



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

## TERMS OF REFERENCE

**PRETORIA: PROCUREMENT OF TEMPORARY MOVABLE  
INFRASTRUCTURE AND RELATED SERVICES FOR THE INCOMING  
STATE VISIT OF HIS EXCELLENCY PRESIDENT DR WILLIAM SAMOEI  
RUTO OF THE REPUBLIC OF KENYA**

**VENUE: AMPHITHEATRE AT THE UNION BUILDINGS AND MAHLAMBA  
NDLOPFU IN BRYNTIRION ESTATE, PRETORIA.**

**DATE: 4<sup>th</sup> June 2026**

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## 1 PURPOSE

To invite companies to bid for the Procurement of Temporary Movable Infrastructure and Related Services for The Incoming State Visit of His Excellency President Dr William Samoei Ruto of The Republic of Kenya to be held on the 4<sup>th</sup> June 2026.

## 2 ABOUT THE DEPARTMENT

The mandate of the Department of Public Works and Infrastructure (DPWI) is, inter alia, is to provide Temporary movable 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 Union Buildings and Mahlamba Ndlopfu: Please consult the attached pricing schedule for full scope of work**

**N.B:**

Laying of the red-carpet including cleaning, vacuuming. The Service Provider must possess full carpet laying equipment (knee kicker, ENOUGH heavy-duty double-sided tape, heavy duty deep steam machine, heavy duty vacuum cleaner, heavy duty iron etc).

**Mock set up will be on the 29<sup>th</sup> of May 2026**

**Set-up of all infrastructure to commence on 29<sup>th</sup> of May 2026 and handed to DPWI after completion by 14h00 on 2<sup>nd</sup> June 2026 to allow rehearsal for the Presidency.**

**Infrastructure will be handed to Presidency on 03<sup>rd</sup> of June 2026**

**Event date is the 4<sup>th</sup> of June 2026**

**Removal of temporary Infrastructures and related services must be completed no later than 16:00, 06 June 2026.**

|                                 |   | QTY |
|---------------------------------|---|-----|
| <b>AREA 1 – UNION BUILDINGS</b> |   |     |
| 1                               | <b>Red Carpet laying: Amphitheatre</b> <ul style="list-style-type: none"><li>Place all around the entire amphitheatre. Laid on all levels of the Amphitheatre (drop off area welcome ceremony area, Rotunda area, stair to women monument area, exit area at women monument and traffic circle area)</li><li>From outside foyer at cabinet room, on veranda to boardroom 159,</li></ul> | 1   |

|  |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>women monument area</li> <li>Cleaning and vacuuming of red carpets in all areas mentioned in the above 3 bullets, cleaning of brass rods and hooks where red carpets are going to be laid. Including repair/replacement of broken brass hooks where necessary</li> </ul>  |   |
| 2  | <b>Red Carpet Laying:</b> <ul style="list-style-type: none"> <li>From Amphitheatre steel gates, past library and along passage from room 36A to 30 (cleaning and vacuuming of red carpets in all areas</li> <li>cleaning of brass rods and hooks where red carpets are going to be laid) repair/replace broken brass hooks where necessary)</li> <li>provide extra double-sided tape to hold the sides of the red carpet</li> <li>Supply and use of the industrial vacuum cleaner and industrial iron</li> </ul> | 1 |
| 3  | <b>Hanging of flags: Amphitheatre</b> <ul style="list-style-type: none"> <li>Removing of 50 SA flags currently hanging in Amphitheatre, dry clean thereof</li> <li>Hanging of 25 SA and 25 Kenya flags, supplied by protocol</li> <li>Unfurling of the 50 flags hanging in the Amphitheatre on the day of the State Visit</li> <li>Removing of 25 SA and 25 Kenya flags, Amphitheatre post the state visit</li> <li>Re hanging of 50 SA flags post the State Visit</li> </ul>                                    | 1 |
| 4  | Hanging of flags at Government Avenue  | 1 |
| 5  | 1m cordon off ropes/enough cordon off ropes to control members of the media.   | 6 |
| 6  | Media risers to be supplied and erected  | 2 |
| 7  | Media scaffolding at the start of the amphitheatre stairs with ease of access stairs on either side of the scaffold (4m x 8m x 3.5m)   | 1 |
| 8  | Draping for the scaffolding (all of it)  | 1 |
| 9  | Floral arrangement around scaffolding (must be South African Flowers)  | 1 |
| <b>AREA 2 WELCOMING CEREMONY (WET/RAINY WEATHER PLAN)<br/>WEST WING COURTYARD:</b> |  |   |
| 1  | Full beautiful Greenery at Courtyard and around water fountain (South African Flowers)   | 1 |
| 2  | Media high risers collected from DPW Stores and erected.   | 2 |
| 3  | Draping for the risers (all of them)   | 1 |
| 4  | Floral arrangement around the media high risers (must be South African Flowers)  | 1 |

