

REQUEST FOR QUOTE (RFQ)

Description of Goods/ Service required	Venue – Durban in Umhlanga
SPECIFICATIONS OF ITEM/ SERVICE	QUANTITY
<p>Full day conference Preferred area: Durban - Umhlanga Date: 26 April 2023</p> <ul style="list-style-type: none"> • Seating style: X1 School room style seating • Registration table • PA system • Lectern • Water • Lapel with 2 microphones • AV Tech support throughout the day • Projector with screens • High- speed internet • Wi-fi in the conference venue for delegates • Stage - 3x4 with skirting(to accommodate 4 pax - chairs and tables) • Back-up generator in case of load shedding • The venue must provide the extension cables and twin plugs for delegates (to be able to plug in their working tools • Confirm the use of air ventilation in the workshop venue (open windows, doors, aircon) if it is in accordance with the conference venues guidelines • 4 x Flip Charts and 3 markers on each board <p>Catering:</p> <ul style="list-style-type: none"> - Arrival Tea and refreshments, savoury and sweet 8:00-9:00 - Tea break @ 10:30 – Tea station and refreshments - Lunch (3 course Lunch: starter, main and dessert) - Please ensure x2 drinks per delegate. - Afternoon tea with suitable snacks <p>NB: Venue must allow set-up a day before</p>	70x
GENERAL: site visit will be conducted to the appointed service provider	