

PRICING SCHEDULE: ANNEXURE A

TYPE OF EVENT	GOVERNMENT DIALOGUE WITH THE NATIONAL HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS		
DATE OF EVENT	26 JUNE 2025		
DURATION	1 DAY		
VENUE	SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE		

You are hereby invited to quote for the following:

Item	Description of Work	Quantity	Tariff	Total
Area A	REGISTRATION AT THE ENTRANCE VERANDAH			
1	Registration tables	2		

2	Table cloths with skirting (cream)	2		
3	Cream chair covers	4		

AREA B	PRE-ARRIVAL (PASSAGE NEXT TO THE BAQUET HALL)	Quantity	Tariff	Total
1	Trestle tables for coffee station	4		
2	Trestle table under blankets	4		
3	Trestle table clothes with skirting (cream)	4		
4	Napkins	80		
	SUB-TOTALS			
AREA C	PRE-ARRIVAL SET-UP (FOYER)			
1	Cocktail tables- café style (900mm)	7		
2	Cocktail table clothes (stretch cream)	7		
3	Cocktail padded chairs (cream)	21		
4	Small floral arrangement for cocktail tables	7		
	SUB-TOTALS			
Item	Description of Work	Quantity	Tariff	Total
AREA D	BANQUET HALL FOR PLENARY : PLENARY DOUBLE U SHAPE STYLE			

2.	Draping for the marquee	1		
3.	Staircase/walkway between top marquee and lower marquee to be covered and draped (this must be equipped with guttering for the possible rain and be waterproof)	1		
4.	Off White fire retardant cover for the aluminium frames	1		
5.	Flooring/carpeting for marquee : Black rubber interlockable PVC thermo plastic tiles with carpet	1		
6.	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1		
7.	Fire extinguishers to conform to national building regulations	1		
8.	Round Table Clothes (Cream Damask)	10		
9.	Round Table under blankets	10		
10.	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	100		
11.	Silver ornate under plates	100		
12.	Linen napkins Usual size 14 to 16 inch or 22 to 26 inch napkins	100		
13.	Napkin rings	100		
14.	Floral Centrepiece	10		
15.	Heating and cooling air-conditioning units	4		
16.	General lighting for marquees (florescent lighting: 1.5 m x 2 tube) 6 lights for each marquee and for walkways	12		
17.	Rectangular tables, 1.8m x 0.75m for buffet	16		
18.	Linen and skirting for buffet tables	20		

AREA F	STAFF OPERATIONS ROOM	Quantity	Tariff	Total
1	Trestle tables	2		
2	Trestle table cloths with skirting (cream)	2		
4	Round table cloths	2		
5	Chair covers	20		
	SUB-TOTALS			
AREA G	STAFF LUNCHEON ROOM	Quantity	Tariff	Total
1	Round table cloths	3		
2	Round table under blankets	3		
3	Chair covers	30		
4	Under plates	30		
5	Napkin rings	30		
6	Trestle table for buffet station			
7	Trestle table cloths with skirting	4		
	SUB-TOTAL	4		
AREA: G	COMPLIANCE CERTIFICATES			
	NB: Fire extinguishers 4.5 kg dcp to be used in the venue	Quantity	Tariff	Total

16	Fire certificate from local authority	1		
17	Structural engineer	1		
18	Electrical COC for all temporary electrical installations	1		
19	Certificate of occupancy from local authority	1		
20	Temporary infrastructure engineering certificate	1		
21	Blue file	1		
22	Safety Officer	1		
23	VIP male and female ablution facilities with janitor and sufficient 2 ply toilet rolls for people with disabilities and consumables	1		
24	VIP male and female ablution facilities with janitor and sufficient 2 ply toilet rolls	1		
	SUB-TOTAL			

	SUB-TOTAL	
	VAT @ 15%	
	TOTAL	

NB. FAILURE TO ADHERE TO THE PROVIDED PRICING SCHEDULE WILL RESULT IN THE DISQUALIFICATION OF THE BID.



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR THE GOVERNMENT DIALOGUE WITH THE
NATIONAL HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS
VENUE: SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE**

DATE: 26 JUNE 2025

1 PURPOSE

To invite companies to bid for the GOVERNMENT DIALOGUE WITH THE NATIONAL HOUSE OF TRADITIONAL AND KHOI-SAN LEADERS to be held on the 26TH June 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 23th June 2025 and handed to DPWI after completion by 15h00 on 25th June 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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