



**public works
& infrastructure**

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**PROVISION OF MOVABLE INFRASTRUCTURE REQUIREMENTS
FOR THE THE PRESIDENTIAL CLIMATE COMMISSION
TRANSITION AND LEGACY EVENT TO BE HELD AT SEFAKO
MAKGATHO PRESIDENTIAL GUEST HOUSE ON 05 DECEMBER
2025**

1 PURPOSE

To invite companies to bid for the provision of movable infrastructure requirements of the upcoming Presidential Climate Commission Transition and Legacy Event to be held on 05 December 2025 at the Sefako Makgatho Presidential Guest House in Pretoria.

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 12h00 on 04th December 2025 to allow rehearsal for the Presidency.

- Month of event: December 2025
- Venue: SM Makgatho Presidential Guesthouse (Bryntirion Estate)
- 3.2 All the infrastructure to be coordinated with the DPWI, the Presidency and SAPS.

3.3 The movable infrastructure includes, WIFI Connection, marquee, chairs, chair covers, round tables, trestle tables, tablecloths, linen, skirting, sound, projectors, PA system, screens, monitors, mobile VIP toilets etc.

3.4 The following areas must be covered:

- The banquet hall
- The passage for lunch break, coffee and tea
- The President's waiting room
- Moroka room
- Operations room
- Conference and quality sound system

3.5 Set up to commence on 1st December 2025

4.3 INFRASTRUCTURE REQUIREMENTS

The following resource requirements must be compiled 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.
- 4.3.5 The furniture to be provided must be of good quality and condition, free from scratches.
- 4.3.6 Table linen must be properly ironed and free from creases.
- 4.3.7 Flowers must be fresh enough.

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.
- 5.2 **Submission of all valid security clearance certificates.**
- 5.3 The Service provider and the company must be security cleared
- 5.4 All crew must be accredited before access to site is granted. The service provider must identify backup crew in instances where security clearance is refused.
- 5.5 The price with VAT included should include transport and delivery.
- 5.6 Pricing must be completed as per the attached DPWJ pricing schedule.

6. RESPONSIBILITIES

6.1 DPWJ: 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 DPWJ 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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