



TYPE OF EVENT	CABINET CHRISTMAS DINNER
DATE OF EVENT	05 DECEMBER 2025 AT 18:00 (DINNER)
VENUE	SM MAKGATHO PRESIDENTIAL GUEST HOUSE

You are hereby kindly invited to quote for the following:

Item	Description of Work	Qty
AREA A	INSIDE BANQUET HALL (CHRISTMAS DINNER SETUP)	
1	Round tables	30
2	Round tablecloths	30
3	Chair covers cream colour for dinner setup (changed for spillage only when necessary)	200
4	Tablecloths / runners/overlays for the round tables (Christmas theme)	30
5	Under blankets for round tables	30
6	Under plates for round tables – Christmas theme (working on individuals per table)	200

Item	Description of Work	Qty
7	Linen napkins, usual size 14 to 16 inch or 22 to 26 inch napkins (Christmas theme)	200
8	VIP toilets (1 women & 1 men) with janitor & consumables for people with disabilities	2
9	Collection of DPWI chairs from the storeroom to the venue (banquet hall) and return back to the storeroom post the event in their proper condition	1
10	Cleaning up of the venue post set-up	1
	SUB-TOTALS	
AREA B	DINNER AREA FOR BUFFET STATIONS	
1	Rectangular tables, 1.8m x 0.75m for buffet stations	25
2	1 set of linen and skirting for buffet tables	25
3	Miniature centre pieces for all tables in dinner hall (red/white/green for Christmas theme)	25
4	Tablecloths for rectangular tables (red / white / green)	25
5	Flowers for tables and foyer	25
6	Christmas trees for stage	25
	SUB-TOTALS	
	QUALITY SOUND SYSTEM	
1	Power station mixer (including amplifier unit)	1
2	PA system	1

Item	Description of Work	Qty
3	Speakers on stands	2
4	High quality audio system	1
5	Sound Engineer / technicians (for the duration of the evening)	1
6	Generator 50kv	1
7	Electrical COC for all temporary electrical installations	1
AREA C OPS ROOM		
1	Rectangular tables 1.8 x 0.75 m for Operations Room	10
2	Rectangular tables cloths including skirting with red and white	10
3	Rectangular table under blankets (must be right fit)	10
4	Standard electrical fans for ops room (heating and cooling)	10
5	Set up and strike	1
6	Mock set-up	1
SUB-TOTALS		

SUB TOTAL	SUB TOTAL
VAT @ 15%	VAT @ 15%

	TOTAL	TOTAL
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