



PRICING SCHEDULE: ANNEXURE A

TYPE OF EVENT	PRETORIA: EXTENDED CABINET LEKGOTLA
DATE OF EVENT	End of January 2025/ beginning February 2025 TBC
DURATION	2 DAYS
VENUE	SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE

You are hereby kindly invited to quote for the following:

Item	Description of Work	Quantity	Tariff	Total
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	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		

Item	Description of Work	Quanty	Tariff	Total
7	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1		
8	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway (non-slippery and secure ramp)	1		
9	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	LOWER GROUND PAVED AREA - FREE STANDING SOFT SIDED CANOPY/MARQUEE			
1	White standing soft sided canopy with aluminium frames- 12mx 09m soft sided canopy- soft panels with full clear window panels forming front and sides of canopy	1		
2	Draping for the 12m x 09m 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	General lighting for marquees: (florescent lighting: 1,5m x 2 tube) 6 lights for each marquee and for walkways	12		
7	6mx3m PVC hallway tent between canopy 1 and canopy 2 (this must be equipped with guttering for the possible rain)	1		
8	Heating and cooling air conditioning untits	4		
9	Fire extinguishers 4.5 kg dcp to conform to national building regulations	1		
10	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	80		
	SUB-TOTALS			

Item	Description of Work	Quantity	Tariff	Total
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 to be changed in case of spillage (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		
	SUB-TOTALS			
AREA D	COFFEE AND TEA STATIONS			
1	Rectangular tables 1.8 x 0.75m for coffee and tea stations	15		
Item	Description of Work			

2	4 x 3 sets of tables linen and skirting (stone or sand) for tea/coffee stations, enough for 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 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		
	SUB-TOTALS			
AREA E	LUNCH AREA FOR BUFFET STATIONS	Quantity	Tariff	Total
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		
5	Sets of round table cloths for +-2 days	20		
6	Round table under blankets	20		
7	Linen napkins x 200 for for +-2 days. Usual size 14 to 16 inch or 22 to 26 inch napkins	200		
8	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	15		
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	Quantity	Tariff	Total
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	Standby sound technician	1		
	SUB-TOTAL			
Item	Description of Work	Quantity		

			Tariff	Total
9	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		
10	High quality audio Conference System	1		
11	Goose long neck delegate microphones (high quality). Refer to floor plan, number the tables, row 1	200		
12	High quality chairperson's unit	1		
13	Priority button for Chairperson and control touch panel (high quality)	2		
14	Sound Engineer (technicians) (for the duration of the Conference	1		
	SUB-TOTAL			
AREA: G	COMPLIANCE CERTIFICATES		Tariff	Total
	NB: Fire extinguishers 4.5 kg dcp to be used in the venue	Quantity		
16	Fire certificate from local authority	1		
17	OHS certificate	1		
18	Electrical COC for all temporary electrical installations	1		
19	Certificate of occupancy from local authority	1		
20	Temporary infrastructure engineering certificate	1		
21	Blue file	1		
22	Safety Officer	1		
23	VIP male and female ablution facilities with janitor and sufficient 2 ply toilet rolls for people with disabilities	1		
24	VIP male and female ablution facilities with janitor and sufficient 2 ply toilet rolls	1		
	SUB-TOTAL			
AREA : G	OPS ROOM	Quantity	Tariff	Total

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)	1		
	SUB-TOTAL			

	SUB-TOTALS	
AREA: I	KITCHEN EQUIPMENT	
1	Combi (Electric) Oven Model: SCC 101G: <ul style="list-style-type: none"> Capacity: 10 x 12 x 20 inch / 10 x 13 x 18 inch Number of meals per day: 80-150 Water supply (pressure hose): 3/4" / Ø 1/2" Water pressure (Flow pressure): 21-87 psi apprx 5 gpm max flow Weight (net): 329 lbs Dimensions (WxDxH) : 847 mm x 771 mm x 1,042 mm / 33 1/4 Inches x 30 3/8 Inches x 41 Inches	1
2	50 KVA generator	1

	SUB-TOTAL	
	VAT @ 15%	
	TOTAL	

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