THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

NAME OF EVENT	**THE PRESIDENCY STAFF ADDRESS AND LONG SERVICE RECOGNITION AWARDS**
DATE OF EVENT	**12 DECEMBER 2025**
VENUE	**SM MAKGATHO PRESIDENTIAL GUESTHOUSE**

ITEM	DESCRIPTION OF WORK	QUANTITY		
	PRE – ARRIVAL REFRESHMENTS – 3 X SERVING STATIONS			
1.	Rectangular tables 1.8 x 0.75m	15		
2.	Table linen and skirting (stone or sand) ***consider additional linen in case of spillages.***	20		
	AREA C : MAIN EVENT - BANQUET HALL (CINEMA SEATING STYLE)			
3.	Draping behind stage pillars behind the stage	1		
4.	Podium raise stage with step	1		
5.	6 panel high raised stage with steps /ramp for handing over of awards	1		
6.	6 panel High raised entertainment stage with steps	1		
7.	Skirting and floral arrangements	1	DPWI	
8.	Banquet chairs	350	DPW	
9.	Flexible Chair Covers (cream)	350		
10.	Armed High Chairs	4	DPW	
11.	Ceremonial tables	2	DPW	
12.	Red Carpet	1	DPW	
	AV TECHNICAL REQUIREMENTS (QUALITY SOUND SYSTEM)			

ITEM	DESCRIPTION OF WORK	QUANTITY		
13.	Power station mixer (including amplifier unit)	1		
14.	PA sound system	1		
15.	Led Screens Plasma 70 inch	4		
16.	Lectern with goose microphone	1		
17.	Media High risers	2		
18.	Wireless handheld roving microphones [including batteries]	4		
19.	Wi – Fi	1		
	AREAD D : LUNCH AREAS: OUTSIDE NEXT TO BANQUET HALL – PAVED AREA- FREE STANDING SOFT SIDED MARQUEE WITH CANOPY THAT CONNECTS TO THE OTHER MARQUEE (WET PLAN) (100 Pax)			
20.	White standing soft sided canopy with aluminium frames marquee , full clear window panels forming front and sides of soft canopy	1		
21.	Ramp linking veranda with area to the canopy with carpet flooring	1		
22.	Draping for the marquee+ 2 x Chandeliers	1		
23.	Off White retardant cover for the aluminium frames	1		
24.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
25.	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1		
26.	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway (non-slippery and secure ramp)	1		
27.	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		
28.	Round Tables	10		
29.	Round Table Clothes (cream)	10		
30.	Round Table Under Blankets	10		
31.	Banquet Chairs	100		
32.	Flexible Chair Covers (cream)	100		
33.	Silver Under Plates	100		
34.	Ramp on the staircase leading to the garden area	1		
35.	Rectangular tables, 1.8m x 0.75m for buffet stations	12		
36.	Linen and skirting for buffet stations *additional in case of spillage	25		
37.	Generator 50 KVA with Diesel	1		
38.	Heating and cooling air-conditioning units	4		

ITEM	DESCRIPTION OF WORK	QUANTITY		
39.	Linen Napkins (cream)	100		
40.	Napkin Rings (silver)	100		
	PRESIDENTIAL GUESTHOUSE PAVED AREA LOWER LEVEL - FREE STANDING SOFT SIDED MARQUEE WITH CANOPY THAT CONNECTS THE TWO AREAS (WET PLAN)(100 pax)			
41.	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		
42.	Draping for the marquee+ 2 x Chandeliers	1		
43.	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		
44.	Off White fire retardant cover for the aluminium frames	1		
45.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
46.	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1		
47.	Fire extinguishers to conform to national building regulations	1		
48.	Round Tables	10		
49.	Round Table Clothes (cream)	10		
50.	Round Table under blankets	10		
51.	Banquet Chairs	100		
52.	Flexible Chair Covers (cream)	100		
53.	Silver Under Plates	100		
54.	Heating and cooling air-conditioning units	4		
55.	General lighting for marquees (florescent lighting: 1.5 m x 2 tube) 6 lights for each marquee and for walkways	12		
56.	Rectangular tables, 1.8m x 0.75m for buffet stations	12		
57.	Linen and skirting for buffet stations *additional in case of spillage	25		
58.	Generator 50 KVA with Diesel	1		
59.	Linen Napkins (cream)	100		
60.	Napkin Rings (silver)	100		
	OVERFLOW LUNCH 1 – CREDENTIALS ROOM (70 pax)			
61.	Round Tables	7	DPWI	

