



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR PROVISION OF EVENT- RELATED
EQUIPMENT AND INFRASTRUCTURE FOR AN OFFICIAL MEMORIAL
SERVICE OF THE LATE DR FRENE GINWALA TO TAKE PLACE AT CITY
HALL OF JOHANNESBURG TUESDAY 24 JANUARY 2023.**

1 PURPOSE

To invite companies to bid for provision of movable infrastructure to support the incoming Official Memorial service of the late former Speaker of Parliament Dr Frene Ginwala scheduled to take place at Johannesburg City Hall, Gauteng on the 24th January 2023.

2 ABOUT THE DEPARTMENT

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

3 SCOPE OF WORK

3.1 The following services are required at the City Hall:

N.B: Setup to commence on 23 January 2023 and handover to DPWI by 15h00 on 23 January 2023 to allow rehearsal.

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

- 1 x PA sound system for 600 pax
- 1 x Microphone for the lectern
- 2 x Easel (gold and white)
- 2 x roving microphones
- 1 x laptop for video play
- Rental of venue to be paid by the Service Provider. A provisional sum of R30 000.00 has been priced on the pricing schedule. A receipt of payment from the City Hall is to be attached to the invoice to DPWI.
- 700 x Banquet Chair covers (cream colour)
- LED (2m x 3m)
- Draping of the stage (cream colour)
- 4 x Media high riser (2m wide x 1,5m high)
- 6 x Trestle tables (1.8m x 0.75m)
- 6 x Tablecloths with skirting for the trestle tables
- 1 x Standby generator 50 KVA
- 1 x Standby electrician
- 2 x standby sound technician

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 Submission of a copy of the insurance

4.1.4 **Submission of valid security clearance certificate**

4.1.5 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.

4.2 Infrastructure Requirements

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.

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.

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 5.1
- 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 reserves the right to increase or decrease the scope.

7. ENQUIRIES:

Technical queries

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