



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

TERMS OF REFERENCE

PROCUREMENT OF MARQUEES AND RELATED INFRASTRUCTURE FOR G20 LEADERSHIP SUMMIT AT LANSERIA INTERNATIONAL AIRPORT

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1. PURPOSE

The Department of Public Works and Infrastructure (DPWI) requires services for the supply, erection, maintain and removal of movable infrastructure for the 2025 G20 Summit.

2. ABOUT THE DEPARTMENT

Department of Public Works and Infrastructure is mandated amongst others to provide events related movable infrastructure for the 2025 G20 Summit

3. PROBLEM STATEMENT

Department of Public Works and Infrastructure seeks a service provider/s who will provide a service in relation to the 2025 G20 Summit. This service should be rendered according to the proposed timeframe, quality and efficiency. In this regard, the Department requires a service provider/s to supply, deliver, erect, maintain and remove movable infrastructure and specified items, as and when required.

4. SERVICE DESCRIPTION

4.1.1 LANSERIA INTERNATIONAL AIRPORT

- a) Vehicle Holding Area Marquee (Old Telkom Parking)
- b) Media Riser

Compliance to Act 205 of 1993 Public Gathering Act and required drawings and certification by the respective professional disciplines. Infrastructure management of event.

The Department of Public Works and Infrastructure reserves the right to allocate the services in part or in full or to appoint more than one service provider. Specifications or venues may change due to revised client requirements. The timeframe for completion of the infrastructure is 10 days prior to the event.

5. SCOPE OF WORKS:

5.1 SCOPE OF WORK: LANSERIA NTERNATIONAL AIRPORT

Area 1: VEHICLE HOLDING AREA (OLD TELKOM PARKING)

The bidder will be required to provide the below:

- 10 x 15 Marquee with flooring (Drums are used to hold the marquee; No pegs allowed on the floor)
- Drums (For Holding the Marquee)
- 2x 24 000 BTU Air conditioning
- Wooden flooring (150sqm)
- 2 x Multi plug (2 pin and 3 pin – 10 way)
- 2 x Extension Cord (30m)
- 1 x Flat screen TV (70cm)
- 60 Chairs
- Water dispenser (Hot and Cold)
- 4 x Tables (Rectangular)
- 1 Hot Water Urn 20L
- Kleenex (hand towels)
- 2 x VIP Toilets for Men and Women with basin (The bidder is also responsible to provide a personnel who will dispose the waste)
- Toilet papers
- 2 x cleaner
- 2 x Dustbins (Hands free wheelie bin)
- Lights for the Marquee

Area 2: MEDIA RISERS

The bidder will be required to provide the below in order for the media to cover the event:

- High media riser secured on all sides
- Height: Two Levels at 1m and 1.5m above ground
- Width – 3m
- Three steps measuring 1m wide leading up to the first elevation at 1m

- Risers to be parallel the receiving lines, facing the receiving delegation.
- Extension cord (15m) and Multi Plug (2 pin and 3 Pin - 10 way).

NB: The Company and the personnel will be subjected to security clearance

a) Returnable documents

- I. The Pricing Schedule provided as Annexure A must be completed in full. Each individual field must be completed in order for the tender response to be RESPONSIVE.
- II. Company experience in proving movable infrastructure Annexure B.
- III. A proposed Project Execution Plan must be provided for the entire movable infrastructure with a completion date of infrastructure days prior to event and 2 days dismantling after to the event.
- IV. The Event Manager and Site Manager's experience. Annexure C.
- V. Proof of Public Liability Insurance from an approved Insurer duly with the finance service provider board of not less than R5 000 000 must be provided.

6. INFRASTRUCTURE REQUIREMENTS

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

- a) To ensure that all marquees, structures, ramps and stages are erected, maintained and dismantled according to an approved project plan.
- b) Compliance to Act 205, engineering certification, electrical certification (COC), fire retardant certification for the draping and drawings with layout of the marquees for Johannesburg Metropolitan Municipality.
- c) Electricity must be provided 5 days prior to the event.
- d) A 24-hour standby electrician must be provided at all sites from 5 days (24 hours per day) before the event and on the day of the event
- e) A 24-hour infrastructure standby crew must be provided at all sites from the completion of the structures and on the day of the event.
- f) All structures to be secured at the cost of the service provider.

- g) Any damages or losses must be covered by the service provider.
- h) All structures and venues to be cleaned prior to the event.
- i) Public Liability Insurance must be provided, including all risk insurance for marquees, staging and other structures.
- j) All materials and equipment to be utilized for the erection of the infrastructure e.g. cranes etc.
- k) Any damages to gardens, lawns etc. must be restored to original condition.
- l) Compliance to Health and Safety Regulations.

7. COMPLIANCE CERTIFICATES AND DRAWINGS (ALL AREAS)

The following drawings and compliance certification must be provided after construction:

- I. Drawings of all structures
- II. Engineering certificate for temporary infrastructure
- III. Layout drawings of emergency exits and electrical points
- IV. Draping Fire retardant certificate
- V. Occupational Health and Safety (OHS) certificate
- VI. Occupancy Certificate from the Local Municipality
- VII. Electrical COC for temporal electrical installation

8. GENERAL

The following general requirements will be enforced after award and must be compiled with:

a) Project Executive Plan

A final project executive plan reflecting detailed operations and due dates must be signed off by DPWI, before any construction commences.

b) Status Reports

Status reports must be provided as and when required.

c) Close Out Report

Upon completion of the event a close out report with photographic images of the focus points in the event should be handed to DPWI. No final payments will be made if the said report is not submitted to DPWI.

d) Oversee dismantling and close out

Ensure that all equipment's are collected within 2 days after the event and that final accounts are settled in time.

e) Operating hours

Operating hours are from 8h00 to 17h00 at certain venue.

f) Disbursements/Transportation

To be included in the infrastructure cost.

g) Accreditation

All crew must be accredited before access to sites will be granted. The service provider must identify backup crew in instances where security clearances are refused.

h) Drawings

Detailed Drawing required by Events or Local Authority to be drafted and supplied by the contractor on request.

9. RESPONSIBILITIES

- a) DPWI:** The departmental officials, who are concerned with arranging the event will be responsible for:

Providing the necessary detail and information so that the service requirements are understood.

Rendering all reasonable assistance in executing the service.

Granting the service providers access to the areas prior and upon appointment.

- b) SERVICE PROVIDER:** The personnel, who is involved in the event will be responsible for:

- a) Executing services as stipulated above.

- b) Suggesting alternative arrangements if requested service is not available, or if it can be proven that with the deviations from the original arrangements, financial savings can be realised.

- c) Timeous delivery of services as stipulated on approved Project Plan.
- d) Upon request from the Department, remove any resource employed on site in cases where the service rendered by the resource is not in accordance with departmental requirements.
- e) Erect temporary office space and portable ablution facilities at own cost for ALL staff employed by the service provider and supply own office equipment to ensure smooth operation of service to be provided. The facilities should be erected at an area allocated by DPWI.
- f) Timeous submission of correct detailed invoices for rendered services in order for payment to be effected by DPW within 30 days of receipt.
- g) Timeous submission of management reports as and when required.
- h) Ensuring confidentiality in respect of all arrangements concerning the event and all persons.
- i) Any additional services and infrastructure required by bidder will be for their own account.
- j) Any additional services supplied by the bidder and not requested by the DPWI will be at the bidder cost.

NOTE: THE DEPARTMENT HAS A RIGHT TO INCREASE OR DECREASE THE SCOPE OF WORK IF NEEDS ARISE.

12. ENQUIRIES

Technical Enquiries:

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