ITEM	DESCRIPTION OF WORK	QUANTITY		
62.	Round Table Cloths (Cream)	7		
63.	Round Table Under Blankets	7		
64.	Banquet Chairs	70 DPWI		
65.	Flexible Chair Covers	70		
66.	Silver Under Plates	70		
67.	Rectangular tables, 1.8m x 0.75m for buffet station	12		
68.	Linen and skirting for buffet stations *additional in case of spillage	15		
69.	Linen Napkins (cream)	70		
70.	Napkin Rings (silver)	70		
	OVERFLOW LUNCH 2 – DINING ROOM (30 pax)			
71.	Long Dining Table Cloth	1		
72.	Dining Table Under Blanket	1		
73.	Silver Ornate Under Plates	30		
74.	Linen Napkins (cream)	30		
75.	Napkin Rings (silver)	30		
76.	Centrepieces for the dining table	2		
	OVERFLOW LUNCH 4 – OPS ROOM (30 pax)			
77.	Round Tables	3 DPW		
78.	Round Table Clothes (Cream)	3		
79.	Round Table Under Blankets	3		
80.	Banquet Chairs	30 DPWI		
81.	Flexible Chair Covers	30		
82.	Silver Under Plates	30		
83.	Linen Napkins (cream)	30		
84.	Napkin Rings (silver)	30		
	OVERFLOW LUNCH 5 – OPS ROOM (20 pax)			
85.	Round Tables	2		
86.	Round Table Clothes (Cream)	2		
87.	Round Table Under Blankets	2		
88.	Banquet Chairs	20		

ITEM	DESCRIPTION OF WORK	QUANTITY		
89.	Flexible Chair Covers	20		
90.	Silver Under Plates	20		
91.	Linen Napkins (cream)	20		
92.	Napkin Rings (silver)	20		
	VENUE FACILITIES & MAINTANANCE SUPPORT			
93.	Cleaning of all venues prior and after event	1		
94.	Personnel for moving of furniture to storage prior event set up	1	DPWI	
95.	Sound Engineer (technicians) **for the duration of the event**	1		
96.	Backup power - Generator 50kv **** test prior event***	1		
97.	Electrician on standby	1		
	VIP ABLUTION FACILITIES			
98.	HIS / HERS VIP toilets *Paraplegic friendly Janitor (s) to maintain the cleanness; facilities to be disinfected after every usage for hygiene purposes Double ply toilet paper and consumables	2 Sets		
	COMPLIANCE CERTIFICATES			
99.	Structural Engineer	1		
100.	Safety Officer	1		
101.	Fire certificate from local authority	1		
102.	Engineering structural certificate	1		
103.	Occupancy certificate from the local municipality	1		
104.	Electrical COC for all temporal electrical installations	1		
105.	Blue file	1		
106.	Fire retardant certificate	1		
107.	NB: Fire extinguishers 4.5 kg dcp to be used in the venue	6		
	SUPPLIER REQUIREMENTS			
108.	Mock set-up (4 days prior to set up) {TBC}	1		
109.	Set up and strike	1		
110.	Suppliers are to be on standby for the duration of the event and wait for any requests - seated in Maroela House Presidential Guesthouse)	1		

TOTAL

VAT

Grand total

NB:

- The service provider must have security clearance.
- A staff list with names and identity document numbers is required within three days after appointment date or certified identity documents where necessary.

public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE PRESIDENCY STAFF INAUGURAL ADDRESS

VENUE: SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE

DATE: 12 DECEMBER 2025

1 PURPOSE

To invite companies to bid for the Presidency Staff Inaugural Address to be held on the 12 December 2025

2 ABOUT THE DEPARTMENT

The mandate of the Department of Public Works and Infrastructure (DPWI) is, inter alia, is to provide infrastructure and equipment support during state events upon request from the Presidency

3 SCOPE OF WORK

3.1 The following services are required at the SM Makgatho Presidential Guest House:

N.B: All infrastructure to be handed to Presidency by 15h00 on 11th December 2025 to allow rehearsal for the Presidency.

