



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**PROVISION OF MOVABLE INFRASTRUCTURE REQUIREMENTS
FOR THE THE PRESIDENTIAL CABINET CHRISTMAS DINNER
TO BE HELD AT SEFAKO MAKGATHO PRESIDENTIAL GUEST
HOUSE ON 05 DECEMBER 2025**

**PRESTIGE
ACCOMODATION**

1 PURPOSE

To invite companies to bid for the provision of movable infrastructure requirements of the upcoming Presidential Cabinet Christmas dinner 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 INSIDE BANQUET HALL (CHRISTMAS DINNER SETUP)

- 30 x Round tablecloths
- 200 x Chair covers cream colour for dinner setup (changed for spillage only when necessary)
- 30 x Tablecloths / runners/overlays for the round tables (Christmas theme)
- 30 x Under blankets for round tables
- 200 x Under plates for round tables – Christmas theme (working on individuals per table)
- 200 x Linen napkins, usual size 14 to 16 inch or 22 to 26 inch napkins (Christmas theme)
- 2 x VIP toilets (1 women & 1 men) with janitor & consumables for people with disabilities

**PRESTIGE
ACCOMODATION**

- 1 x Collection of DPWI chairs from the storeroom to the venue (banquet hall) and return back to the storeroom post the event in their proper condition
- 1 x Cleaning up of the venue post set-up

AREA B: DINNER AREA FOR BUFFET STATIONS

- 25 x Rectangular tables, 1.8m x 0.75m for buffet stations
- 25 x 1 set of linen and skirting for buffet tables
- 25 x Miniature centre pieces for all tables in dinner hall (red/white/green for Christmas theme)
- 25 x Tablecloths for rectangular tables (red / white / green)
- 25 x Flowers for tables and foyer
- 25 x Christmas trees for stage

QUALITY SOUND SYSTEM

- 1 x Power station mixer (including amplifier unit)
- 1 x PA system
- 2 x Speakers on stands
- 1 x High quality audio system
- 1 x Sound Engineer / technicians (for the duration of the evening)
- 1 x Generator 50kva
- 1 x Electrical COC for all temporary electrical installations

AREA C: OPS ROOM

- 10 x Rectangular tables 1.8 x 0.75 m for Operations Room
- 10 x Rectangular tablecloths including skirting with red and white
- 10 x Rectangular table under blankets (must be right fit)
- 10 x Standard electrical fans for ops room (heating and cooling)
- 1 x Setup and strike
- 1 x Mock set-up

**PRESTIGE
ACCOMODATION**

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.

**PRESTIGE
ACCOMODATION**

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 DPWL 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

Mr Thapedi Masanabo

Cell: 060 868 3611

Email: Thapedi.Masanabo@dpw.gov.za



Ms Meme Kgagara

Cell: 066 472 2828

Email: Meme.Kgagara@dpw.gov.za

28/11/2025

**PRESTIGE
ACCOMODATION**