



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**FOR THE DESIGN, SUPPLY, DELIVERY,
ERECTION, MAINTENANCE AND REMOVAL
OF PLASMA SCREEN, SATELLITE
CONNECTION, SOUND SERVICES AND
ELECTRICAL POWER AT OVERFLOW AREA
OF PRESIDENTIAL INAUGURATION,
PRETORIA SEUNS HOERSKOOL, PRETORIA,
GAUTENG**

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Annexure A: Pricing Schedule

1. PURPOSE

The Department of Public Works and Infrastructure (DPWI) requires services for the supply, erection, maintain and removal of movable infrastructure for the 2024 Presidential Inauguration overflow in Pretoria: Pretoria Seuns Hoerskool.

2. ABOUT THE DEPARTMENT

Department of Public Works and Infrastructure is mandated amongst others to provide events related movable infrastructure for the 2024 Presidential Inauguration.

3. PROBLEM STATEMENT

Department of Public Works and Infrastructure seeks a service provider/s who will provide a service in relation to the 2024 Presidential Inauguration. This service should be rendered according to the proposed timeframe, quality and efficiency. In this regard, the Department requires a service provider/s to supply, deliver, erect, maintain and remove movable infrastructure and specified items, as and when required.

4. SERVICE DESCRIPTION

The event consists of a Presidential Inauguration ceremony overflow that will be hosted in Pretoria: Pretoria Seuns Hoerskool

4.1.1 Pretoria Seuns Hoerskool

- a) Design, Supply, Delivery, Erection and Maintenance of the Main Audio-Visual Daylight Plasma Screen.
- b) Design,Supply,Delivery,Erection and Maintenance of Wi-Fi Connection Of Satellite Up-Link
- c) Design,Supply,Delivery,Erection and Maintenance of Audio Services Such As Amplifier and Loudspeaker
- d) Provision of Power Supply by Silent Generator with Necessary Cabling
- e) Design, Supply, Delivery, Erection and Maintenance of Stackable Plastic Chairs.
- f) Design,Supply,Delivery,Erection and Maintenance of Ablution facilities

- g) Procurement of Crowd Control Barrier Mesh Fence with Concrete Block Fence Clamps with the height of 2 meters.

4. 1.2. Compliance to Act 205 of 1993 Public Gathering Act and required drawings and certification by the respective professional disciplines. Infrastructure management of event.

4.1.3. The Department of Public Works and Infrastructure reserves the right to allocate the services in part or in full or to appoint more than one service provider. Specifications or venues may change due to revised client requirements. The timeframe for completion of the infrastructure is 10 days prior to the event

5. SCOPE OF WORK

5.1 SCOPE OF WORK FOR PRETORIA SEUNS HOERSKOOL: OVERFLOW AREA

2.3.2.1 5.1.1. Design, supply, erect, operate, maintain and after event, dismantle and remove from site, the following:

A. Daylight plasma screen of screen size (8m x5m) and its physical support structure.

- The screen is to incorporate its dedicated Screen Control System and other infrastructure in order for it to perform its function properly and to be managed, operated and monitored by the service provider.
- The screen support structure must be scaffolded and braced that the base of the screen is 2 (two) to 3 (three) meters above natural ground level. The height and design shall be according to the screen specifications.
- Rigging and Structural
- 2.3.3.4.1 All structures are required to be safe, factoring in possible consequences of wind, rain, landscape and adverse weather conditions into the design.

- The design of the screen support structure and the manner in which the screen is fixed to the said structure, is to be approved by a competent person.
- All rigging equipment required has to have up-to-date inspection and testing certification
- Rigging equipment required, to be used within manufacturers' limits
- Rigging equipment required, to be free of any defects
- No drilling, bolt-fixing or pegging/ anchoring into or onto existing structures or natural substrates, such as the grassed sports field or paving shall be permitted. The Contractor will be liable for all repair costs due to any damage to the existing facility, whether grass or solid structure.
- The service provider must ensure that the signal with respect to both 'audio' and 'visual' is clean and free of any banding and interference.
- The screen modules and panels must be colour and brightness balanced to create a smooth even picture.
- All audio visual equipment used must be from a reputable manufacturer that is currently being used in the industry.

B. WI-FI connection as well as an UP link between screen/ sound and SABC satellite feed

- Wireless Up-links to receive SABC broadcast of the entire event (inauguration and concert).
- Satellite links to be booked and all arrangements with sub-contractors to be made in advance
- Service provider must ensure that satellite link equipment crew and staff are on time and that the equipment is tested and functional
- SATELLITE TIME
 - The prescribed amount of satellite time to be booked
 - The times to be booked according to rehearsal, test and event details
- DRY RUN for UP-link

X1 (one) of the dry runs shall be used to test the UP-link prior to the event. Day to be confirmed with service provider.

