



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, PRETORIA

AREA A – Registration

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

4	Chairs & Covers	4		
AREA B – Pre-Arrival Cocktail Setup (Foyer)				
Foyer				
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		
AREA C – Pre-Arrival (Passage next to the Banquet hall)				
1	Trestle tables for coffee station	5		
2	Trestle table under blankets	5		
3	Trestle tablecloths and skirting (cream)	5		
4	Napkins	100		

AREA D: Banquet Hall For Plenary – Double U Shape Style - Pax 120				
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) *additional 10 microphones on site	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		
AREA E: Banquet Hall for Lunch				
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		
AREA F: Staff Operations Room				
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		
AREA G: Moroela Room – Support Staff				
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		
OTHER				
ABLUTION FACILITIES				
His & Hers VIP Ablution Facilities				
NB: Facilities to disinfected every 30 minutes for hygiene purposes				
1		2		
2	Greenery around ablution facilities	1		
	SUB-TOTAL			

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	VAT @ 15%		
	TOTAL		