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|---|---|----|
| 5   | Laying of red carpet on the road  | 1  |
| <b>AREA 3 – OFFICIAL TALKS BRIEFING (PRESIDENT BOARDROOM)</b> |   |    |
| 1   | Supply and install of microphones   | 30 |
| 2   | PA Sound System (mixer and speaker)   | 1  |
| 3   | Press splitter box with 30 outputs  | 1  |
| 4   | Cabling   | 1  |
| 5   | Standby sound technician  | 1  |
| 6   | Lighting  | 1  |
| 7   | Speaker to support microphone   |    |
| <b>AREA 4 OFFICIAL TALKS CABINET ROOM</b>                     |   |    |
| 1   | Supply and install of microphones   | 30 |
| 2   | PA Sound System (mixer and speaker)   | 1  |
| 3   | Press splitter box with 30 outputs  | 1  |
| 4   | Cabling   | 1  |
| 5   | Standby sound technician  | 1  |
| 6   | Lighting  | 1  |
| 7   | Speaker to support microphone   | 1  |
| 8   | Sound with sound output box/ press box  | 1  |
| <b>AREA 5: PRESS BRIEFING: BOARDROOM 159/ MEDIA CENTRE</b>    |   |    |
| 1   | Goose microphones on two lecterns   | 2  |
| 2   | PA Sound system (mixer and speaker)   | 1  |
| 3   | Roving Microphones  | 3  |
| 4   | Press splitter box with 30 media outputs  | 1  |
| 5   | Microphone on stand for the Programme director  | 1  |
| 6   | Standby sound technician  | 1  |
| 7   | Media high risers (supplied and erected)  | 2  |
| <b>AREA 6 - PRESS BRIEFING (WEST WING COURTYARD)</b>          |   |    |
| 1   | Installation of a raised platform for lecterns 2,5 m (L) 1,5 m (w) 250mm (H) supplied by DPWI   | 1  |
| 2   | Raised platform covered to be skirted, have red carpeting and plant decorations with greenery and floral arrangements. (around the raised platform) | 1  |

|  |   |    |
|--|---|----|
| 3  | Goose microphones on the lecterns (lecterns to be provided by DPWI)   | 2  |
| 4  | PA Sound System (mixer and speaker)/ Sound output box/ press box. Outdoor event sound system and microphones  | 1  |
| 5  | Roving microphones  | 3  |
| 6  | Microphone on stand for Programme Director  | 1  |
| 7  | Press splitter with 30 media outputs  | 1  |
| 8  | Standby sound technicians for press briefing  | 2  |
| 9  | Laying of red carpet for the area   | 1  |
| 10   | Media Chairs in cinema style  | 50 |
| 11   | Media high risers (2m x 1m) supplied and erected  | 2  |
| 12   | <p>Wi-Fi Installation specification at the Union Buildings</p> <ul style="list-style-type: none"> <li>• Media Centre</li> <li>• Speed 10 Mbps</li> <li>• Unlimited Data-</li> <li>• Number of users:50 concurrent connections</li> <li>• Standby Technician to Support Wi-Fi</li> </ul> | 1  |
| <b>NB! DPWI TO ENSURE:</b>   |   |    |
| Contractor tests the sound the day before the State Visit at all the different venues. |   |    |
| <b>MAHLAMBA NDLOPFU</b>  |   |    |
| <b>AREA A – WELCOME DRINKS AREA NORTH LAWN GARDEN</b>                                  |   |    |
| <b>30 Pax</b>  |   |    |
| 1  | VIP Pergola square draped (Waterproof) and decorated to the standard of the household neat and tidy.  | 2  |
| 2  | Large Flower arrangements (Hardy flowers that can withstand the heat) on stands (White Pillars) for the Red Stoep.  | 2  |
| 3  | Small Flower arrangements in silver containers  | 8  |
| 4  | White or black painted Garden Wicker/Cane 3-seater sofa and cushions (Cream with shades of grey and Charcoal) to the specification and standard of the household neat and tidy.   | 3  |
| 5  | Beverly White or Black painted Garden chairs and cushions (Cream with shades of grey and Charcoal) to the specification and standard of the household neat and tidy.  | 10 |
| 6  | Matching or complimentary scatter cushions for seating area neat and tidy.  | 20 |
| 7  | Wave Armchairs (Black/white/cream seat cushions) neat and tidy.   | 8  |

