



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, 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:

AREA A – Registration

- 2 x Trestle tables
- 2 x Trestle table under blankets
- 2 x Trestle tablecloths with skirting
- 4 x Chairs & Covers

AREA B – Pre-Arrival Cocktail Setup (Foyer)

- 6 x Cocktail tables – café style (900mm)
- 6 x Cocktail tablecloths (stretch cream)
- 12 x Cocktail padded chairs (cream)
- 6 x Small floral arrangement for cocktail tables

AREA C – Pre-Arrival (Passage next to the Banquet hall)

- 5 x Trestle tables for coffee station
- 5 x Trestle table under blankets

- 5 x Trestle tablecloths and skirting (cream)
- 100 x Napkins

AREA D: Banquet Hall For Plenary – Double U Shape Style - Pax 120

- 1 x Double draping to split the Banquet Hall into 2 sections (cream with a biscuit panel 300mm)
- 60 x Delegate microphones (1 between 2 people*) (*additional 10 microphones on site*)
- 62 x Trestle tables
- 62 x Trestle tablecloths and skirting (cream)
- 120 x Chair covers (cream)
- 1 x PA Sound system
- 1 x Presentation screen
- 2 x Big plasma screen 70 inch
- 3 x Small Monitors
- 1 x Standby Technician
- 1 x Recording session
- 2 x Media Risers for photographers
- 1 x Press splitter box with 30 media outputs and WIFI Booster
- 1 x WI-FI Installation: Speed 10 Mbps, Unlimited data, 50 concurrent connections, Standby technician to support WI-FI

AREA E: Banquet Hall for Lunch

- 12 x Round tablecloths (cream)
- 12 x Round table under blankets
- 12 x Small floral centre pieces
- 120 x Chair covers (cream)
- 120 x Silver under plates
- 120 x Napkins
- 10 x Trestle tables for buffet station
- 10 x Trestle tablecloths with skirting

AREA F: Staff Operations Room

- 2 x Trestle tables
- 2 x Trestle table covers and under Blankets
- 1 x Round table
- 1 x Round tablecloth cloth (cream)

- 8 x Chair covers (cream)

AREA G: Moroela Room – Support Staff

- 2 x Round Tables
- 2 x Tablecloths
- 2 x Under Blankets
- 20 x Chair Covers
- 20 x Under Plates
- 20 x Napkins with Napkins Rings
- 4 x Trestle Tables for buffet station
- 4 x Trestle Table covers and under Blankets

ABLUTION FACILITIES

- 2 x His & Hers VIP Ablution Facilities (**NB: Facilities to disinfected every 30 minutes for hygiene purposes**)
- 1 x Greenery around ablution facilities

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.

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 DPWI pricing schedule.

6. RESPONSIBILITIES

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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