



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**PROVISION OF MOVABLE INFRASTRUCTURE REQUIREMENTS
FOR THE EXTENDED CABINET LEKGOTLA MEETING TO BE
HELD AT SEFAKO MAKGATHO PRESIDENTIAL GUEST HOUSE
IN PRETORIA**

1 PURPOSE

To invite companies to bid for the provision of movable infrastructure requirements of the upcoming one day Extended Cabinet Lekgotla meeting to be held end of January 2025 / beginning of February 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 extended Cabinet Lekgotla meeting as requested by the Presidency

3 SCOPE OF WORK

3.1 All infrastructure to be handed to DPWI by 12h00 on the eve of the day of the event to allow rehearsal for the Presidency.

- Month of event: End January 2025 / Beginning February 2025
- Duration: 2 days (date to be determined)
- Venue: SM Makgatho Presidential Guest House (Bryntirion Estate)

3.2 All the infrastructure to be coordinated with the DPWI, the Presidency and SAPS.

3.3 The movable infrastructure includes, chairs, chair covers, rectangular tables, trestle tables, tablecloths, linen, skirting, sound, projectors, round tables PA system, screens, mobile VIP ablution facilities with janitors, marquees, draping, lighting, Safety Officer, Blue file, compliance certificates etc.

3.4 The following areas must have infrastructure requirements:

- The banquet hall
- The passage for lunch break, coffee and tea
- The President's waiting room
- The Deputy President's waiting room
- Operations room
- Conference and quality sound system
- White 12m x 15m soft sided marquee with full clear view window panels
- Ramp linking veranda area to the canopy
- Black rubber inter-lockable PVC thermos plastic tiles with carpet (500 x 500mm, thickness is 6,5mm on floor)

- Air conditioners hot and cold x 4
- Signage (for steps, emergency exits, entrance and fire extinguishers) to conform with national building regulations
- 6mx 3m PVC hallway tent between canopy 1 and guest house area.
- White standing soft sided marquee with aluminium frames – 12m x 09m soft sided canopy – soft panels with full clear window panels forming front and sides of canopy on the lower ground paved area.
- Black rubber interlocks PVC thermo plastic tiles
- Disabled ramp on the staircase leading to canopy 2.
- General lighting for marquees (chandeliers x 6)
- Fire extinguishers 4.5kg dcp
- Compliance certificates
- Air conditioners hot and cold x 4

3.5 Set up to commence for days prior the date of the event

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 certificate.**

5.3 Submission of Public Liability insurance cover.

5.3 The Service provider and the company must be security cleared

5.4 All crew must be accredited before access to the 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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