|                                    |   |    |
|------------------------------------|---|----|
| 8                                  | Lattice matching or complimentary side tables.  | 8  |
| 9                                  | Large wooden and Caribbean Garden Umbrella  | 4  |
| 10                                 | Plant Décor   | 1  |
| 11                                 | Lexi (Black) matching or complimentary coffee tables  | 6  |
| 12                                 | Birch Large White painted standing Panels (Screens) to withstand wind.  | 10 |
| 13                                 | Outdoor gas Heaters   | 6  |
| 14                                 | 4.5 kg dcp Fire Extinguishers   | 6  |
| <b>AREA B – SUPPORT STAFF AREA</b> |   |    |
| <b>50 PAX</b>                      |   |    |
| 1                                  | Marquee with flooring/decking, Carpeting and Draping, (two sides with view must be glass panels. Entrance door and Door leading to lower terrace must be glass and situated in the glass sides. <ul style="list-style-type: none"> <li>• Marquee Roof must be waterproof in case of rainy weather.</li> <li>• Adequate ventilation in the tent</li> <li>• Must be able to accommodate 50 pax roundtable sitting.</li> </ul> | 1  |
| 2                                  | Heating for the marquee   | 5  |
| 3                                  | Round tables  | 5  |
| 4                                  | Tablecloths and under cloths  | 6  |
| 5                                  | Padded chairs and chair covers  | 50 |
| 6                                  | Sufficient power supply and six plug points   | 6  |
| 7                                  | Elegant Chandeliers   | 2  |
| 8                                  | Large linen dinner Napkins  | 60 |
| 9                                  | Silver under plates   | 60 |
| 10                                 | Silver Napkin rings   | 60 |
| 11                                 | 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) flowers in silver containers.  | 5  |
| 12                                 | Plant décor for entrance to tent.   | 2  |
| 13                                 | Trestle table for buffet station and appropriate skirting and overlays  | 3  |
| 14                                 | Birch Large screens painted white to block view of the above area   | 4  |

|  |   |   |
|--|---|---|
| 15   | Screened area for dirty dishes and cutlery in the marquee corner  | 1 |
| 16   | Trestle tables with tablecloths in back corner of tent  | 3 |
| 17   | Signage where applicable for the whole marquee  | 1 |
| 18   | 4.5 kg dcp to be used in the venue  | 3 |
| <b>AREA – C: ABLUTION FACILITIES (EQUIPED WITH LIGHTS)</b> |   |   |
|  | <b>Area: Lower terrace</b>  |   |
| 1  | His & Hers VVIP toilets<br>Facilities to be disinfected by a standby janitor (who must clean after every use) and replenishing of consumables throughout. | 2 |
| <b>COMPLIANCE CERTIFICATES</b>                             |   |   |
| 1  | Safety Officer  | 1 |
| 2  | Blue file   | 1 |
| 3  | Fire retardant certificate  | 1 |
| 4  | Electrical COC for all temporary electrical installations   | 1 |
| 5  | Engineering Certificate for the compliance of the temporary infrastructure  | 1 |

#### 4 MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

##### 4.1 Administrative responsiveness Criteria

Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

4.1.1 Bid form must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.

4.1.2 Submission of a complete Pricing Schedule

##### 4.1.3 Submission of valid security clearance certificate

4.1.4 All crew must be accredited before access to site (NATIONAL KEY POINT) is granted,

The service provider must identify backup crew in instances where security clearance is refused.

##### 4.2 Infrastructure Requirements

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

4.2.1 To ensure that all the areas are covered.

4.2.3 All material and equipment must be included at the cost of the Quotation.

4.2.4 Must comply with the Occupational Health and Safety regulations.

4.2.5 The Service Provider shall be liable for the Security of all the equipment for the period.

## **5 ALL POTENTIAL SERVICE PROVIDERS TO NOTE THE FOLLOWING:**

5.1 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.

5.2 The Department reserves the right to increase or decrease the scope.

## **6 RESPONSIBILITIES**

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

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

6.2 **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.
- 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.
- Submission of the closeout report as stated in clause 5.1
- Timeous submission of correct detailed invoices for services rendered within 15 days for payments to be affected by DPW within 30 days of receipt as per Bid stipulation.
- 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

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

**7 ENQUIRIES:**

Technical queries

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