











NAME OF EVENT	ROUNDTABLE ON STRENGTHENING OF THE POLITICAL ADMINISTRATIVE INTERFACE
DATE OF EVENT	30 MAY 2025
VENUE	SM MAKGATHO PRESIDENTIAL GUESTHOUSE

ITEM	DESCRIPTION OF WORK	QUANT ITY	TARIFF	TOTAL
AREA A: REGISTRATION AT THE ENTRANCE VERANDAH				
1.	Rectangular tables 1.8 x 0.75m	3		
2.	Table cloths with skirting	3		
3.	Chair covers (cream , stone or sand)	6		
AREA B : PRE – ARRIVAL REFRESHMENTS FOYER & VERENDA				
4.	Café Style cocktail tables that seat 3 delegates (6 set up under veranda and 6 set up on the lawn	12		
5.	White Garden Umbrellas	6		
6.	Comfortable medium cocktail chairs (padded)	36		
7.	Miniature centre pieces for cocktail tables	12		
PRE – ARRIVAL REFRESHMENTS – 3 X SERVING STATIONS				
8.	Rectangular tables 1.8 x 0.75m	15		
9.	Table linen and skirting (stone or sand) <i>*consider additional linen in case of spillages.</i>	30		
10.	Tea/cocktail napkins (could be a <u>high quality</u> paper napkin only for tea usual size, 10 to 12 inch napkin for teas are used)	200		
AREA C : PLENARY - INSIDE BANQUET HALL (WEF SEATING STYLE)				
11.	Backdrop draping covering big pillars	TB C		
12.	White tub chairs * Low seat, soft cushioning and high, supportive arms and back.	200		
13.	Side tables * next to each tub chair	200		
14.	Stage with skirting * <u>Stage size to accommodate 8 tub / arm chairs with 4 side tables in between chairs</u>	1		

ITEM	DESCRIPTION OF WORK	QUANTITY	TARIFF	TOTAL
AV TECHNICAL REQUIREMENTS (QUALITY SOUND SYSTEM)				
15.	Power station mixer (including amplifier unit)	1		
16.	PA sound system with splitter box (×30 cables)	1		
17.	Projection screens	2		
18.	Projector	1		
19.	Presentation comfort monitors	2		
20.	Lectern with goose microphone	TB C		
21.	Lapel mics for panel group	10		
22.	Media High risers	2		
23.	Wireless handheld roving microphones [including batteries]	06		
24.	Soap/Sound box to connect media microphones			
25.	Wi – Fi	TBC		
AREAD D : LUNCH AREA: (i) OUTSIDE NEXT TO BANQUET HALL – PAVED AREA- FREE STANDING SOFT SIDED MARQUEE (150 Pax)				
26.	White standing soft sided canopy with aluminium frames marquee , full clear window panels forming front and sides of soft canopy	1		
27.	Ramp linking veranda with area to the canopy with carpet flooring	1		
28.	Draping for the marquee	1		
29.	Off White retardant cover for the aluminium frames	1		
30.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
31.	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1		
32.	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway (non-slippery and secure ramp)	1		
33.	6mx3m PVC hallway tent between canopy 1 and the guesthouse area (this must be equipped with guttering for the possible rain and be waterproof)	1		
34.	Round Table Clothes (Cream Damask)	10		
35.	Round Table under blankets	10		
36.	Banquet chairs	100		
37.	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	100		
38.	Silver ornate under plates	100		

ITEM	DESCRIPTION OF WORK	QUANTITY	TARIFF	TOTAL
39.	Linen napkins Usual size 14 to 16 inch or 22 to 26 inch napkins	100		
40.	Napkin rings	100		
41.	Floral Centrepiece	10		
42.	Ramp on the staircase leading to the garden area	1		
(ii) PRESIDENTIAL GUESTHOUSE PAVED AREA LOWER LEVEL - FREE			(iii)	(iv)
STANDING SOFT SIDED CANOPY/MARQUEE (100 pax)				
43.	White standing soft sided canopy with aluminium frames - soft sided canopy - soft panels with full clear window panels forming front and sides of canopy	1		
44.	Draping for the marquee	1		
45.	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		
46.	Off White fire retardant cover for the aluminium frames	1		
47.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
48.	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1		
49.	Fire extinguishers to conform to national building regulations	1		
50.	Round Table Clothes (Cream Damask)	10		
51.	Round Table under blankets	10		
52.	Banquet Chairs	100		
53.	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	100		
54.	Silver orname under plates	100		
55.	Linen napkins Usual size 14 to 16 inch or 22 to 26 inch napkins	100		
56.	Napkin rings	100		
57.	Floral Centrepiece	10		
58.	Heating and cooling air-conditioning units	4		
59.	General lighting for marquees (florescent lighting: 1.5 m x 2 tube) 6 lights for each marquee and for walkways	12		
(v) LUNCHEON AREA BUFFET STATIONS			(vi)	(vii)
60.	Rectangular tables, 1.8m x 0.75m for buffet	10		
61.	Linen and skirting for buffet tables	15		

