



**public works
& infrastructure**
Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR THE ROUNDTABLE ON STRENGTHENING
OF THE POLITICAL ADMINISTRATIVE INTERFACE**

VENUE: SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE

DATE: 30TH MAY 2025

1 PURPOSE

To invite companies to bid for the ROUNDTABLE ON STRENGTHENING OF THE POLITICAL ADMINISTRATIVE INTERFACE to be held on the 30th May 2025.

2 ABOUT THE DEPARTMENT

The mandate of the Department of Public Works and Infrastructure (DPWI) is, inter alia, is to provide 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 Sefako Makgatho Presidential Guest House: Please consult the attached specification

N.B: Set-up of all infrastructure to commence on 26th May 2025 and handed to DPWI after completion by 15h00 on 29th May to allow rehearsal for the Presidency.

3.2.1 Registration stations

3.2.2 Facilities for pre-arrival cocktail set up

3.2.3 Facilities for State Banquet

3.2.4 Kitchen equipment

3.2.5 Operations room

3.2.6 Ablution facilities

3.2.7 Backup generator

3.2.8 Compliance Certificate

3.2.9 Set-up of media, staff and choir marquee

3.2.10 Set-up of backdrop

3.2.11 Provision trestle tables and related accessories

3.2.12 Table clothes and related accessories

3.2.13 Sound system and related accessories

3.2.14 Standby technician, electrician, sound etc

3.2.15 Standby personnel for regular cleaning of ablution facilities during the event.

3.2.16 Flooring, carpeting, draping, lighting etc

ETC.

4 MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

4.1 Administrative responsiveness Criteria

Failure to comply with the criteria state 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 Price 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 tenderer

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 of the event.

4.2.6 Compliance certificates

- Fire certificate from local authority
- Engineering structural certificate
- Occupancy certificate from the local municipality
- Electrical COC for all temporal electrical installations

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 in a form of a Project Plan that the required service requirements are understood
- 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.
- 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 5.2
- Timeous submission of correct detailed invoices for services rendered within 15 days in order for payments to be effected 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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