



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**THE PROCUREMENT OF TEMPORARY MOVABLE
INFRASTRUCTURE FOR THE NATIONAL ORDERS
AWARDS CEREMONY TO BE HELD ON THE 19TH OF
MAY 2026 AT SEFAKO MAKGATHO PRESIDENTIAL
GUEST HOUSE, BRYNTIRION ESTATE (PRETORIA)**

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1PURPOSE

To invite companies to bid for provision of movable infrastructure to support the incoming National Orders Awards Ceremony to take place at the Sefako Makgatho Presidential Guest House on the 19TH of May 2026 (Bryntirion Estate, Pretoria).

2BACKGROUND

The mandate of the Department of Public Works and Infrastructure (DPWI) is, inter alia, to provide events related temporary movable infrastructure and equipment support during the National Orders Awards Ceremony requested by the Presidency.

3 SCOPE OF WORK

See below table:

Item	Description of Work	Quantity
AREA 1 – REGISTRATION TABLE; ARRIVAL FOYER		
1.	Trestle tables	2
2.	Trestle tablecloths (Cream)	2
3.	Trestle table under cover	2
4.	Skirting (cream)	2
5.	Chair covers (cream)	4
AREA 2 – ENTRANCE OF BANQUET FOYER		
6.	Medium height Cocktail tables café style elegant (Cream/silver)	10
7.	Medium cocktail chairs (Cream)	20
8.	Cocktail tablecloths (Cream)	10
9.	Small Centre piece full mixed floral, with protea, roses and others on a short silver container with combined height not exceeding 25cm (avoid gaps in between floral arrangements)	10

AREA 3 – Banquet Foyer for Pre-Arrival refreshments		
10.	Trestle tables	6
11.	Tablecloths (cream) (additional six for rehearsals)	12
12.	Trestle table under cover blanket and skirting	6
13.	Napkins (cream)	100
AREA 4 – OPS ROOM		
14.	Round tables undercover blankets and tablecloths (Damask Cream)	2
15.	Centre piece full mixed floral, with protea, roses and others on a short silver container with combined height not exceeding 25cm (avoid gaps in between floral arrangements)	2
16.	Trestle tables	2
17.	Trestle table under cover blanket and skirting	2
18.	Chair covers (cream)	20
AREA 5 – BANQUET HALL (CEREMONY HALL) Pax: 200		
19.	Background draping covering the pillars Curtain instead of door on the backdrop	1
20.	Stage – Cinema style	1
21.	5m x 7m riser 300mm high (with a ramp in front)	1
22.	Disabled ramp in front of stage	1
23.	Red carpet (DPWI to Provide)	
24.	Chair covers (cream)	200
	Media Risers	
25.	Risers (3m x 2m x400mm high)	3
26.	Choir Stage (4m x 2m x 600mm – 3 rostra) max 50 choir member	1

	Audio Visuals	
27.	Sound & PA system (for 100 pax)	1
28.	Lectern microphone	2
29.	Lapel microphone	5
30.	Choir microphone	6
31.	Press splitter (32 channel)	1
32.	Mixing desk	1
33.	CD player	1
34.	Cabling to band area from mixing	1
35.	Roving microphone	2
36.	Consumables enough plugs and connectors	1
37.	Plasma (65")	2
38.	Plasma (70")	1
39.	Dress kit to hide structures	2
40.	Preview monitors	4
41.	DVD players Betacam player	1
42.	Betacam player	1
43.	Vision mixer	1
44.	Graphics switchers	4
45.	Video distribution amps	1
46.	Digital scan converter	1
47.	Notebook	1
AREA 6 – MAIN MARQUEE FOR LUNCHEON Pax 200 INCLUDING BUFFET STATION		
48.	Solid & Glass Marquee 15m x 40m for 200 pax (Strictly adhere to measurements), must have at least 4 entrances including ramps per entrance	1

49.	Weather resistant ramp and canopy to connect the marquee to the kitchen marquee and Decking (16.5m x 41.5m) to cover the area where marquee will be erected	1
50.	Flooring for the whole marquee	1
51.	Carpeting – sandstone carpet tiles – to cover the whole marquee	1
52.	Lighting – chandeliers (glass)	2
53.	Fire extinguishers 4,5kg DCP	4
54.	Signage	4
55.	Draping for Marquee	1
56.	24 000 BTU Air conditioners with hot and cold air setting	6
57.	Round table under blankets (DPWI to provide Table)	20
58.	Round tablecloths (damask Cream)	20
59.	Chair covers to match tablecloth (DPWI to provide chairs)	200
60.	Centre piece full mixed floral, with protea, roses and others on a short silver container with combined height not exceeding 25cm (avoid gaps in between floral arrangements)	20
61.	Under plates (elegant silver)	200
62.	Napkins to match tablecloth with silver napkin rings	200
63.	Table numbers	20
64.	Trestle Table for buffet station plus tablecloths.	15
65.	Trestle table under cover blanket and skirting	15
66.	Red ceremonial ropes	3
67.	VIP Ablution Facilities (male and female) with lighting.	3
68.	VIP Ablution Facilities with a ramp to accommodate people with disability.	1

