's new Performing Arts Centre, a state-of-the-art, 350-seat theatre, plus a black box theatre opened in September 2024. The spaces will be used for classes, musical and theatrical performances, community talks and large group meetings. Both spaces have state-of-the-art sound, lighting and video equipment. Most of the large-scale events will take place after school hours.

3. SCOPE OF WORK

The school hosts a variety of programs both for students and the community.

(a) Production - Manage all technical aspects required to produce a show, including coordinating and operating audio, lighting, and video systems independently. Ensure that all equipment is prepared, set up, and functioning optimally to deliver a high-quality experience for both performers and audiences.

(b) Stage - Prepare and manage stage elements necessary for each performance, including setup and breakdown of equipment and props. Coordinate timing and positioning to ensure smooth stage transitions and that all technical components align with the performance's needs.

(c) Audio - Operate and manage all audio equipment, including setting up and adjusting microphones, speakers, and mixing consoles. Ensure high-quality sound levels and clarity throughout the venue by handling live mixing and troubleshooting any audio issues as they arise.

(d) Lights - Handle the lighting design and execution, including setting up and adjusting lighting equipment to match the specific requirements of each performance. Set light cues, adjust brightness, color, and effects as needed to enhance the audience's visual experience.

(e) Video - Manage any video elements required for the performance, such as operating projectors, screens, or other visual display equipment. Ensure video synchronization with audio and lighting, and adjust visual components to match the artistic goals of each event.

4. ELIGIBILITY TO BID AND TECHNICAL REQUIREMENTS

A consultant/company wishing to respond to the RFP shall ensure that they satisfy the following criteria:

(a) Must have all the technical knowledge and adequate experience in handling theatre (Performing Art Center) activities

(b) Must have knowledge and ability to supervise and use Digital Mixer (Digico S21)

(c) Must have the ability to carry out technical work and supervision of using lighting console (MA.DOT2 and MA3 lighting console)

(d) To record the production show

(e) Knowledge of using and setup presentation equipment

(f) Must have good communication skills and must be fluent in the English language - speaking, writing and speaking

(g) Be able to supervise student usage of the spaces in the theatre

(h) Have a basic knowledge of repairing theatre equipment

(i) Free from any conflict of interest to the bid

5. TIME SCALE

A full response to this RFP is required no later than **15h00 Tanzanian time on December 2, 2024**. The following timescales are anticipated:

Milestone	Date
Release of RFP	November 12, 2024
Site Visit	November 18, 2024
Deadline for questions & clarifications	November 22, 2024
Deadline for proposals	December 2, 2024

6. DELIVERABLE

The following deliverables/responsibilities are expected from the individual/technician:

Maintenance of Performing Arts Center Spaces

(a) Organize and maintain storage spaces
(b) Liaise with the Facilities team to ensure the Center is clean and tidy

Oversee the orderly maintenance of the Black Box Theatre and Main Theatre

(a) Organize and maintain storage spaces.
(b) Liaise with the Facilities team to ensure the Center is clean and tidy.

Equipment Maintenance

(a) Ensure orderly maintenance of sound and lighting equipment, including installations and individual components.
(b) Manage microphones, speakers, and lighting equipment.

Sound Booth Management

(a) Maintain organized sound booths in both the Black Box and Main Theatre.

Operation of Equipment

(a) Operate sound and lighting equipment for all activities in the Black Box and Main Theatre.

Supervision and Training

(a) Supervise student usage of spaces.
(b) Serve as the primary trainer for students and staff using the spaces.

Communication

(a) Communicate effectively with the school facility manager regarding maintenance needs and any issues related to the PAC spaces.

Attendance Requirements

(a) Attend after-school rehearsals and performances as determined by the organizing teacher.

7. EVALUATION CRITERIA

The key criteria which will be used to evaluate the responses include:

(a) Quality of tender documentation received and perceived understanding by the entity of IST's requirements, specifically experience, technical expertise, knowledge, skills and pricing.
(b) Adherence to the RFP instructions and eligibility requirements,
(c) Meeting or exceeding the minimum required technical specifications and is judged to be the best value based on a lowest-price, technically-acceptable (LPTA) basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed "non-responsive" and thereby disqualified from consideration. IST reserves the right to waive immaterial deficiencies at its discretion**.**

8. RESPONSE TO BID

The response to this RFP must be in English language, structured and presented in the following sequence:

(a) Section I: Cover Letter
The cover letter must be signed by a person applying for the contract and submit the proposal, which should contain the following:
  (i) A confirmation that the person/technician is bidding for the work for one (1) year contract as detailed in the RFP.
  (ii) A statement which defines the ability of the technician to fulfill the requirements of the exercise.

(b) Section II: Executive Summary
  (i) The Executive Summary should provide an overview of the information submitted by the technician in summary form.

(c) Section III: Details of the applicant and relevant supporting documents
This section shall comprise of the following components:
  1) Profile/educational background of the applicant/s.
  2) CV/s of the applicant/s.
  3) At least three (3) references who can be contacted by the IST (company name, address, contact person's telephone number and email address are required).

.

9. SUBMISSION OF OFFER/RESPONSE INSTRUCTIONS

(a) Tender documents should ideally be emailed to bids@istafrica.com as one PDF file no later that **15h00 on Monday, December 2, 2024**. No bids will be accepted after this time. On submission of the information, the applicants will receive a confirmation that their bid/application has been received by IST.
(b) For clarification purposes, questions will be entertained as per the timeframe in section 3.
(c) The full RFP response must be structured as detailed in section 6.
(d) All applicants/bidders will be informed of the outcome of their bids as per the timeframes in section

10. ENQUIRIES ABOUT THE RFP

Enquiries regarding this RFP should be directed to the point of contact below:

Ernest Ezekiel
Procurement Department International
School of Tanganyika
P.O. Box 2651
Dar es Salaam
Email: eezekiel@istafrica.com
Tel: +255 689 909 350/ +255 713 423 565

11. DISCLAIMER

This RFP does not obligate IST to reimburse respondents for any costs they may incur in preparing and submitting a response, and responding to the RFP does not in any way obligate IST to procure any services offered by the respondent.