ITEM	DESCRIPTION OF WORK	QUANTITY	TARIFF	TOTAL
AREA E : MAROELA - STAFF / MEDIA REFRESHMENTS				
62.	Table Cloths (cream)	3		
63.	Under Blankets	3		
64.	Banquet chairs	30		
65.	Chair Covers (cream)	30		
66.	Trestle / Rectangular tables 1.8 x 0.75 m for Operations Room	6		
67.	Trestle tables cloths (cream or sandstone)	6		
68.	Rectangular tables cloths including skirting with stone or sand colours	6		
69.	Napkins	30		
AREA F: OPS ROOM				
70.	Trestle / Rectangular tables 1.8 x 0.75 m for Operations Room	4		
71.	Rectangular tables cloths including skirting with stone or sand colours	4		
72.	Rectangular table under blankets	4		
73.	Table Cloths (cream)	2		
74.	Round tables under Blankets	2		
75.	Banquet Chairs with covers	20		
76.	Chair Covers (cream)	20		
VENUE FACILITIES & MAINTANANCE SUPPORT				
77.	Sound Engineer (technicians) for the duration of the event	1		
78.	Backup power - Generator 50kv * test prior event	1		
79.	Electrician on standby	1		
80.	Plumber on standby	1		
FLORAL ARRANGEMENTS				
81.	 VIP entrance: 2x big arrangements  Banquet hall passage / foyer : 4x big arrangements  Banquet Entrance: 2x Big ones at the foyer with long silver vase  Banquet hall on stage (2 medium for sides of the stage)  Credentials Room: 2x Big and 1x medium  Burgundy Lounge: 1x Big and 2x medium  Dining Room: 1x Big and 2x medium  Breakfast Room : 1x medium  Main Passage : medium on side tables  All bathrooms: : 7x small			
VIP ABLUTION FACILITIES				
82.	Paraplegic friendly Male and Female Toilets	2		

ITEM	DESCRIPTION OF WORK	QUANT ITY	TARIFF	TOTAL
		(4 toile ts)		
83.	Janitor (s) to maintain the cleanness; facilities to be disinfected every 30 minutes for hygiene purposes			
84.	Double ply toilet paper and consumables			
COMPLIANCE CERTIFICATES				
85.	Structural Engineer	1		
86.	Safety Officer	1		
87.	Fire certificate from local authority	1		
88.	Engineering structural certificate	1		
89.	Occupancy certificate from the local municipality	1		
90.	Electrical COC for all temporal electrical installations	1		
91.	Blue file	1		
92.	Fire retardant certificate	1		
93.	NB: Fire extinguishers 4.5 kg dcp to be used in the venue			
SUPPLIER REQUIREMENTS				
94.	<u>REQUIREMENTS FOR CENTERPIECES / FLOWERS!!!</u> <ul style="list-style-type: none"> - Protea and mixed color rose flower arrangement - No Penny gum or strong scented flowers - Fillers such as indigenous wax flowers or interesting small size flowers with min green foliage - Size small to medium 35 - 40cm round maximum height of 35cm including vase. - Flat or low height decorative silver vases for the centerpieces - Use fresh flowers of a good quality - Use of South African flowers for the flower arrangements - Use more flowers and not too much greenery, colorful flowers but not too many colours 			
95.	Mock set-up (4 days prior to set up) {TBC}			
96.	Set up and strike			
97.	The service provider must have security clearance			
98.	Handover should be done on the 29 May 2025 at 15:00			
99.	Suppliers are to be on standby for the duration of the event and wait for any requests			

	SUBTOTAL	
--	-----------------	--

	VAT @ 15%	
	GRAND-TOTAL	