69.	Standby cleaner to clean the facilities after every use and to replace consumables	1
AREA 7 - KITCHEN MARQUEE		
70.	10m x 15m marquee (Strictly adhere to measurements), with flooring, decking and ramps to connect it to the luncheon marquee	1
71.	Lighting - Fluorescent	3
72.	Fire Extinguisher 4.5 kg DCP	2
73.	Signage	6
74.	Black tablecloths	6
75.	Trestle table	6
ELECTRICAL ON ALL VENUES		
76.	Lay mains cable	1
77.	Cabling	1
AREA 8 – CREDENTIAL ROOM (Photo session)		
78.	2 step riser 94m x 1m – 100 high x 300mm high to be set up and must include ramp	1
79.	Sandstone Carpet tiles for the riser	1
AREA 9 – STAFF, MEDIA & PERFORMERS LUNCHEON MARQUEE		
80.	15m x 30m Marquee (strict adherence to the measurements) must have at least 2 entrances	1
81..	Draping for the whole marquee	1
82.	Carpeting to cover the whole marquee	1
83.	Flooring for the whole marquee	1
84.	Ramp for each entrance	2
85.	Lighting – chandelier (double bars) & 3 plugs and extensions	2
86.	Fire Extinguishers 9kg DCP	4

87.	Signage	4
88.	Round table under blankets (DPWI to provide tables)	12
89.	Round tablecloths (damask cream)	12
90.	Centre piece full mixed floral, with protea, roses and others on a short silver container with combined height not exceeding 25cm (avoid gaps in between floral arrangements)	12
91.	Plastic chairs	120
92.	Chair covers (damask cream)	120
93.	Under plates (elegant silver)	120
94.	Napkins to match tablecloth with silver napkin rings	120
95.	Trestle tables	10
96.	Trestle table under blankets	10
97.	24 000 BTU Air conditioners with hot and cold air setting	4
98.	Skirting	10
99.	100 KVA generator and cabling for the sound system and all aircons	1
100.	VIP Ablution Facilities (male and female) with lighting.	1
101.	VIP Ablution Facilities with a ramp to accommodate people with disability.	1
102.	Standby cleaner to clean the facilities after every use and to replace consumables	1
AREA 10		
103.	Golf Carts – Renting of 4-seater carts	3
AREA 11-ADDITIONAL REQUIREMENTS		
104.	Standby sound technician	1
105.	Standby electrical technician	1
106.	Standby plumber	1

107.	Standby technician	1
AREA 12 – COMPLIANCE AND SAFETY CERTIFICATES		
108.	Blue file (Appointed SP must apply to open the blue file with the City of Tshwane at their cost)	1
109.	Safety Officer	1
110.	OHS certificate	1
111.	Engineering certificate for temporary infrastructure	1
112.	Fire retardant certificate	1
113.	Electrical COC for all temporary electrical installations	1
114.	Certificate of occupancy from local authority	1

NB: Appointed Service Provider must take note of the following timelines:

- Must commence their work by 13TH of May 2026 and will have 3 days to complete work (13 – 15 May 2026 installation).
- Must ensure that All infrastructure is complete by 16h00 on 16TH of May 2026 SP must hand over to DPWI
- DPWI must handover the site to Presidency on the 17TH of May 2026.
- 18 May 2026b Rehearsals by different Departments
- 19 Event Date
- Dismantling must be completed by 20TH of May 2026.

Compliance certificates:

- Blue file (Appointed SP must apply to open the Blue file with the City of Tshwane at their cost)
- Safety Officer
- OHS certificate
- Engineering certificate for temporary infrastructure
- Fire retardant certificate

- Electrical COC for all temporary electrical installations
- Certificate of occupancy from local authority

4 INFRASTRUCTURE REQUIREMENTS

The following resource requirements must be complied with and be included in the Bid price:

- 4.1 To ensure that all the areas are covered
- 4.2 Ensure Act 205 compliance and Engineering certification is supplied to the Department
- 4.3 All material and equipment must be included at the cost of the tenderer
- 4.4 Must comply with the Occupational Health and Safety regulations
- 4.5 The Service Provider shall be liable for the Security of all the equipment for the period of the event.
- 4.6 Public Liability insurance must be provided, including all risk relating to the external cleaning services.
- 4.7 Submission of a valid security clearance certificate.
- 4.8 The Service provider and the company must be security cleared
- 4.9 All crew must be accredited before access to site is granted. The service provider must identify backup crew in instances where security clearance is refused
- 4.10 Upon completion of the event a close-out report with photographic images of the focal points in the event should be handed to DPWI. No final payment will be made if the said report is not submitted to DPWI.

5 RESPONSIBILITIES

5.1 **DPWI:** The departmental officials, who are involved for the event will be responsible for:

- Providing the necessary detail and information arrangements.
- Rendering all reasonable assistance in executing the service
- Granting the service providers access to the areas.

5.2 **SERVICE PROVIDER:** The personnel, who is involved in the event will be responsible for:

- Executing services as stipulated in the terms of reference

- Timeous delivery of services as stipulated on approved Projects Execution Plan will be expected.
- Upon request from the Department remove any resource employed from site should the service rendered by the resource not be in accordance with Departmental requirements.
- Timeous submission of correct detailed invoices for services rendered and the delivery note in order for payments to be effected by DPWI within 30 days.
- Any additional infrastructure required by tenderer will be for their own account
- Any damage to the pavement or road will be at the cost of the service provider
- Submission of the closeout report as stated in clause

NB. THE DEPARTMENT RESERVES THE RIGHT TO INCREASE OR DECREASE THE SCOPE

6. ENQUIRIES:

Technical queries

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