C. Audio services such as amplification and loudspeakers

- The sound system is required to be able to cover the area evenly with continuous 110db level that must ensure even coverage across the field in the region of the mass congregation.
- The sound system should be free from any noises, interference or buzzes
- All sound equipment used must be from a reputable manufacturer that is currently being used in the industry
- Full specifications, if requested, must be provided
 - All amplifiers and loudspeakers are required to be driven and processed according to Manufacturers' specifications
 - All equipment should be clean, presentable and in perfect working condition

D. Power provision to all the above infrastructure by silent generator

- Supply, install, maintain and after the event, remove, a silent generator that provides sufficient power at 240V to ensure the proper functioning of the Plasma Screen, the Satellite UP-link and the sound system.
- Generator to be provided with sufficient Diesel fuel to be able to function for a period of 2 hours on the day of the Dry-Run and for a period of 12 hours on the day of the event.
- The service provider to arrange for connection to the generator by a registered electrician
- All Cabling is required to be supplied by the service provider
- All connections shall be waterproof (IP65)
- All connections and cabling shall adhere to the SANS regulations
- All cabling required to be neat and covered by rubber mats or cable protectors on any roads or pathways
- Cable runs are required to be designed not to cross paths if possible and be unobtrusive and invisible where possible
- All distribution boards and breakout boxes must adhere to the SANS specifications and will be earthed with the correct protection and earth leakages

E. Supply, delivery, positioning and maintenance of stackable plastic chairs
Ablutions facilities (his/hers)
Crowd barrier control fence

NB: The Company and the personnel will be subjected to security clearance

a) Returnable documents

- I. The Pricing Schedule provided as Annexure A must be completed in full. Each individual field must be completed in order for the tender response to be RESPONSIVE.
- II. Company experience in proving movable infrastructure Annexure B.
- III. A proposed Project Execution Plan must be provided for the entire movable infrastructure with a completion date of infrastructure days prior to event and 2 days dismantling after to the event.
- IV. The Event Manager and Site Manager's experience. Annexure C.
- V. Proof of Public Liability Insurance from an approved Insurer duly with the finance service provider board of not less than R10 000 000 must be provided.

6. INFRASTRUCTURE REQUIREMENTS

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

- a) To ensure that all marquees, structures, ramps and stages are erected, maintained and dismantled according to an approved project plan.
- b) Compliance to Act 205, engineering certification, electrical certification (COC), fire retardant certification for the draping and drawings with layout of the marquees for Tshwane Municipality.
- c) Electricity must be provided 5 days prior to the event.
- d) A 24-hour standby electrician must be provided at all sites from 5 days (24 hours per day) before the event and on the day of the event
- e) A 24-hour infrastructure standby crew must be provided at all sites from the completion of the structures and on the day of the event.
- f) All structures to be secured at the cost of the service provider.
- g) Any damages or losses must be covered by the service provider.

- h) All structures and venues to be cleaned prior to the event.
- i) Public Liability Insurance must be provided, including all risk insurance for marquees, staging and other structures.
- j) All materials and equipment to be utilized for the erection of the infrastructure e.g. cranes etc.
- k) Any damages to gardens, lawns etc. must be restored to original condition.
- l) Compliance to Health and Safety Regulations.**

7. COMPLIANCE CERTIFICATES AND DRAWINGS (ALL AREAS)

The following drawings and compliance certification must be provided after construction:

- I. Drawings of all structures
- II. Engineering certificate for temporary infrastructure
- III. Layout drawings of emergency exits and electrical points
- IV. Draping Fire retardant certificate
- V. Occupational Health and Safety (OHS) certificate
- VI. Occupancy Certificate from the Local Municipality
- VII. Electrical COC for temporal electrical installation**

8. GENERAL

The following general requirements will be enforced after award and must be compiled with:

a) Project Executive Plan

A final project executive plan reflecting detailed operations and due dates must be signed off by DPWI, before any construction commences.

b) Status Reports

Status reports must be provided as and when required.

c) Close Out Report

Upon completion of the event a close out report with photographic images of the focus points in the event should be handed to DPWI. No final payments will be made if the said report is not submitted to DPWI.

d) Oversee dismantling and close out

Ensure that all equipment's are collected within 3 days after the event and that final accounts are settled in time.

e) Operating hours

Operating hours are from 8h00 to 17h00 at certain venue.

f) Disbursements/Transportation

To be included in the infrastructure cost.

g) Accreditation

All crew must be accredited before access to sites will be granted. The service provider must identify backup crew in instances where security clearances are refused.

h) Drawings

Detailed Drawing required by Events or Local Authority to be drafted and supplied by the contractor on request.

9. RESPONSIBILITIES

a) DPWI: The departmental officials, who are concerned with arranging the event will be responsible for:

Providing the necessary detail and information so that the service requirements are understood.

Rendering all reasonable assistance in executing the service.

Granting the service providers access to the areas prior and upon appointment.

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

- a) Executing services as stipulated above.
- b) Suggesting alternative arrangements if requested service is not available, or if it can be proven that with the deviations from the original arrangements, financial savings can be realised.
- c) Timeous delivery of services as stipulated on approved Project Plan.
- d) Upon request from the Department, remove any resource employed on site in cases where the service rendered by the resource is not in accordance with departmental requirements.
- e) Erect temporary office space and portable ablution facilities at own cost for ALL staff employed by the service provider and supply own office equipment to ensure smooth operation of service to be provided. The facilities should be erected at an area allocated by DPWI.
- f) Timeous submission of correct detailed invoices for rendered services in order for payment to be effected by DPW within 30 days of receipt.
- g) Timeous submission of management reports as and when required.
- h) Ensuring confidentiality in respect of all arrangements concerning the event and all persons.
- i) Any additional services and infrastructure required by bidder will be for their own account.
- j) Any additional services supplied by the bidder and not requested by the DPWI will be at the bidder cost.

NOTE: THE DEPARTMENT HAS A RIGHT TO INCREASE OR DECREASE THE SCOPE OF WORK IF NEEDS ARISE

12. ENQUIRIES

Technical Enquiries:

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