

	Department: Supply Chain Management	Form Number: CA 183-541
	REQUEST FOR QUOTES (RFQ)	

DESCRIPTION OF GOODS/ SERVICE REQUIRED	Tent for Breakfast and Lunch – ICAD 2025	
Date: 04- 06 December 2025 Time: 12:00pm Venue : Margate Airport Kwa-Zulu Natal		
ITEM/ SERVICE:	QUANTITY	
We are looking for a reputable company that can provide the below service in a professional manner, and do not compromise the quality of the equipment specified. Tent Setup Specifications: Event Details • Event Dates: 4 – 6 December 2025 • Venue: Margate Airport • Event Duration: 3 days • Tent Handover Deadline: 12:00 PM on 04 December 2025 • Dry-Run Meeting: 04 December 2025 at 14:00 • Number of Attendees: 250 persons 1. Tent Requirements • Type: Heavy-duty framed tent • Capacity: Must comfortably accommodate 250 guests seated at round tables with sufficient aisle and circulation space. • Approximate Size: 20m x 30m (600 sqm) or equivalent. - o Weatherproof, stable, and securely anchored. - o Sidewalls with roll-up panels for ventilation and access. - o Proper drainage to prevent water accumulation. 2. Flooring • Type: Turf flooring (artificial or natural grass mat) covering the entire tent area. • Condition: Level, clean, and well-secured to provide a safe and presentable walking and seating surface. 3. Furniture Setup - o Type: Round banquet tables (1.5m / 5ft diameter). - o Quantity: Enough to seat 250 guests (8–10 pax per table). - o Tablecloths: ▯ Colours: White, Black, and Navy Blue (as directed by the organiser). ▯ Clean tablecloths must be used for the Dry-Run meeting on 04 December 2025. ▯ Tablecloths must be changed for Day 3 (4-6 December 2025). • Chairs: - o Type: Standard plastic chairs (sturdy and uniform). - o Quantity: 200 chairs + 10 extra (for contingency). - o Covers: Fitted chair covers (neat and clean). - o Chair covers must be changed if they become dirty during the event. 4, Cleaning and Maintenance • The supplier is responsible for: - o Cleaning and preparing the tent after the Dry-Run meeting on 04 December 2025, ensuring it is ready for the main event on 05 and 06 December 2025.	250	
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- o Maintaining cleanliness of the tent throughout the event. - o Replacing any dirty tablecloths or chair covers as necessary. Delivery and Setup Schedule • Tent erection and full setup completion: By 12:00 PM on 04 December 2025. • Dry-Run Meeting: 04 December 2025 at 14:00. • Inspection and handover: To be conducted with the event organiser upon completion of setup. • Post-event dismantling: 06 December 2025, at a time agreed with the organiser (16:30).	
GENERAL/ COMMENTS: We might want to see the equipment before the event .	