SCOPE OF WORK

ITEM	DESCRIPTION OF WORK	QUANTITY		
	PRE – ARRIVAL REFRESHMENTS – 3 X SERVING STATIONS			
1.	Rectangular tables 1.8 x 0.75m	15		
2.	Table linen and skirting (stone or sand) ***consider additional linen in case of spillages.***	20		
	AREA C : MAIN EVENT - BANQUET HALL (CINEMA SEATING STYLE)			
3.	Draping behind stage pillars behind the stage	1		
4.	Podium raise stage with step	1		
5.	6panel of High raised stage with steps /ramp for handing over of awards	1		
6.	6 panel High raised entertainment stage with steps	1		
7.	Skirting and floral arrangements	1	DPWI	
8.	Banquet chairs	350	DPWI	
9.	Flexible Chair Covers (cream)	350		
10.	Armed High Chairs	4	DPW	
11.	Ceremonial tables	2	DPW	
12.	Red Carpet	1	DPW	
	AV TECHNICAL REQUIREMENTS (QUALITY SOUND SYSTEM)			

ITEM	DESCRIPTION OF WORK	QUANTITY		
13.	Power station mixer (including amplifier unit)	1		
14.	PA sound system	1		
15.	Led Screens Plasma 70 inch	4		
16.	Lectern with goose microphone	1		
17.	Media High risers	2		
18.	Wireless handheld roving microphones [including batteries]	4		
19.	Wi – Fi	1		
(i)	**AREAD D : LUNCH AREAS: OUTSIDE NEXT TO BANQUET HALL – PAVED AREA- FREE STANDING SOFT SIDED MARQUEE WITH CANOPY THAT CONNECTS TO THE OTHER MARQUEE (WET PLAN (100 Pax)**			
20.	White standing soft sided canopy with aluminium frames marquee , full clear window panels forming front and sides of soft canopy	1		
21.	Ramp linking veranda with area to the canopy with carpet flooring	1		
22.	Draping for the marquee+ 2 x Chandeliers	1		
23.	Off White retardant cover for the aluminium frames	1		
24.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
25.	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1		
26.	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway (non-slippery and secure ramp)	1		
27.	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		
28.	Round Tables	10		
29.	Round Table Cloths (cream)	10		
30.	Round Table Under Blankets	10		
31.	Banquet Chairs	100		
32.	Flexible Chair Covers (cream)	100		
33.	Silver Under Plates	100		
34.	Ramp on the staircase leading to the garden area	1		

ITEM	DESCRIPTION OF WORK	QUANTITY		
35.	Rectangular tables, 1.8m x 0.75m for buffet stations	12		
36.	Linen and skirting for buffet stations *additional in case of spillage	25		
37.	Generator 50 KVA with Diesel	1		
38.	Heating and cooling air-conditioning units	4		
39.	Linen Napkins (cream)	100		
40.	Napkin Rings (silver)	100		
	PRESIDENTIAL GUESTHOUSE PAVED AREA LOWER LEVEL - FREE STANDING SOFT SIDED MARQUEE WITH CANOPY THAT CONNECTS THE TWO AREAS (WET PLAN)(100 pax)			
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43.	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		
44.	Off White fire retardant cover for the aluminium frames	1		
45.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
46.	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1		
47.	Fire extinguishers to conform to national building regulations	1		
48.	Round Tables	10		
49.	Round Table Cloths (cream)	10		
50.	Round Table under blankets	10		
51.	Banquet Chairs	100		
52.	Flexible Chair Covers (cream)	100		
53.	Silver Under Plates	100		
54.	Heating and cooling air-conditioning units	4		

