



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR THE *EXTENDED CABINET MEETING*
(*LEKGOTLA*) VENUE: SM MAKGATHO PRESIDENTIAL GUEST HOUSE
DATE: 28 AND 29 January 2026**

**PRESTIGE
ACCOMODATION**

 18/12/2025

1 PURPOSE

To invite companies to bid for the provision of movable infrastructure requirements for the upcoming Extended Cabinet Meeting (Lekgotla) to be held on the 28th and 29th January 2026 at Sefako Makgatho Presidential Guest House

2 BACKGROUND

The mandate of the Department of Public Works and Infrastructure (DPWI) is, inter alia, is to provide infrastructure and equipment support during state events upon request from the Presidency

3. SCOPE OF WORK

- 3.1 All Infrastructure to be handed over to DPWI by 12h00 on 27th January 2026 to allow rehearsal for the Presidency.
- 3.2 All the Infrastructure to be coordinated with the DPW, the Presidency and SAPS.
- 3.3 The movable Infrastructure include, marquees, 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	OUTSIDE NEXT TO BANQUET HALL – LUNCH AREA: Presidential Guest-house paved area- free standing soft sided canopy	
1	White standing soft sided canopy with aluminium frames- 12m x 15m soft sided canopy- with full clear window panels forming front and sides of soft canopy	1
2	Ramp linking veranda area to the canopy with carpet flooring	1
3	Draping for the 12m x 15m marquee	1
4	Off White retardant cover for the aluminium frames	1
5	Black rubber inter-lockable PVC thermo plastic tiles with carpet (500 x 500mm, thickness is 6,5mm on floor)	1

6	Signage (for steps, emergency exits, entrance and fire extinguishers) to conform to national building regulations	1
7	Disabled ramp for canopy 1 (2mx 3m) on the PVC hallway (non-slippery and secure ramp)	1
8	6mx3m PVC hallway tent between canopy 1 and the guesthouse area (this must be equipped with guttering for the possible rain to be waterproof)	1

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9	Collection of DPW chairs and cellphone boxes from the storeroom to Area A (Banquet Hall – Lunch area) and return back to storeroom post the event in its proper condition	64 chairs and cell phone boxes
10	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	80
11	Heating and cooling air-conditioning units	4
12	Collection of DPWI round tables from the storeroom to Area A (Banquet Hall – Lunch area) and return back to storeroom post the event	8
13	Ramp on the staircase leading to the garden area	1
14	Cleaning up of Area A post set-up	1
AREA B	PRESIDENTIAL GUEST HOUSE PAVED AREA LOWER LEVEL - FREE STANDING SOFT SIDED CANOPY/MARQUEE	
1	White standing soft sided canopy with aluminium frames- 9m x 12m soft sided canopy- soft panels with full clear window panels forming front and sides of canopy	1
2	Draping for the 9m x 12m marquee	1
3	Staircase/walkway between top marquee and lower marquee to be covered and draped (this must be equipped with guttering for the possible rain and be waterproof)	1
4	Off White fire retardant cover for the aluminium frames	1
5	Black rubber inter-lockable PVC thermo plastic tiles (500x 500mm, thickness is 6,5mm on floor)	1
6	Signage (for steps, emergency exit, entrance and fire extinguishers) to conform to national building regulations	1
7	General lighting for marquees: (florescent lighting: 1,5m x 2 tube) 6 lights for each marquee and for walkways	12
8	Fire extinguishers to conform to national building regulations	1
9	Collection of DPWI round tables from the storeroom to Area B (Banquet Hall – Lunch area) and return back to storeroom post the event in its proper condition	56
10	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the tablecloths stone or sand	70

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11	Heating and cooling air-conditioning units	4
12	Collection of DPWI round tables from the storeroom to Area B (Marquee on lower-level pavement area) and return back to storeroom post the event	7
13	Cleaning up of Area B post set-up	1

AREA C	CONFERENCE EQUIPMENT- INSIDE BANQUET HALL	
1	Rectangular tables 1.8m x 0.75m (6 feet – All same height and size [red]) conference setup with linen and skirting – colours for linen are specified below (all tables must be of high quality)	15
2	Rectangular tables 2.4m x 0.75m (8 feet – All same height and size [red]) conference setup with linen and skirting	55
3	Flexible chair covers for conference setup, changed for spillage only when necessary – that matches the table cloths stone or sand	220
4	75 x Rectangular table cloths with skirting for 2 days depending on size (earthy colours such as stone or sand colour – other suggestions welcome but not cream)	75
5	Table blankets for conference rectangular tables	75
6	Runners/overlays for 2 days (earthy colours that fit with stone or sand table clothes other suggestions welcome)	300
7	VIP toilets (1 women & 1 men) with janitor & consumables for people with disabilities	2
8	VIP toilets (1 women & 1 men) with consumables	1
9	Collection of DPWI chairs from the storeroom to Area C (Conference room) and return back to the storeroom post the event in its proper condition	190
10	Cleaning up of Area C post set-up	1
AREA D	COFFEE AND TEA STATIONS	
1	Rectangular tables 1.8 x 0.75m for coffee and tea stations	4

