

BID 01 - 2026 EVENT MANAGEMENT SPECIFICATIONS

NUMBER	ITEM	DESCRIPTION	QTY
1	Marquee Tents	Tent 1500-2000 sqm (1800-2000 seated)	1
		Tent 300-500 sqm (300-500 seated)	1
		Tent 100-200 sqm (80-150 seated)	1
		Stretch Tent	1
		<i>The cost inclusive of transport, installation, dismantling, signage and compliance certificate</i>	
2	Stage	Stage 60 - 80sqm - (Height 800 mm - 1 m)	1
		Stage Plenary 250 - 300 sqm	1
		Stage Riser 3m x 2m (6sqm)	1
		Stage Riser 1m x 2m	
		Stage 14m x 12m (168sqm) (Height 1m)	1
		Stage Stairs	1
		Stage Ramps - Wheelchair	1
		Handrails Stage	1
		Stage Lunch Area - 6m x 4 m(24 sqm)(Height 0.5m)	1
		Stage Covering Branded - FSL	1
		Stage Covering - Colours as per end user (Navy/ Black/White/Gold)	1
		<i>The cost inclusive of transport, installation, dismantling, signage and compliance certificate</i>	
3	Podium	Glass Clear Podium	1
		Wooden Dark Podium (Brown /Black)	1
		Clear Acrylic Podium	1
		<i>The cost inclusive of transport</i>	
4	Collapsible Fence / Barriers	Crowd Control Barrier (Angled) - (1.3m x 2.4 m)	1
		Perimeter Security Barrier - (1.9m x 2m)	1
		Crowd Control Barrier (Vertical) - (1.2m x 2m)	1
		White Picket - 1.8 m x 1m	1
		Demarcation Rods	1
		<i>The cost inclusive of transport, installation, dismantling.</i>	
5	Flooring	Heavy Duty Plastic Tiles	per sqm
		Carpeting	per sqm
		Adhesive Tile	per sqm
		Wood Flooring	per sqm
		Interlocking Rubber Tile	per sqm
		Interlocking Foam Tile	per sqm
		<i>The cost inclusive of transport, installation, dismantling.</i>	
6	Chairs	Tiffany Chairs	1
		Cushion for Tiffany Chair	1
		Padded Chair Dinning	1
		Clear Ghost Chair - Transparent Premium	1
		Heavy Duty Plastic Chair	1
		Conference Banquet Chair	1
		Princess Chair	1
		Steel Framed Open Back Oval Chair	1
		Couches - 1 seated	1
		Couches - 2 seater	1
		Couches - 3 seater	1
		Bar Chair/Stool (adjustable)	1
		<i>The cost inclusive of transport and delivering</i>	1
7	Tables	10 Seater Round Table	1
		10 Seater Rectangular Table	1
		Gold Leg 10-seater table with glass top	1
		Cocktail Table	1
		Coffee Table	1
		Table Tags - Acrylic Glass	1
		<i>The cost inclusive of transport and delivering</i>	

8	Table Cloth	Table Cloth - Round	1
		Table Cloth - Rectangular	1
		Stretch Trestle Table Cloth (Square & Rectangular)	1
		Stretch Trestle Table Cloth (Round)	1
		Cocktail Table Cloth - Stretch Fitted	1
		Cocktail Table Cloth	1
		Table Runners	1
		Table Overlays	1
		Napkin	1
		<i>Various Colours as per request by end user</i>	
9	Chairs Covers	Colours Prescribed	1
		<i>Various Colours as per request by end user</i>	
10	Draping	Draping per square prescribed	1
		Backdrops (Arch/Flower/Banner)	1
		<i>Various Colours and sizes based on the sqm as per request by end user</i>	
11	Decorations	Fresh Flowers - Large	1
		Fresh Flowers - Medium	1
		Fresh Flowers - Small	1
		Stage Greenery	1
		Glass Vase	1
		Mirror boxes	1
		Steel Flower Stands	1
		Underplates	1
		Pillar Candle Holders & Stands with Candles	1
		Plint Stands - Large	1
		Plint Stands - Medium	1
		Plint Stands - Small	1
12	Aircons	12 000 BTU Portable Air Conditioner -20sqm	1
		18 000 BTU Portable Air Conditioner - 30 sqm	1
		24000 BTU Industrial Portable Air Conditioner - (40 sqm)	1
		40 000 BTU Industrial Mobile Air	1
		Silenced Industrial Mobile Air Conditioner (80 000 BTU)	1
		Silenced Industrial Mobile Air Conditioner (120 000 BTU)	1
		<i>The cost must include transportation, installation, cabling, dismantling and compliance certificate and must cater for all seasons (heating and cooling)</i>	
13	Generator	Generator - (5-10 kVA)	1
		Generator - (10-20 kVA)	1
		Generator - (20-30 kVA)	1
		Generator - (30-50 kVA)	1
		<i>The cost must be inclusive of diesel, transport, wires cabling, compliance certificate and onsite technician</i>	
14	Mobile Toilets	Executive Members - VIP Flushable Toilet - Male / Female	1
		Executive Members - VIP Flushable Toilet - Disability	1
		Standard - Flushable Toilet - Male / Female	1
		Standard - Flushable Toilet - Disability	1
		<i>Cost inclusive of transport, delivering and cleaning</i>	
15	Water	500 ml	
		Prepared Water	1
		Natural Spring Still Water	1
		Sparkling Water	1
		300ml	
		Prepared Water	1
		Natural Spring Still Water	1
Sparkling Water	1		
16	Beverages	100% Fruit Juice - 330ml	1
		100% Fruit Juice - 300ml	1
		Fizzy Drink - 300ml	1
		Fizzy Drink - 440ml	1
		Energy Drinks (Red Bull 250 ml)	1
		Energy Drinks (Powerade/Energade 500 ml)	1