ITEM	DESCRIPTION OF WORK	QUANTITY		
55.	General lighting for marquees (florescent lighting: 1.5 m x 2 tube) 6 lights for each marquee and for walkways	12		
56.	Rectangular tables, 1.8m x 0.75m for buffet stations	12		
57.	Linen and skirting for buffet stations *additional in case of spillage	25		
58.	Generator 50 KVA with Diesel	1		
59.	Linen Napkins (cream)	100		
60.	Napkin Rings (silver)	100		
	OVERFLOW LUNCH 1 – CREDENTIALS ROOM (70 pax)			
61.	Round Tables	7	DPWI	
62.	Round Table Cloths (Cream)	7		
63.	Round Table Under Blankets	7		
64.	Banquet Chairs	70	DPWI	
65.	Flexible Chair Covers	70		
66.	Silver Under Plates	70		
67.	Rectangular tables, 1.8m x 0.75m for buffet station	12		
68.	Linen and skirting for buffet stations *additional in case of spillage	15		
69.	Linen Napkins (cream)	70		
70.	Napkin Rings (silver)	70		
	OVERFLOW LUNCH 2 – DINING ROOM (30 pax)			
71.	Long Dining Table Cloth	1		
72.	Dining Table Under Blanket	1		
73.	Silver Ornate Under Plates	1		
74.	Linen Napkins (cream)	30		
75.	Napkin Rings (silver)	30		
76.	Centrepieces for the dining table	2		
	OVERFLOW LUNCH 4 – OPS ROOM (30 pax)			
77.	Round Tables	3	DPW	
78.	Round Table Clothes (Cream)	3		
79.	Round Table Under Blankets	3		

ITEM	DESCRIPTION OF WORK	QUANTITY		
80.	Banquet Chairs	30	DPWI	
81.	Flexible Chair Covers	30		
82.	Silver Under Plates	30		
83.	Linen Napkins (cream)	30		
84.	Napkin Rings (silver)	30		
	OVERFLOW LUNCH 5 – OPS ROOM (20 pax)			
85.	Round Tables	2		
86.	Round Table Clothes (Cream)	2		
87.	Round Table Under Blankets	2		
88.	Banquet Chairs	20		
89.	Flexible Chair Covers	20		
90.	Silver Under Plates	20		
91.	Linen Napkins (cream)	20		
92.	Napkin Rings (silver)	20		
	VENUE FACILITIES & MAINTANANCE SUPPORT			
93.	Cleaning of all venues prior and after event	1	DPWI	
94.	Personnel for moving of furniture to storage prior event set up	1	DPWI	
95.	Sound Engineer (technicians) **for the duration of the event**	1		
96.	Backup power - Generator 50kv **** test prior event***	1		
97.	Electrician on standby	1		
	VIP ABLUTION FACILITIES			
98.	HIS / HERS VIP toilets *Paraplegic friendly Janitor (s) to maintain the cleanness; facilities to be disinfected after every usage for hygiene purposes Double ply toilet paper and consumables	2 Sets		
	COMPLIANCE CERTIFICATES			
99.	Structural Engineer	1		

ITEM	DESCRIPTION OF WORK	QUANTITY		
100.	Safety Officer	1		
101.	Fire certificate from local authority	1		
102.	Engineering structural certificate	1		
103.	Occupancy certificate from the local municipality	1		
104.	Electrical COC for all temporal electrical installations	1		
105.	Blue file	1		
106.	Fire retardant certificate	1		
107.	NB: Fire extinguishers 4.5 kg dcp to be used in the venue	6		
	SUPPLIER REQUIREMENTS			
108.	Set up and strike	1		
109.	Suppliers are to be on standby for the duration of the event and wait for any requests - seated in Maroela House Presidential Guesthouse)	1		

NB:

- The service provider must have security clearance.
- A staff list with names and identity document numbers is required within three days after appointment date or certified identity documents where necessary.