




public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

**TERMS OF REFERENCE FOR PROVISION OF EVENT- RELATED
EQUIPMENT AND INFRASTRUCTURE FOR AN OFFICIAL FUNERAL OF THE
LATE MR PATRICK LEKOTA TO TAKE PLACE AT BLOEMFONTEIN (OLD
GREY SPORTS CLUB) ON SATURDAY 14 MARCH 2026.**

PRESTIGE
ACCOMODATION


M. Kgagane
10/03/26

1 PURPOSE

To invite companies to bid for provision of movable infrastructure to support the Special Official funeral Category two of the late Mr Patrick Lekota scheduled to take place at Bloemfontein on Saturday, 14 March 2026.

2 BACKGROUND

The mandate of the Department of Public Works and Infrastructure (DPWI) is, *inter alia*, to provide events related movable infrastructure and equipment support during the Funeral of the Late Mr Patrick Lekota as requested by the Presidency

3 SCOPE OF WORK

3.1 All Set-up to commence on 11 March 2026.

3.2 All infrastructure to be handed to DPWI by 11h00 on 13 March 2026 to allow rehearsal for the Presidency.

- Month of event: March 2026
- Venue: Bloemfontein, Free State Province.

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

3.3 The movable infrastructure includes the following:

AREA A: CEREMONIAL SERVICE VENUE:

3.3.1	PA Sound System	1
3.3.2	2M x 4M panel digital screen in the Marquee for live streaming	2
3.3.3	Floral décor arrangements with fresh flowers on the stage	1
3.3.4	Wooden Easel (preferably gold and white)	2
3.3.5	Media high riser (Width: 1.5m or 2m; Height: 1m)	6
3.3.6	Cabling	1
3.3.7	25M x 60M Aluminium glass marquee with 4 doors and 1 door with a ramp for people with disabilities	1
3.3.8	Inter-locking flooring	1
3.3.9	Tile carpet flooring for 25M x 60M Marquee	1
3.3.10	Draping of the Marquee	1
3.3.11	Lighting: glass chandelier	4
3.3.12	Wingback Chairs - Black	20
3.3.13	Banquet chairs - Black	980
3.3.14	Chair covers	980
3.3.15	Air-conditioners (cold and hot)	4

3.3.16	VIP Ablution facilities (male and female on trailer) with double ply toilet paper. To be cleaned after each usage	5
3.3.17	VIP Ablution facilities for people with disabilities (male and female on a trailer) and double ply toilet paper. To be cleaned after each usage	2
3.3.18	60KVA silent Generator	1
3.3.19	4,5KG DCP Fire Extinguishers	6
3.3.20	Emergency exit signage	5
3.3.21	Red carpet (2M x 10M)	1
3.3.22	7mx5m Stage With décor, floral suitable for a funeral	1
3.3.23	Lightening Protector	1
AREA B: LUNCHEON		
3.3.24	30 x Round tables (10 seater)	30
3.3.25	Banquet chairs x 300	300
3.3.26	Chair covers (cream) x 300	300
3.3.27	Table under covers x 30	30
3.3.28	Table cloths (damask - cream) x 30	30
3.3.29	Napkins x 310	310
3.3.30	Silver under plate x 300	300
3.3.31	Napkin rings x 300	300
3.3.32	Tables for serving station x 10	10
3.3.33	Stretch Table cloths x 10	10
3.3.34	Air-conditioners	2
3.3.35	Interlock flooring	1
3.3.36	20m x 30 Marquee to be draped	1
3.3.37	Carpeting	1
3.3.38	Draping	1
3.3.39	Lighting: glass chandelier	1
3.3.40	Signage	1
3.3.41	4,5 DCP Fire Extinguishers	4
3.3.42	Cabling	1
3.3.43	Centre pieces (flower arrangement for each table)	30
3.3.44	Lightning Protector	1
AREA C: GRAVESIDE		
3.3.45	Elegant padded chairs - black with gold/silver trim	150
3.3.46	Open Marquee/Cabana Style, Black and draped) to accommodate 150 people	1
3.3.47	Inter-locking flooring with carpet	1
3.3.48	PA Sound System	1
3.3.49	Floral / décor arrangements (suitable for the graveside)	1
3.3.50	VIP Ablution facilities (male and female on trailer) with double ply toilet paper. To be cleaned after each usage	2
3.3.51	VIP Ablution facilities for people with disabilities (male and female on a trailer) and double ply toilet paper. To be cleaned after each usage	1
3.3.52	30KVA silent Generator	1

3.3.53	Sound Technician	1
3.3.54	Electrician	1
3.3.55	Safety Officer	1
3.3.56	Lightning Protector	1
3.3.57	Turf to cover around the grave	1
3.3.58	On-site Structural Engineer	1
AREA D: COMPLIANCE CERTIFICATES		
3.3.59	OHS certificate	1
3.3.60	Temporary structural engineering certificate	1
3.3.61	Fire retardant certificate	1
3.3.62	Occupancy certificate	1
3.3.63	Electricity certificate	1
3.3.64	Safety Officer	1
3.3.65	Blue File	1

N.B Setup must commence on 11 March 2026

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
- 4.3.2 Must comply with the Occupational Health and Safety regulations
- 4.3.3 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 The Department will not be responsible for any damages or loss of any infrastructure or any items supplied during the event.
- 5.3 The Service provider must possess a Public liability insurance
- 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. Upon appointment the SP must submit the company information as well as the Crew list to DPWI internal security for SSA Clearance.**
- 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. REPONSIBILITIES

- 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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**PRESTIGE
ACCOMODATION**

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