



THE PRESIDENCY REPUBLIC OF SOUTH AFRICA

PRIVATE BAG X 1000, PRETORIA, 0001

|               |                                                           |
|---------------|-----------------------------------------------------------|
| TYPE OF EVENT | PRESIDENTIAL CLIMATE COMMISSION TRANSITION & LEGACY EVENT |
| DATE OF EVENT | 05 DECEMBER 2025                                          |
| VENUE         | SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE,<br>PRETORIA     |

**AREA A – Registration**

|   |                                   |   |  |  |
|---|-----------------------------------|---|--|--|
| 1 | Trestle tables                    | 2 |  |  |
| 2 | Trestle table under blankets      | 2 |  |  |
| 3 | Trestle tablecloths with skirting | 2 |  |  |

|                                                                |                                              |     |  |  |
|----------------------------------------------------------------|----------------------------------------------|-----|--|--|
| 4                                                              | Chairs & Covers                              | 4   |  |  |
| <b>AREA B – Pre-Arrival Cocktail Setup (Foyer)</b>             |                                              |     |  |  |
| <b>Foyer</b>                                                   |                                              |     |  |  |
| 1                                                              | Cocktail tables – café style (900mm)         | 6   |  |  |
| 2                                                              | Cocktail tablecloths (stretch cream)         | 6   |  |  |
| 3                                                              | Cocktail padded chairs (cream)               | 12  |  |  |
| 4                                                              | Small floral arrangement for cocktail tables | 6   |  |  |
| <b>AREA C – Pre-Arrival (Passage next to the Banquet hall)</b> |                                              |     |  |  |
| 1                                                              | Trestle tables for coffee station            | 5   |  |  |
| 2                                                              | Trestle table under blankets                 | 5   |  |  |
| 3                                                              | Trestle tablecloths and skirting (cream)     | 5   |  |  |
| 4                                                              | Napkins                                      | 100 |  |  |

|                                                                          |                                                                                             |     |  |  |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----|--|--|
| <b>AREA D: Banquet Hall For Plenary – Double U Shape Style - Pax 120</b> |                                                                                             |     |  |  |
| 1                                                                        | Double draping to split the Banquet Hall into 2 sections (cream with a biscuit panel 300mm) | 1   |  |  |
| 2                                                                        | Delegate microphones ( 1 between 2 people)<br><i>*additional 10 microphones on site</i>     | 60  |  |  |
| 3                                                                        | Trestle tables                                                                              | 62  |  |  |
| 4                                                                        | Trestle tablecloths and skirting (cream)                                                    | 62  |  |  |
| 5                                                                        | Chair covers (cream)                                                                        | 120 |  |  |

|                                       |                                                                                                                                                                |     |  |  |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| 6                                     | PA Sound system                                                                                                                                                | 1   |  |  |
| 7                                     | Presentation screen                                                                                                                                            | 1   |  |  |
| 8                                     | Big plasma screen 70 inch                                                                                                                                      | 2   |  |  |
| 9                                     | Small Monitors                                                                                                                                                 | 3   |  |  |
| 10                                    | Standby Technician                                                                                                                                             | 1   |  |  |
| 11                                    | Recording session                                                                                                                                              | 1   |  |  |
| 12                                    | Media Risers for photographers                                                                                                                                 | 2   |  |  |
| 13                                    | Press splitter box with 30 media outputs and WIFI Booster                                                                                                      | 1   |  |  |
| 14                                    | WI-FI Installation: Speed 10 Mbps, Unlimited Data, Number of Users: 50 Concurrent connections, Standby Technician to support WI-FI, 50x media chairs to be put | 1   |  |  |
| <b>AREA E: Banquet Hall for Lunch</b> |                                                                                                                                                                |     |  |  |
| 1                                     | Round tablecloths (cream)                                                                                                                                      | 12  |  |  |
| 2                                     | Round table under blankets                                                                                                                                     | 12  |  |  |
| 3                                     | Small floral centre pieces                                                                                                                                     | 12  |  |  |
| 4                                     | Chair covers (cream)                                                                                                                                           | 120 |  |  |
| 5                                     | Silver under plates                                                                                                                                            | 120 |  |  |
| 6                                     | Napkins                                                                                                                                                        | 120 |  |  |
| 7                                     | Trestle tables for buffet station                                                                                                                              | 10  |  |  |
| 8                                     | Trestle tablecloths with skirting                                                                                                                              | 10  |  |  |
| <b>AREA F: Staff Operations Room</b>  |                                                                                                                                                                |     |  |  |
| 1                                     | Trestle tables                                                                                                                                                 | 2   |  |  |

|                                                                                                           |                                         |    |  |  |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------|----|--|--|
| 2                                                                                                         | Trestle table covers and under Blankets | 2  |  |  |
| 3                                                                                                         | Round table                             | 1  |  |  |
| 4                                                                                                         | Round tablecloth cloth (cream)          | 1  |  |  |
| 5                                                                                                         | Chair covers (cream)                    | 8  |  |  |
| <b>AREA G: Moroela Room – Support Staff</b>                                                               |                                         |    |  |  |
| 1                                                                                                         | Round Tables                            | 2  |  |  |
| 2                                                                                                         | Tablecloths                             | 2  |  |  |
| 3                                                                                                         | Under Blankets                          | 2  |  |  |
| 4                                                                                                         | Chair Covers                            | 20 |  |  |
| 5                                                                                                         | Under Plates                            | 20 |  |  |
| 6                                                                                                         | Napkins with Napkins Rings              | 20 |  |  |
| 7                                                                                                         | Trestle Tables for buffet station       | 4  |  |  |
| 8                                                                                                         | Trestle Table covers and under Blankets | 4  |  |  |
| <b>OTHER</b>                                                                                              |                                         |    |  |  |
| <b>ABLUTION FACILITIES</b>                                                                                |                                         |    |  |  |
| His & Hers VIP Ablution Facilities<br>NB: Facilities to disinfected every 30 minutes for hygiene purposes |                                         |    |  |  |
| 1                                                                                                         |                                         | 2  |  |  |
| 2                                                                                                         | Greenery around ablution facilities     | 1  |  |  |
|                                                                                                           |                                         |    |  |  |
|                                                                                                           |                                         |    |  |  |
|                                                                                                           | <b>SUB-TOTAL</b>                        |    |  |  |

|  |                  |  |  |
|--|------------------|--|--|
|  | <b>SUB TOTAL</b> |  |  |
|  | <b>VAT @ 15%</b> |  |  |
|  | <b>TOTAL</b>     |  |  |