Catering	Catering must include full setup, serving station, serving staff and compliance with food safety standards (Health Certificate). Cost inclusive of highend cutlery and crockery (glasses, cups saucers, cutlery, food warmers, plates dessert bowls, and side plates)	
Breakfast	<u>Executive Breakfast - Menu 1 Full Package</u> Scrambled/Fried Eggs Beef Sausages Pork Sausages Grilled Bacon Grilled Tomatoes Mushrooms Mince Meat Chicken Livers Breakfast Baked Beans Toast (white & brown) Assorted Pastries Seasonal Fruits Yoghurts Cereals Tea & Coffee Juice	1
	<u>Standard English Breakfast</u> Eggs Sausages Bacon Grilled tomato Bread Bread butter Tea/Coffee and Juice	1
	<u>Continental Breakfast</u> Croissants Muffins Fruits - (3 different fruits) Yoghurts Tea/Coffee	1
	<u>Halaal - Breakfast (More detail)</u> Croissants Muffins Fruits - (3 different fruits) Yoghurts Mini buns filled with egg Mini buns with cheese, and either sausage patties sandwiches. Tea/Coffee	1
	<u>Breakfast platters</u> Filled Croissants Wraps: Hearty fillings scrambled egg Wraps with bacon and cheddar Mini buns filled with egg Mini buns with cheese, and either Sausage patties Sandwiches.	1
Tea and coffee station is part of breakfast and the price is inclusive. Cost inclusive of cutlery and crockery (glasses, cups saucers, cutlery, plates)		

Lunch	<p><u>High-Value Lunch Package</u> 2 Proteins (Beef, Lamb, Fish, Pork & Chicken) 2 Vegetables 2 Salads 2 Starches Bread rolls</p>	1	
	<p><u>Dessert</u> Dessert - (malva pudding and custard or cheesecake or lemon cake or red velvet cake or Strawberry cake or Chocolate cake or ice-cream & fruit salad or chocolate mousse)</p>	1	
	<p><u>Medium Package</u> 2 Proteins (Beef, Lamb, Fish & Chicken) 2 Vegetable 1 Salad 1 Starch</p>	1	
	<p><u>Budget Package</u> 1 Proteins (Beef, Lamb, Fish & Chicken) 1 Vegetable 1 Starch 1 Salad</p>	1	
	<p><u>Soup</u> Butternut Vegetable soup (Beef/Lamb) Chicken soup Heavier starches- steamed bread /rolls</p>	1 1 1 1	
	<p><u>Halaal Lunch (More Detail)</u> 2 Proteins (Beef, Lamb, Fish, Chicken) 2 Vegetables 2 Salads 2 Starches Bread rolls 2x Fruits (Different Seasonal Fruits) 1 Juice or Fizzy Drink (330ml) 1 Snack (Energy Bar/ Chips or Nuts)</p>	1	
	<i>Cost inclusive of highend cutlery and crockery (glasses, cups saucers, cutlery, food warmers, plates dessert bowls, and side plates)</i>		
	Grab & Go	<p><u>SNACK PACKS</u> <u>Breakfast</u> 1 Sandwich- Bread, cold meat, lettuce and cheese 2x Fruits (Different Seasonal Fruits) 1 Juice or Fizzy Drink (330ml) 1 Snack (Energy Bar/ Chips or Nuts)</p>	1
		<i>Cost inclusive of packaging and disposable cutlery</i>	
		<p><u>Lunch</u> Roll, 1/4 Chicken, Chips 2x Fruits 1 Juice or Fizzy Drink (330ml) 1 Snack (Energy Bar/ Chips or Nuts)</p>	1
<i>Cost inclusive of packaging and disposable cutlery</i>			
Tea Station	<p>Tea (Rooibos/Five Roses/Joko) Coffee - Jacobs/Ricoffy/ Nescafe and decaff Sugar Brown & White, Sweetener & Honey Lemon Slices Fresh Milk & Powder Milk Scones/Cookies/Sandwiches/ Savoury/Fruit Platter and Sweet platters - (3 of the options)</p>	1	
	<i>Cost inclusive of all highend cutlery and crockery. On request of end user</i>		