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2	4 x 3 sets of tables linen and skirting (stone or sand) for tea/coffee stations, enough for for 2 days (taking into consideration that linen must be replaced should there be spillages at the tea/coffee stations) NB: There are 3 coffee/tea breaks per day	12
3	Tea/cocktail napkins for 2 days (could be a <u>high-quality</u> paper napkin only for tea usual size, 10 to 12 inch napkin for teas are used)	600
AREA E	LUNCH AREA FOR BUFFET STATIONS	
1	Rectangular tables, <u>1.8m x 0.75m</u> for buffet	10
2	1 sets of linen and skirting for buffet tables for 2 days	15
3	Sets of round table cloths for 2 days	20
4	Round table under blankets	20
5	Linen napkins x 200 for 2 days. Usual size 14 to 16 inch or 22 to 26 inch napkins	200
6	Medium size cocktail tables that seat 3 delegates with umbrellas (Low cocktail tables not high)	30
7	Comfortable medium size cocktail chairs	90
8	Miniature centre pieces for cocktail tables	30
9	Large centre pieces for round tables	15
10	Table cloths for cocktail tables (stone of natural colours)	30
11	Under plates for round tables – depending on colour scheme used (working on 10 individuals per table)	120
12	Napkin rings	120
	NB: Note to potential service providers – colours to be used: - Chair covers, table cloths - colour stone or sand. Overlays must be earthy colours which are in season.	
AREA F	CONFERENCE AND QUALITY SOUND SYSTEM	
1	Power station mixer (including amplifier unit)	1
2	PA system	1
3	Speaker stands	4
4	4000mm x 3000mm front projector screen (12 x 9 ft) plus skirting	1

5	Kramer switch or similar for 2VGA laptops and splitter for 1 screen and number of monitors on spec – to be installed at presenter's table	1
6	High quality flat panel "21" inch monitors in front of the President and Deputy President (in row 1 as per floor plan attached two monitors)	2
7	"21" inch high quality flat panel monitors – at correct height in front of the delegates (monitors may not stand on the actual tables of delegates) 3 delegates per 1 monitor (as per floor plan attached). Note that rows 3, 4, 5 & 6 will have one monitor for every three delegates. Row 7, will contain two monitors per floor plan.	37
8	Boxes/stands for monitors at the appropriate height in front of delegates – monitors may not stand on the actual tables used by the delegates but should be in front of the delegates (+/-60 cm in height)	37
9	High quality audio Conference System	1
10	Goose long neck delegate microphones (high quality). Refer to floor plan, number the tables, row 1	200
11	High quality chairperson's unit	1
12	Priority button for Chairperson and control touch panel (high quality)	2
13	Sound Engineer (technicians) (for the duration of the Conference 2 days and also for set-up)	1
14	Generator 50kv	1
15	COMPLIANCE CERTIFICATES	
15.1	Structural Engineer	1
15.2	Safety Officer	1
15.3	Fire certificate from local authority	1
15.4	Engineering structural certificate	1
15.5	Occupancy certificate from the local municipality	1
15.6	Electrical COC for all temporal electrical installations	1
15.7	Blue File	1

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15.8	Fire retardant certificate	1
	NB: Fire extinguishers 4.5 kg dcp to be used in the venue	
AREA :		
G	OPS ROOM	
1	Rectangular tables 1.8 x 0.75 m for Operations Room	8
2	Rectangular tables cloths including skirting with stone or sand colours	8
3	Rectangular table under blankets (must be right fit)	8
4	Standard electrical silent fans for ops room (heating and cooling)	3
5	Set up and strike	1
6	Mock set up (4 days prior to set up)	1
AREA: H	KITCHEN EQUIPMENT	
1	50kva generator	1

4. MINIMUM REQUIREMENTS FOR THE SERVICE PROVIDER

4.1 Administrative responsiveness Criteria

Failure to comply with the criteria state hereunder shall result in the tender offer being disqualified from further consideration:

4.1.1 Bid form must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.

4.1.2 Submission of a complete Price Schedule

4.1.3 The service provider must be security cleared

4.2 Infrastructure Requirements

The following resource requirements must be complied with and be included in the Bid price:

4.2.1 To ensure that all the areas are covered

4.2.3 All material and equipment must be included at the cost of the tenderer

4.2.4 Must comply with the Occupational Health and Safety regulations

4.2.5 The Service Provider shall be liable for the Security of all the equipment for the period of the event.

4.2.6 Compliance certificates

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4.2.5 The Service Provider shall be liable for the Security of all the equipment for the period of the event.

4.2.6 Compliance certificates

- Fire Certificate from local authority
- Engineering structural certificate
- Occupancy certificate from the local municipality
- Electrical COC for all temporal electrical installations
- Blue File
- Fire retardant certificate

5. ALL POTENTIAL SERVICE PROVIDERS TO NOTE THE FOLLOWING:

5.1 Upon completion of the event a close-out report with photographic images of the focal points in the event should be handed to DPWI. No final payment will be made if the said report is not submitted to DPWI.

5.2 The Department reserves the right to increase or decrease the scope.

6. RESPONSIBILITIES

6.1 **DPWI:** The departmental officials, who are involved in the event will be responsible for:

- Providing the necessary detail and information arrangements in a form of a Project Plan that the required service requirements are understood
- 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.
- 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.
- Submission of the closeout report as stated in clause 5.2

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- Timeous submission of correct detailed invoices for services rendered within 15 days in order for payments to be effected by DPW within 30 days of receipt as per Bid stipulation.
- 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

NOTE: THE DEPARTMENT HAS A RIGHT TO INCREASE OR DECREASE THE SCOPE OF WORK IF NEEDS ARISE

7. ENQUIRIES:

Technical queries

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