



Department: **Supply Chain Management**

Form Number: CA 183-541

**REQUEST FOR QUOTES (RFQ)**

DESCRIPTION OF GOODS/ SERVICE REQUIRED	Venue for the SACAA Culture Day 2026	
SPECIFICATIONS/ DESCRIPTION:		
ITEM/ SERVICE	QUANTITY	
<p>We are seeking event organisers or venues to submit quotations for a Family Feud Game Show-inspired event. Requirements are detailed below:</p> <p><b>Date:</b> 13 March 2026, and a full-day set-up the day before the event  <b>Time:</b> 08:00 – 17:00  <b>Pax:</b> 400  <b>Seating:</b> Auditorium seating (with space for the stage and screen)  <b>Area:</b> Any venue within a 30km radius of Centurion (consider accessibility and morning traffic)</p> <p><b>GENERAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The venue must be located within a 30km radius of Centurion.</li> <li><input type="checkbox"/> The venue must have theatre seats, a screen and a stage (if the stage is custom-built built it must be included in the quotation)</li> <li><input type="checkbox"/> The venue should be easily accessible from major highways in Gauteng with bearable morning traffic.</li> <li><input type="checkbox"/> The venue should provide a dedicated team to assist the event organising committee with logistics and liaison between various aspects of the event applicable to the venue, catering, décor, audio-visuals, and branding.</li> <li><input type="checkbox"/> The venue should provide uncapped WI-FI with a strong signal in all areas to be used during the event.</li> <li><input type="checkbox"/> The venue facilities should cater for persons living with physical disabilities.</li> <li><input type="checkbox"/> A minimum of 100 parking bays (not paid for by guests) should be provided. At least 10 should be closed off from the main auditorium and reserved for VIP guests.</li> <li><input type="checkbox"/> The venue should have backup power, which kicks in immediately in case of a power failure without interruptions to the programme.</li> <li><input type="checkbox"/> The venue should be able to provide catering or have access to a buffet restaurant (ideal) that can host more than 400 patrons within its vicinity.</li> </ul> <p><b>SECURITY REQUIREMENTS</b></p> <p><b>The venue should be able to produce the following on request by the SACAA security manager</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The venue should have an appointed Risk or Security Manager/Officer in place.</li> <li><input type="checkbox"/> The venue must have emergency, security, and evacuation procedures in place.</li> <li><input type="checkbox"/> The venue must have access to emergency services within a 5km radius.</li> </ul>	As specified	
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**ROOM REQUIREMENTS**

**Auditorium**



- Capacity for 400 theatre seating
- Big Screen and stage to accommodate a Game-show themed event, as shown below (screen and stage can be custom-built as per the audio-visual requirements below)



**Registration Area**

- Must be close to the main room
- The space must allow for branding opportunities (ideally on screens)
- Lounge/cocktail waiting area for arrival nibbles and tea.

**CATERING REQUIREMENTS**

**Arrival**

- 400 pax Game Day inspired Nibbles - fruit and yoghurt cups and vegetarian options included
- 400 pax Tea, Coffee, Cuppacino and Juice and Ice Tea

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- 5 pax Halaal options

**Tea and Coffee Break**

- 400 pax Game Day inspired Nibbles – Variety Fresh Muffins, Scones, and Croissants with cheese/chicken mayo filling
- 400 pax Tea, Coffee, Cappuccino, Juice and Ice Tea **Bar**
- 5 pax Halaal options
- Serving Time: 11:00 – 11:30

**Lunch**

- 400 pax buffet style lunch
  - o Include vegetarian options
  - o A minimum of two starches and three meat choices
  - o Dessert to include a warm dish (e.g., malva and custard); Fruit platter/s and cake/s options
  - o Beverage allocation of **2 x** non-alcoholic drinks per person (a variety of sodas, juice, tizers and cordials)
- 5 pax Halaal options for all meals

**AUDIO VISUAL REQUIREMENTS:**



A Professional Production including screen, stage and podiums as well as audio and game-related requirements as detailed below.

- **A Family Feud Live App**
- **A large display screen:** The screen should be able to split into three sections to display survey questions and answers one by one, along with corresponding point values and a scorekeeping system graphic, tracking points and strikes for each team on the sides and display.
- **Two podiums:** One for each family, where contestants stand.
- **A central podium:** A smaller podium where one member from each family meets for the face-off question.
- **Lockout buzzers:** A system for contestants to buzz in quickly during face-offs or Fast Money rounds.
- **Lighting and sound:** Professional studio lighting, a PA system, and microphones for the host and eight (8) contestants.
- **Noise-cancelling earphones** to ensure that the waiting contestant cannot hear the first contestant's answers.



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**Terms and Conditions**

- Quotations that do not meet the above criteria will be disqualified
- Dates indicated are subject to change.
- Site visits may be arranged to confirm if the venue meets the requirements.
- A PO issued to a service provider is a contractual obligation for payment once the services have been delivered. No other contracts will be signed with the service provider.
- All applicable costs must be included in the quote. No variations will be provided after the purchase order (PO) is issued.
- Payments will be made within 30 days after the event.