



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

TERMS OF REFERENCE

PROCUREMENT OF MARQUEES AND RELATED INFRASTRUCTURE FOR G20 SUMMIT AT WATERKLOOF MILITARY AIR BASE

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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 WATERKLOOF MILITARY AIR BASE

- a) Personnel and certificates
- b) Ablutions
- c) Cultural Programme (DSAC) Marquee
- d) Media
- e) SANDF Marquee
- f) PMU
- g) CBRD
- h) VOC Airside
- i) Access control
- j) SAPS
- k) DPWI

l) Terminal BMA Area

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: Waterkloof Military Air Base

Personnel and certificates

- Engineering certificates for temporary infrastructure
- Mechanical/Air- Conditioner Certificate
- Fire retardants certificates
- Blue file
- OHS Certificate
- Electrical COC for all electrical installations
- Safety Officer
- Technician/PM

Ablutions Facilities

- 5 x VIP Toilets trailer (Male and Female) including toilet papers, sanitizer, Kleenex, she bin for female toilet and a cleaner
- 3 x VIP Toilets trailer for people with disabilities (Male and Female) including toilet papers, sanitizer, Kleenex, she bin for female toilet and a cleaner

Area 1: CULTURAL PROGRAMME (DSAC)

- 10 x 10m marquee with flooring
- 2 x 24 000 BTU Air conditioning
- Carpet flooring for the marquee (100 sqms)
- 2 x Fire extinguisher 9kg DPC
- Electrical cable (15m) and 6 plug points (2 & 3 pin)
- 6 x Trestle Tables
- 2 x free wheelie Dustbins
- Hot water urn 20L
- Silent portable generator 6.5 KVA (with diesel and should run/operate for 4 days non-stop
- Water Dispenser (Hot and Cold Water)
- Lights for each marquee

Area 2: MEDIA RISERS

- 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.

Area 3: SANDF – CEREMONIAL GUARD

- Aluminium frame marquee with soft sides and one door for 50 troops. (10m x 15m Marquee)

- Carpet Flooring 150 sqms
- 24 000 BRU's Air Conditioners (low noise level)
- 4 x Fire extinguisher 9kg DPC
- Electrical extension cord (30m) and 2 pin & 3 pin, 10 way multi plugs
- Flat Screen 70 inches
- 5 x Rectangular tables with table cloths
- 100 x Plastic Chairs
- 4 x Water Dispenser (Hot and Cold Water)
- 20L Hot Water URN
- 2 x Dustbins (Hands free wheelie bin)
- 3 x 30m red carpet
- 4 x Hard Broom
- 5 x Lights for the Marquee suitable for day and night
- Wi-Fi Connection for 5 days
- Mobile Jacket hanger
- 6.5 kva Portable super silent generator(with diesel and should operate for 4 days)

Area 4: PMU

- 10m x 15m Aluminium Frame marquee with drums to hold the marquee in position(no pegs on the ground)
- 2 seater couch
- Partition for the marquee tent into two rooms with draping
- Coffee table with table cloths
- Office desk
- 10 x Plastic Chairs
- 4 x 20L Water Dispenser
- Hot water urn

- Dustbins (Hands free wheelie bin)
- 4 x 15m Extension cord and 12 way multi power plug
- Flower with vase (Protea flower and other flowers)
- 2 x 24 000 BTU's Air Conditioners (Low noise leve)
- 4 x Lights for marquee
- Silent portable generator 6.5 KVA (with diesel and should run/operate for 4 days non-stop

Area 5: CBRD

- 5mx 5m Aluminium Frame marquee with soft side and 1 door.
- 12 000 BTU's air cooling system
- Carpet Flooring (25 sqms)
- Fire extinguisher 9kg DPC
- Electrical cable (15m) and plug points (4)
- Trestle Table with table cloth (1.8m x 0.75m)
- 5 x Black Plastic Chairs
- Free wheelie Dustbin
- Hot water urn 20L
- 6.5 kva Portable silent generator(with diesel and should operate for 4 days)
- 2 x 25L water bottles with convenient tap
- Light for the marquee

Area 6: VOC Airside

- (10m x 5m) Aluminium frame marquee with soft side and 1 glass door with drums to hold the marquee in place
- Carpet flooring 150sqms

- 2 x 30m Electrical Extension Cord with a 12 way multi plug (2 and 3 pin)
- 2 x Fire extinguisher 9kg DPC
- 5 x Rectangular table with table cloths
- 20 x Black Plastic chairs
- 2 x Lights for marquee
- Hand free wheelie dustbin
- 6.5 KVA super silent portable generator

Area 7: Access control

- 2 x (5m x 5m) Marquee with no pegs on the ground with 1 light
- 2 x Carpet flooring 25sqms
- 2 x 10m Electrical Extension Cord with a 12 way multi plug (2 and 3 pin)
- 2 x Fire extinguisher 9kg DPC
- 2 x rectangular table with table cloths
- 3 x Black plastic chairs
- 2 x Lights for marquee
- Steel Ramp
- 2 x 3KW super silent portable generator

Area 8: SAPS

- 10m x 15m aluminium frame marquee with soft side and 1 glass door (and drums to hold the marquee in place).
- Carpet flooring for the entire marquee (150 sqms)
- 24 000 BTU's Air Conditioners (low noise level)
- 4 x Fire extinguisher 9kg DPC
- 4 x Electrical cable/ Extensions (30m) and 12 way mutli plug (2 & 3 pin)
- 5 x Rectangular tables

- 60 x Black Plastic Chairs
- 20 L Water Dispenser
- Flat Screen TV (70 cm)
- Dustbins (Hands free wheelie bin)
- 4 x Hard Broom
- 4 x Lights for marquee
- Wi-Fi Connection for 5 days
- 25 Kva Super silent portable generator

Area 9: DPWI

- 5mx 5m Aluminium Frame marquee with soft side and 1 door.
- 12 000 BTU's air cooling system
- Carpet Flooring (25 sqms)
- Fire extinguisher 9kg DPC
- Electrical cable (15m) and plug points (4)
- Trestle Table with table cloth (1.8m x 0.75m)
- 5 x Black Plastic Chairs
- Hands free wheelie dustbins
- Hot water urn 20L
- 6.5 kva Portable silent generator(with diesel and should operate for 4 days)
- Water Dispenser (Hot and Cold Water)
- Lights for the marquee

Area 9: Terminal BMA Area

- 70cm flat screen
- Water dispenser (hot and cold)
- 2 x Fire extinguisher 9kg DPC
- 5 x rectangular table with table cloths

- 20 x Black plastic chairs
- 3 x Kleenex hand towel and sanitizer
- 20l urn
- Wifi

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 R10 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 Tshwane Municipality.
- c) Electricity must be provided 5 days prior to the event.