18	Lighting	Stage Lighting Spotlights, Moving heads dimmable; 10-20 fixtures.	1
		Interior Lighting Fluorescent lamp or chandeliers; 50-100 lumens/sqm.	1
		Exterior Lighting Floodlights or path lights; weatherproof.	1
		Media Corner Colourful Lighting	1
19	Screens	50 inch - Smart TV Screen & Stand	1
		55 inch - Smart TV Screen & Stand	1
		60 inch - Smart TV Screen & Stand	1
65 inch - Smart TV Screen & Stand		1	
70 inch - Smart TV Screen & Stand		1	
75 inch - Smart TV Screen & Stand		1	
Colour monitors (37cm) for booths		1	
		<i>Cost inclusive of all transport, cabling (HDMI/BNC) , connections and converters (HDMI - SDI/ SDI -HDMI), installation and testing (IMPORTANT - Positioned according to end user request and specs)</i>	
	LED Screens	Medium LED Central Screen - (9 -15 sqm) Resolution (P2.9 & P3.9) (Width- 3.5m - 5m) (Height - 2.5m - 3m)	1
		Large LED Central Screen - (28 -40 sqm) Resolution (P2.9 & P3.9) (Width- 7m - 9m) (Height - 3.5m - 4,5m)	1
		<i>Cost inclusive of all transport, cabling , connections, installation. Rigging and Truss (IMPORTANT - Positioned according to end user request and specs)</i>	
20	Sound & Audio	Digital sound mixing console (min 16 inputs, in 8 outputs, incl. cables)	1
		Radio distribution amplifier	1
		2x Power supply for speaker's Laptop on stage	1
		PA system incl. cables cater for 2000 guests	1
		PA system incl. cables cater for 1500 guests	1
		PA system incl. cables cater for 1000 guests	1
		PA system incl. cables cater for 500 guests	1
		Stage audio monitors for Members (Speakers)	1
		Microsoft Teams Laptop(hybrid)	1
		Stage audio Monitors for Performance (Speakers)	1
		DI Box	1
		Cordless Roving microphones	1
		Goose necks mics	1
		Head Microphone Mbongi	1
Pickup microphone with stands (Performers)	1		
Sound with backline for performance Artist (if required)	1		
		<i>Cost inclusive of transportation, all cabling (inclusive of the XLR to mini jack audio cable) and installation of devices to operate. All necessary cabling and power distribution as required. Sound Engineer, technician and sound runners must be inclusive of the cost.</i>	
21	Livestreaming	Livestreaming (HD (720P)16:9	1
		High-definition broadcast cameras with technicians	1
		Wireless Camera transmitter	1
		Broadcast-quality stage lighting	1
		Video Mixer with Scaler switcher	1
		Camera risers (1X2)	1
		<i>Cost inclusive of video cameras and other required relevant equipment and feeding all FSL and other third party social media platforms.</i>	
22	Interpretation Booth	Information booths for interpreters (As per ISO standard) 2x2 Cubicles)	1
		Infra-red Receivers and Headsets (300 units)	1
		Transmitters	1
		Infra-red radiators	1
		Central control unit	1
		Interpretation consoles desk with headphones	1
		<i>Cost inclusive all cabling and installation for devices to operate</i>	

23	Media Corner	Charging Stations - Floor-standing	1
		Branding	1
		Photo Booth Frame	1
		<i>Cost inclusive all cabling and installation for devices to operate</i>	
24	Heaters	Gas Heater - Outdoor Patio Heater (Mushroom)	1
		3 Bar Heater	1
		Oil Heater - 9 Fin	1
		Oil Heater - 11 Fin	1
		<i>Cost inclusive of gas, transport, safety compliance and set- up</i>	
25	Fire Extinguishes	9kg DCP (Dry Chemical Powder)	1
		CO ₂ Extinguishers	1
		Fire Blanket	1
26	Lanyards & Pouches	PVC Lanyard Pouch - 9.3cm x 13cm	1
		Lanyard Pouches, 115 mm Length x 95 mm Width, Clear	1
		Lanyard Pouch Insert Size 58mmx90mm	1
		Lanyard Pouch – Insert Size 105mmx105mm	1
		Lanyard Pouch Insert Size 78mmx130mm	1
		Lanyard Pouch Insert Size 85mmx110mm	1
		Lanyard Pouch Insert Size 95mmx125mm	1
		Cord Lanyard With Trigger Clip – Multiple Colour Options	1
		Nylon Cord Lanyards	1
		Multi-Colour Lanyards Cord	1
		Custom Printed / Branded Lanyards Cord – Full Colour	1
27	Personnel	Security	1
		Marshalls	1
		<i>Quote price for security and marshalls per 24 hours</i>	
28	Public Transport Cost	15 Seater Mini bus	1
		22 Seater Mini bus	1
		40 Seater Coaches	1
		65 Seater Bus	1
		<i>Roadworthy certificate and Professional driving permit(PDP) required on request of services. Pricing per km.</i>	
29	Management Fee	Management Fees (%)	1
Free State Legislature reserves the right to remove or not appoint for any line item that is quoted above market related price.			