



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

## TERMS OF REFERENCE (TOR) FOR THE EXPANDED PUBLIC WORKS PROGRAMME FOR HIRING OF CUSTOMIZED EXHIBITION STAND AND SHELL SCHEMES WITH FASCIA PERSONALISED NAME BOARDS FOR EPWP 07 to 08 September 2023, GAUTENG

### 1. PURPOSE

The purpose of these Terms of Reference (ToR) is to provide clear guidelines for the hiring of customized exhibition stand and Shell Schemes booths for EPWP Summit starting from 07 to 08 September 2023 in Gauteng

### 2. BACKGROUND

The Expanded Public Works Programme (EPWP) is one of many Programmes offered by Government to alleviate poverty and provide income relief through short-term to medium-term work opportunities for the poor and unemployed. The EPWP is a nationwide programme coordinated by Department of Public works (DPW) implemented by public bodies from all spheres of government (according to their mandates and existing budgets).

### 3. ASSIGNMENT

The EPWP PR and Communications Directorate is responsible for the procurement of any related exhibition materials for the Organization. The customized exhibition stand include: the layout, creative design and installation

The customized exhibition stand creative design, layout is guided by the desired specification and quantity required by internal stakeholders.

**Services for the following specification are required:**

**1. Layout, creative design, and installation of customized exhibition stand and Shell Schemes Booths in Gauteng**

Service provider to provide three (3) creative concept design for the custom build stand and layout of shell scheme booths. The concept design for the exhibition stand to include the following:

- Creative design and layout for 6X6m exhibition stand with storage
- The creative design to include pictures (to be provided to the contracted service provider)
- Social Media handles to be included on the exhibition stand wording
- Department of Public Works full colour logo and Expanded Public Work Programme logo in full colour, both to be printed on the exhibition stand design
- 2X manikin with glass display boxes

The following furniture to be included with the exhibition stand:

- \* 2x White two seater couches
- \* 2X coffee Table
- \* Wooden floor
- \* Red Carpet to be placed at 360 booth camera
- \* 3X Tub chair elite white with wooden legs,
- \* 3x white high back bar chairs with chrome base
- \* White curved welcome counter sticker printed with DPWI and EPWP logo in full colour
- \* Reception counter 1.5X1.5
- \* 64cm plasma screen with a USB port and remote
- \* Orange carpet (to be placed by the tub chair seating area)
- \* Decorating exhibition stands lights
- \* Service provider to arrange with the venue for electricity supply for the exhibition stand

**2. Shell Schemes**

- \* 3X3 personalized Shell Schemes Screen Printed

**3. 360 photo booth camera**

- \*360 spin photo booth that can record all directions
- \*360 photo booth with ring light with selfie ring light
- \*rotation bracket
- \* personalized photo water mark

Venue for installation: Gauteng (exact venue to be confirmed)



- Service provider to produce POE of previously customized exhibition stand installed
- Reference letter from previous work done to be attached

#### **Terms and Conditions:**

- The service provider to provide sample artwork for approval and printing
- Date for installation will be confirmed by the Department and the service provider to install on the agreed date.
- Safety regulations to be followed during the installation of the customized exhibition stand
- Service provider to deliver quality goods or services, failure to adhere will result in non-payment by the department
- Service provider to ensure installation equipment is safe.

The first edition of the EPWP corporate identity manual was produced in 2007, introducing the EPWP logo under the National Department of Public Works, together with the sector lead departments (Department of Social Development, Department of Environmental Affairs and Department of Cooperative Governance and Traditional Affairs).

#### **4. EXPERTISE OF THE SERVICE PROVIDER**

The assignment shall be carried out by a service provider with the following competencies:

- Previous track record of supplying exhibition stands.

## **5. ASSIGNMENT CHAMPION**

The assignment will be championed by EPWP PR and Communication Directorate.

## **6. PROTECTION OF GOVERNMENT INFORMATION**

The Service Provider is required to agree and undertake to abide by and adhere to government legislation, regulations and directives dealing with the protection of government information as if such legislation, regulations and directives were applicable to him/her and that all reasonable steps shall be taken to ensure that persons under the management of the assignment who will be engaged in the fulfillment of the Service Provider's contractual obligations are aware of these statutory requirements. These statutory stipulations will continue to apply to them even after the expiry or termination of the contract.

## **7. CONFLICT OF INTEREST**

The Service Provider shall at all times during the execution of the assignment use their best endeavours to ensure that no action is taken by themselves, their personnel, agents or sub-contractors which may result in or give rise to the existence of conditions which are prejudicial to or in conflict with the best interests of the client.

For further clarity on the exhibition stand and shell Schemes, the service providers can contact:

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