



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 MILESTONES OF
FREEDOM: OFFICIAL LAUNCH**

VENUE: AMPHITHEATRE AT THE UNION BUILDINGS, PRETORIA.

DATE: 18th 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 Milestones of Freedom: Official Launch to be held on the 18th of 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: 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), including enough extension cords.

Set-up of all infrastructure to commence on 14th of June 2026 and handed to DPWI after completion by 14h00 on 16th of June 2026.

Infrastructure will be handed to Presidency on 17th of June 2026

Event date is the 18th of June 2026

Removal of temporary Infrastructures and related services must be completed no later than 16:00, 19 June 2026.

ITEM	DESCRIPTION OF WORK	QUANTITY
RED CARPET LAYING		
1.	Amphitheatre (VIP drop off area, event ceremony area, stairs to women monument area, exit area at women monument and traffic circle area. West wing second floor passage to media centre. On top of the stage. Service provider will work with DPWI.	1

	<ul style="list-style-type: none"> ➤ Cleaning and vacuuming of red carpets in all areas as mentioned above. ➤ Cleaning of brass rods and hooks where red carpets are laid. (repair / replace broken brass hooks where necessary.) ➤ All carpets are joint properly and taped to the floors to prevent injury. The carpets at the stairs, to the women monument area, needs to be taped, to the stairs. 	
	<ul style="list-style-type: none"> ➤ 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), including enough extension cords 	

AREA A = PRE – ARRIVAL REFRESHMENTS – SERVING STATIONS

2.	Rectangular trestle tables 1.8 x 0.75m	8
3.	Table linen, tablecloth, under-cloth, and skirting (white / black)	8
4.	Table linen, tablecloth, under-cloth, and skirting (white / black) *additional in case of spillages.	3

AREA B = MAIN EVENT - AMPHITHEATRE (CINEMA SEATING STYLE)

5.	Garden Umbrellas (with no branding)	8
6.	Elegant Short Flame patio heaters with base that are in good condition and have no branding	6

AREAD C: REFRESHMENTS STATION

7.	Rectangular trestle tables 1.8 x 0.75m	8
8.	Table linen, tablecloth, under-cloth, and skirting (white / black)	8
9.	Table linen, tablecloth, under-cloth, and skirting (white / black) <i>*additional in case of spillages.</i>	3
AREA D: VVIP DINING ROOM		
10.	Linen Napkins (cream)	55
11.	Napkin rings	50

4 MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

4.1 Administrative responsiveness Criteria

Failure to comply with the criteria stated hereunder shall result in the bid 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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