



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

PRICING SCHEDULE: ANNEXURE A

TYPE OF EVENT	PRETORIA: CABINET LEKGOTLA
DATE OF EVENT	24 TO 25 JANUARY 2023 – (2 DAYS)
VENUE	SM MAKGATHO PRESIDENTIAL GUESTHOUSE

You are hereby kindly invited to quote for the following:

Item	Description of Work	Qty for 2 days	Amount
Area A	OUTSIDE NEXT TO BANQUET HALL – LUNCH AREA: Presidential Guest-house paved area- free standing soft sided canopy		
1	White standing soft sided canopy with aluminium frames- 10 m x 20 m soft sided canopy- with full clear window panels forming front and sides of soft canopy	1	
2	Ramp linking veranda area to the canopy	1	
3	Draping for the 10 x 20m marquee	1	
4	Off White retardant cover for the aluminium frames	1	
5	Black rubber inter-lockable PVC thermo plastic tiles with carpet (500 x 500mm, thickness is 6,5mm on floor)	1	

Item	Description of Work	Qty for 2 days	
6	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1	
7	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway	1	
8	6mx3m PVC hallway tent between canopy 1 and the guesthouse area (this must be equipped with guttering for the possible rain)	1	
	SUB-TOTALS		
AREA B	PRESIDENTIAL GUESTHOUSE GARDEN AREA- FREE STANDING SOFT SIDED CANOPY/MARQUEE		
1	White standing soft sided canopy with aluminium frames- 15mx20m soft sided canopy- soft panels with full clear window panels forming front and sides of canopy	1	
2	Draping for the 15m x 20m marquee	1	
3	Off White fire retardant cover for the aluminium frames	1	
4	Black rubber inter-lockable PVC thermo plastic tiles (500x 500mm, thickness is 6,5mm on floor)	1	
5	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1	
6	Disabled ramp on the staircases leading to canopy 2 which is the garden area	1	
7	General lighting for marquees (florescent lighting: 1.5 m x 2 tube) 6 lights for each marquee and for walkways	12	
8	Fire extinguishers to conform to national building regulations	1	
	SUB-TOTALS		

Item	Description of Work	Qty for 2 Days	
AREA C	CONFERENCE EQUIPMENT- INSIDE BANQUET HALL		
1	Rectangular tables 1.8m x 0.75m (6 feet) conference setup with linen and skirting – colours for linen are specified below (all tables must be of high quality)	15	
2	Rectangular tables 2.4m x 0.75m (8 feet) conference setup with linen and skirting	55	
3	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	210	
4	75 x Rectangular table cloths with skirting for 2 days depending on size (earthy colours such as stone or sand colour – other suggestions welcome but not cream)	75	
5	Table blankets for conference rectangular tables	75	
6	Runners/overlays to be changed every day for 2 days (earthy colours that fits with stone or sand table clothes other suggestions welcome)	300	
7	VIP toilets (1 women & 1 men) with janitor & consumables for people with disabilities	2	
8	VIP toilets (1 women & 1 men) with consumables	1	
9	Conference chairs	50	
	SUB-TOTALS		
AREA D	COFFEE AND TEA STATIONS		

1	Rectangular tables 1.8 x 0.75m for coffee and tea stations	6	
Item	Description of Work	Qty for 2 Days	
2	6 x 3 sets of table linen and skirting (stone or sand) for tea/coffee stations, enough for 2 days (taking into consideration that linen must be replaced should there be spillages at the tea/coffee stations) NB: There are 3 coffee/tea breaks per day	18	
3	Tea/cocktail napkins for 2 days (could be a <u>high quality</u> paper napkin only for tea usual size, 10 to 12 inch napkin for teas are used)	700	
	SUB-TOTALS		
AREA E	LUNCH AREA FOR BUFFET STATIONS		
1	Rectangular tables, <u>1.8m x 0.75m</u> for buffet	10	
2	2 sets of linen and skirting for buffet tables for 2 days	30	
3	Banquet Chair Covers	100	
4	Sets of round table cloths for 2 days (12x2)	24	
5	Round table under blankets	12	
6	Linen napkins x 200 for each day. Usual size 14 to 16 inch or 22 to 26 inch napkins	600	
7	Medium size cocktail tables that seat 3 delegates with umbrellas (Low cocktail tables not high)	30	
9	Comfortable medium size cocktail chairs	90	
10	Miniature centre pieces for cocktail tables	30	

11	Large centre pieces for round tables (to last for 2 days)	12	
Item	Description of Work	Qty for 2 Days	
12	Table cloths for cocktail tables (stone of natural colours)	30	
13	Under plates for round tables – depending on colour scheme used (working on 10 individuals per table)	120	
14	Napkin rings	120	
	NB: Note to potential service providers – colours to be used: - Chair covers, table cloths - colour stone or sand. Overlays must be earthy colours which are in season.		
	SUB-TOTALS		
AREA F	CONFERENCE AND QUALITY SOUND SYSTEM		
1	Power station mixer (including amplifier unit)	1	
2	PA system	1	
3	Speaker stands	4	
4	4000mm x 3000mm front projector screen (12 x 9 ft) plus skirting	1	
5	Kramer switch or similar for 2VGA laptops and splitter for 1 screen and number of monitors on spec – to be installed at presenter's table	1	
6	High quality flat panel “21” inch monitors in front of the President and Deputy President (in row 1 as per floor plan attached two monitors)	2	
7	“21” inch high quality flat panel monitors – at correct height in front of the delegates (monitors may not stand on the actual tables of delegates) 3 delegates per 1 monitor (as per floor plan attached). Note that	37	

	rows 3, 4, 5 & 6 will have one monitor for every three delegates. Row 7, will contain two monitors per floor plan.		
Item	Description of Work	Qty for 2 Days	
8	Boxes/stands for monitors at the appropriate height in front of delegates – monitors may not stand on the actual tables used by the delegates but should be in front of the delegates (+/-60 cm in height)	37	
9	High quality audio Conference System	1	
10	Goose long neck delegate microphones (high quality). Refer to floor plan, number the tables, row 1	200	
11	High quality chairperson's unit	1	
12	Priority button for Chairperson and control touch panel (high quality)	2	
13	Sound Engineer (technicians) (for the duration of the Conference (2 days and also for set-up))	1	
14	Generator 50kv		
15	<p>Compliance certificates:</p> <ul style="list-style-type: none"> • Fire certificate from local authority • Engineering structural certificate • Occupancy certificate from the local municipality • Electrical COC for all temporary electrical installations <p><u>NB:</u> Fire extinguishers 9 kg dcp to be used in the venue</p>	1	
	SUB-TOTALS		
AREA G	OPS ROOM		
1	Rectangular tables 1.8 x 0.75 m for Operations Room	8	
2	Rectangular tables cloths including skirting with stone or sand colours	8	
3	Rectangular table under blankets (must be right fit)	8	
4	Standard electrical fans for ops room (heating and cooling)	3	

5	Set up and strike	1	
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Item	Description of Work	Qty for 2 Days
6	Mock set-up	1
	SUB-TOTALS	

	SUB TOTAL FOR 2 DAYS	SUB TOTAL FOR 2 DAYS
	VAT @ 15%	VAT @ 15%
	TOTAL	TOTAL