

THEMBISILE HANI LOCAL MUNICIPALITY



Project No.

PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF EVENTS MANAGEMENT SERVICES FOR THLM FOR A PERIOD OF 36 MONTHS.
THLM/SCM25/2023-2024/PED 01

SCOPE OF WORK

Part C3: Scope of Work

C3 Scope of Work

No.	Item	Description of Services	Quantity
Hiring of the following items (Supply, Delivery and set-up):			
1.	STAGE	15m x 5m x 2m height with roofing, stairs and ramp	1
		6m x 10 m x 0.5m floor height size	1
		1m x 10m x 5m with sufficient lighting	1
2.	PODIUM	Wooden - Measurements (800 x 500 x 1200)	1
		Perspex C Curved 10mm - (700 x 400 x 1200)	1
		Wood and Perspex - Measurements (800 x 600 x 1200)	1
3.	SOUND	Quality Sound System That is Audible for the outdoor events accommodates 1000 people	
4.	Back Line Instruments	Live performance sound equipment/instrument	1
5.	Back Stage Lighting	10m x 5m designed back stage lighting	1
6.	CD Jay and CD player	DJ and CDS back track	1
7.	Stand up Microphones	To back-up vocalists during performance	1
8.	Cordless Microphones	Lead Singers/ Program Directors and speakers	1
9.	Pick-up Microphones	To back-up vocalists during performance	1
10.	Lighting	To be set-up on stage and enhance visual effects	1

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Witness 1

Witness 2

Employer

Witness 1

Witness 2

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11.	Smoke Machine	Enhancing and beautifying the stage	1
12.	Generator	3 Phase Electricity Supply for the duration of the day	1
		Three Phase Cable/ 90 amps per phase (30 meter)	1
		Distribution Box x 1	1
		Standby Generator (15 kva)	1
13.	PA System	Quality Sound System That is Audible for both indoor and outdoor events.	1
		Sound engineer	1
14.	LCD/LED Screens (Monitors)	65cm LCD/LED Screens on each side of the stage link and project performances	1
15.	PROJECTOR		1
	Videography	Recording the activities for the event 2 x disc Edited Photos, 2 x disc raw photos, 2 x Raw Footage, 2 x Edited Footage, 2 x USB (4Gigs) Photos, 2 x USB (4gigs) Video, Photo Album 200 Photos	1
15.	Photograph Frames (including Picture)	Wood 40x50cm	1
		Wood 50x60cm	1
16.	Fire Extinguisher (Full ready for use)	1.0 KG Dry Chemical Powder Extinguisher (Height: 335mm; Diameter: 75mm; Mass Empty: 0.8 Kg; Mass full: 1.8Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/21B	1
		1.5 KG Dry Chemical Powder Extinguisher (Height: 325mm; Diameter: 102mm; Mass Empty: 1.3 Kg; Mass full: 2.8Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/34B	1
		2.5 KG Dry Chemical Powder Extinguisher (Height: 468mm; Diameter: 102mm; Mass Empty: 2.0 Kg; Mass full: 4.5Kg, Discharge: >6sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/55B	1
		4.5 KG Dry Chemical Powder Extinguisher (Height: 435mm; Diameter: 179mm; Mass Empty: 3.3 Kg; Mass full: 7.8Kg, Discharge: >9sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/113B	1
		9 KG Dry Chemical Powder Extinguisher (Height: 545mm; Diameter: 178mm; Mass Empty: 4.2 Kg; Mass full: 13.2Kg, Discharge: >12sec; Working Pressure: 1400kPa; Test Pressure: 2100kPa; Burst Pressure: >5500kPa; Safety valve: +/- 2200kPa) Fire Rating 5A/183B	1
17.	VIP Tent	50m x 30m framed marquee	1
18.	Exhibition Tents	20m x 30m framed marquee divided into 20 units of 4m x 5m	1
19.	Artist Tents	20m x 30m framed marquee divided into 10 units of 4m x 5m	1
		20m x 80m (1600m2) Aluminum Frame Marquee Tent - Clear Span Marquee	1
20.	Stretch Tent	To accommodate 100 people	1
			1
21.	Tables	High rise bar Steel Tables	1
		Steel/Plastic tables	1
		Round Tables (Plastic Foldable)	1
22.	Chairs	High rise bar Steel Tables	1
		Tiffani Chairs for VIP	1
		Plastic chairs (black/white) for the mass	1

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Witness 2

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23	Couches	Four Seater couches White, Black and Red with coffee table	1
		One Seater Couches	1
24	Air Conditioners	Industrial Outdoor air Conditioners	1
25	Electricity	A connection plug per unit (10m)	1
26	VIP Toilets	2 paired mobile VIP Toilets	1
27	Paraplegic Toilets	People with disability	1
28	Public Toilets	For the mass	1
30.	Main Tent	20M x 80m space for VIP Draping VIP potion and stage (Assorted Colors)	1
31.	Flowers	Fresh Flowers to decorate on the table for VIP	1
32.		Big Fresh Flowers for the stage	1
33.		Round Table Clothes	1
34		Overlays	1
35		Chair Covers	1
36		Chair Tie Backs	1
37		Under plates	1
38		Plates	1
39		Napkins	1
40		Cutlery (Serving Fork, Knife and Spoon)	1
41		Champagne Glasses	1
42		Wine Glasses	1
43		(centerpiece/chandeliers)	1
44	Pillar Candles	10cm x 70cm	1
		7cm x 70cm	1
45	Square Candles	10cm x 1 metre	1
		10cm x 65cm	1
46	Cylinder Candles	10cm x 1 metre	1
		10cm x 90cm	1
47	Carpet	1500 Square meter red carpet	1
		Artificial Mat	1
48	Mushroom Gas Heaters (With full gas in cylinder)	Glass Tube Patio Gas Heater Stainless Steel LPGSASA Approved Sturdy Base Solid Aluminum Hood Flame Failure Safety Device with Tilt Switch Uses 9kg Cylinder	1
		Patio Gas Heater GHP14 Uses 9kg Cylinder Powder coated brushed silver finish Sturdy base 4 piece segmented hood Flame failure safety device with tilt cut-off switch Ships in one convenient carton Appliance, Regulator and hose – in accordance with SANS 1539, SANS 1237, SANS 1156 LPGSASA approved	1
49	Provincial Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
50	National Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1

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51	International Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
52	Developmental Artists	Rate For Performances hourly including band, equipment to be utilized by artist and all costs other costs sundry related to performance	1
53	Motivational Speaker	Rate per performance hourly	1
The following will be on a supply and delivery basis:			
54	Branding	To Promote The Event	1
55	Accreditation Cards	To Promote The Event	1
56	Flyers	To Promote The Event	1

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Witness 2

Employer

Witness 1

Witness 2