



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**TERMS OF REFERENCE FOR PROVISION OF TEMPORARY
INFRASTRUCTURE AND RELATED SERVICES FOR THE OFFICIAL
FUNERAL OF THE LATE AMBASSADOR MNINWA J MAHLANGU TO TAKE
PLACE AT MIDDELBURG, MPUMALANGA PROVINCE ON 06 SEPTEMBER
2025.**

1 PURPOSE

To invite companies to bid for provision of movable infrastructure to support the Official funeral of the late Ambassador Mzinwa J Mahlangu scheduled to take place at Middelburg, Mpumalanga Province on Saturday, 6th September 2025.

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 10h00 on 5th September 2025 to allow rehearsal for the Presidency.

- Month of event: September 2025
- Venue: Banquet Hall, Steve Tshwete Local Municipality, Mpumalanga Province.

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: BANQUET HALL 1000 pax

3.3.1	PA sound system	1
3.3.2	Digital screens for live streaming	2
3.3.3	Greenery and floral arrangements with fresh flowers for the stage	8
3.3.4	Big pot plants to be placed on each side of 1000 seats	10
3.3.5	Easel (preferably gold and white)	2
3.3.6	Draping (black) of the stage backdrop	1
3.3.7	VIP Male and Female ablution facilities inclusive people with disabilities	3
3.3.8	Cabling	1
3.3.10	Skirting for the stage black in colour	1
3.3.10	Backline for the stage	1
3.3.11	Media high risers 2m x 1m with black skirting	4
3.3.12	Microphone for the lecterns	2
3.3.13	Transportation of 20 medium armrest chairs from DPWI storage to Middelburg Banquet Hall and return to DPWI storage.	1
3.3.14	Rectangular table with black tablecloth for a condolence book	1

AREA B: VIP LUNCHEON

3.3.15	Round tablecloths cream damask	33
3.3.16	Round table under cover	33
3.3.17	Napkins damask cream colour	250
3.3.18	Centrepieces for the tables	33
3.3.19	Silver underplates	250
3.3.20	Silver napkin rings	250

AREA C: GRAVE SIDE

3.3.21	PA sound system	1
3.3.22	Safety Officer	1
3.3.23	15m x 20m marquee with draping and open front /cabanas black	1
3.3.24	Fire extinguisher 4,5kg DCP	4
3.3.25	Blue file	1
3.3.26	Stanches in gold 1m	12
3.3.27	Padded chairs (black)	250
3.3.28	Rubber interlocks 15m x 20m	1
3.3.29	Flowers green and white on stand	4
3.3.30	VVIP Male & Female ablution facilities on trailer to be cleaned after each usage	2
3.3.31	VVIP Male & Female ablution facilities for people with disabilities	1
3.3.32	30 KVA silent generator	1
3.3.33	Artificial green turf to be placed at the grave site	1

N.B Setup to commence on 4th September 2025 and completed on 5th September

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 must possess a public liability insurance

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

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

6. REPONSIBILITIES

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

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