



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**TERMS OF REFERENCE FOR PROVISION OF EVENT- RELATED
EQUIPMENT AND INFRASTRUCTURE FOR AN OFFICIAL FUNERAL OF THE
LATE JUSTICE YVONNE MOKGORO TO TAKE PLACE AT BRYANSTON
CATHOLIC CHURCH, GAUTENG ON THURSDAY 23 MAY 2024.**

1 PURPOSE

To invite companies to bid for provision of movable infrastructure to support the incoming Official funeral of the late Justice Yvonne Mokgoro scheduled to take place at Bryanston Catholic Church, Johannesburg, Gauteng on Thursday, 23rd May 2024.

2 BACKGROUND

The mandate of the Department of Public Works and Infrastructure (DPWI) is, *inter alia*, to provide infrastructure and equipment support during the Presidential Coordinating Council meeting as requested by the Presidency

3 SCOPE OF WORK

3.1 All infrastructure to be handed to DPWI by 16h00 on 23rd May 2024 to allow rehearsal for the Presidency.

- Month of event: May 2024
- Venue: Prince: Bryanston Catholic Church, Gauteng.

3.2 All the infrastructure to be coordinated with the DPWI, the Presidency and SAPS.

3.3 The movable infrastructure includes the following:

AREA A: FUNERAL SERVICE VENUE: CHURCH

3.3.1	PA sound system	1
3.3.2	Screens in the church for streaming	2
3.3.3	70 inch screens for live streaming for overflow in the church hall	2
3.3.4	Floral arrangements with fresh flowers in the church	1
3.3.5	Easel (preferably gold and white)	2
3.3.6	Media High riser	3
3.3.7	R20 000.00 provisional sum for venue rental	1
3.3.8	2m x 30m red carpet	1
3.3.9	Cabling	1

AREA B: FOURWAYS MEMORIAL PARK: LUNCHEON

3.3.10	25m x 60m U shape aluminium glass marquee with 4 doors and 1 door with a ramp for people with disabilities.	1
3.3.11	Low decking of the marquee	1
3.3.12	Floral décor with fresh flowers	1
3.3.13	Big pot plants for the entrance	4
3.3.14	Carpet flooring for 25m x 60m marquee	1
3.3.15	Draping of the marquee	1
3.3.16	Lighting: glass chandelier	6

3.3.17	Round tables	80
3.3.18	Banquet chairs	800
3.3.19	Chair covers cream colour	800
3.3.20	Table under cover	80
3.3.21	Tablecloth damask cream colour	80
3.3.12	Napkins damask cream colour	800
3.3.23	Silver under plates	800
3.3.24	Napkin rings	800
3.3.25	Trestle tables for serving stations	30
3.3.26	Tablecloths for trestle tables	30
3.3.27	Air conditioners (cold and hot)	8
3.3.28	VIP Ablution facilities (male and female on trailer) with double ply toilet paper	8
3.3.29	VIP ablution facilities for people with disabilities (male and female on a trailer) and double ply toilet paper	2
3.3.30	60kva generator	1
3.3.31	4,5kg DCP Fire extinguishers	6
3.3.32	Emergency exit signage	5
3.3.33	70 inch Screens in the marquee for live streaming proceedings at the graveside.	3
3.3.34	Cabling	1
AREA C: GRAVESIDE		
3.3.35	Padded chairs black in colour	60
3.3.36	Rectangular black marquee (cabana) open on the sides to accommodate 60 people	1
3.3.37	Artificial green turf to fit the cabana	1
3.3.38	Red carpet 2m x 10m red carpet	1
3.3.39	VIP ablution facilities (male and female on trailer) and double ply toilet paper	1
3.3.40	VIP ablution facilities for people with disabilities (male and female on a trailer) and double ply toilet paper	1
3.3.41	PA sound system	1
AREA D: STAND-BY PERSONNEL		
3.3.42	Sound and video technician	2
3.3.43	Plumber	2
3.3.44	Electrician	1
AREA E: COMPLIANCE CERTIFICATES		
3.3.45	OHS certificate	1
3.3.46	Temporary structural engineering certificate	1
3.3.47	Fire retardant certificate	1
3.3.48	Occupancy certificate	1
3.3.49	Electricity certificate	1

3.4 The following areas must covered:

- The Bryanston Catholic Church
- The Fourways Memorial Park

N.B Setup to commence on 22nd May 2024

4.3 INFRASTRUCTURE REQUIREMENTS

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

4.3.1 To ensure that all the areas in scope are covered - All material and equipment must be included at the cost of the tenderer

4.3.3 Must comply with the Occupational Health and Safety regulations

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

5. ALL POTENTIAL SERVICE PROVIDERS TO NOTE THE FOLLOWING:

5.1 The Department will not be responsible for any damages or loss of any infrastructure or any items supplied during the event.

5.3 The Service provider and the company must be security cleared

5.4 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.

5.5 The price with VAT included should include transport and delivery.

5.6 Pricing must be completed as per the attached DPWI pricing schedule.

6. RESPONSIBILITIES

6.1 **DPWI:** The departmental officials, who are involved in 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.

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 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

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

7. ENQUIRIES:

Technical queries

Mr Thapedi Masanabo

Cell: 060 868 3611

Email: Thapedi.Masanabo@dpw.gov.za

Ms Meme Kgagara

Cell: 066 472 2828

Email: Meme.Kgagara@dpw.gov.za