

PRICING SCHEDULE: ANNEXURE A

TYPE OF EVENT	PRETORIA: EXTENDED CABINET LEKGOTLA
DATE OF EVENT	28 and 29 January 2026
VENUE	SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE

You are hereby kindly invited to quote for the following:

Item	Description of Work	Quantity	Tariff
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- 12m x 15m soft sided canopy- with full clear window panels forming front and sides of soft canopy	1	
2	Ramp linking veranda area to the canopy with carpet flooring	1	
3	Draping for the 12m x 15m 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	

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 (non-slippery and secure ramp)	1	
8	6mx3m PVC hallway tent between canopy 1 and the guesthouse area (this must be equipped with guttering for the possible rain to be waterproof)	1	
9	Collection of DPW chairs and cellphone boxes form the storeroom to Area A (Banquet Hall – Lunch area) and return back to storeroom post the event in its proper condition	64 chairs and cell phone boxes	
10	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	80	
11	Heating and cooling air-conditioning units	4	
12	Collection of DPW round tables from the storeroom to Area A (Banquet Hall – Lunch area) and return back to storeroom post the event	8	
13	Ramp on the staircase leading to the garden area	1	
14	Cleaning up of Area A post set-up	1	
	PRESIDENTIAL GUEST HOUSE PAVED AREA LOWER LEVEL - FREE STANDING SOFT SIDED CANOPY/MARQUEE		
1	White standing soft sided canopy with aluminium frames- 9m x 12m soft sided canopy- soft panels with full clear window panels forming front and sides of canopy	1	

2	Draping for the 9m x 12m marquee	1	
3	Staircase/walkway between top marquee and lower marquee to be covered and draped (this must be equipped with guttering for the possible rain and be waterproof)	1	
4	Off White fire retardant cover for the aluminium frames	1	
5	Black rubber inter-lockable PVC thermo plastic tiles (500x 500mm, thickness is 6,5mm on floor)	1	
6	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1	
7	General lighting for marquees: (fiorescent lighting: 1,5m x 2 tube) 6 lights for each marquee and for walkways	12	
8	Fire extinguishers to conform to national building regulations	1	
9	Collection of DPWI round tables from the storeroom to Area B (Banquet Hall – Lunch area) and return back to storeroom post the event in its proper condition	56	
10	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the tablecloths stone or sand	70	
11	Heating and cooling air-conditioning units	4	
12	Collection of DPWI round tables from the storeroom to Area B (Marquee on lower-level pavement area) and return back to storeroom post the event	7	
13	Cleaning up of Area B post set-up	1	

Item	Description of Work		
AREA C	CONFERENCE EQUIPMENT- INSIDE BANQUET HALL		
1	Rectangular tables 1.8m x 0.75m (6 feet – All same height and size [red]) 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 – All same height and size [red]) 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	220	
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 for 2 days (earthy colours that fit 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	Collection of DPWI chairs from the storeroom to Area C (Conference room) and return back to the storeroom post the event in its proper condition	190	
10	Cleaning up of Area C post set-up	1	
AREA D	COFFEE AND TEA STATIONS		

1	Rectangular tables 1.8 x 0.75m for coffee and tea stations	4		
2	4 x 3 sets of tables 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	12		
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)	600		
AREA E				
	LUNCH AREA FOR BUFFET STATIONS			
1	Rectangular tables, 1.8m x 0.75m for buffet	10		
2	1 sets of linen and skirting for buffet tables for 2 days	15		
3	Sets of round table cloths for 2 days	20		
4	Round table under blankets	20		
5	Linen napkins x 200 for 2 days. Usual size 14 to 16 inch or 22 to 26 inch napkins	200		
6	Medium size cocktail tables that seat 3 delegates with umbrellas (Low cocktail tables not high)	30		
7	Comfortable medium size cocktail chairs	90		
8	Miniature centre pieces for cocktail tables	30		
9	Large centre pieces for round tables	15		
10	Table cloths for cocktail tables (stone of natural colours)	30		

11	Under plates for round tables – depending on colour scheme used (working on 10 individuals per table)	120	
12	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.		
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	<u>High quality</u> 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	<u>"21" inch high quality flat panel</u> 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 rows 3, 4, 5 & 6 will have one monitor for every three delegates. Row 7, will contain two monitors per floor plan.	37	
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	1	
15	COMPLIANCE CERTIFICATES		
15.1	Structural Engineering	1	
15.2	Safety Officer	1	
15.3	Fire certificate from local authority	1	
15.4	Engineering structural certificate	1	
15.5	Occupancy certificate from the local municipality	1	
15.6	Electrical COC for all temporal electrical installations	1	
15.7	Blue File	1	
15.8	Fire retardant certificate	1	
	NB: Fire extinguishers 4.5 kg dcp to be used in the venue		
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 silent fans for ops room (heating and cooling)	3	
5	Set up and strike	1	
6	Mock set up (4 days prior to set up)	1	

AREA: H	KITCHEN EQUIPMENT		
1	50 KVA generator	1	

	SUB-TOTAL 2 DAYS	
	VAT @ 15%	
	TOTAL	

NB. FAILURE TO ADHERE TO THE PROVIDED PRICING SCHEDULE WILL RESULT IN THE DISQUALIFICATION OF THE BID.