



REQUEST FOR QUOTES (RFQ)

Description of Goods/ Service required	ICAD 2024 FRAMED MARQUEE & DECOR FOR LUNCH	
SPECIFICATIONS/ DESCRIPTION		
ITEM/ SERVICE	QUANTITY	
Date: 07 December 2024 Venue: Upington International Airport Time: 09:00 Number of delegates: 400 - Framed Marquee Tent including engineering certificate - Flooring - 500 people seated - 4 serving stations (3 tables for each serving station). - 40 white square tables and 500 nice chairs - Full Décor (napkins, napkin ring, centre pieces, runners, under plates, cutlery and crockery) - Colours for décor: cream, gold and navy blue - Toothpicks, salt and pepper containers on each table 40 tables		
GENERAL/ COMMENTS:		
- Erecting of marquee and décor must be done by 08:00 on 07 December 2024. - Structure to be stripped down immediately after lunch - Please bring clean chairs		
Terms and conditions		
✓ The quote must include all labour and delivery costs. ✓ Service Providers must ensure that quotations provided have included everything requested and does not compromise the quality of the specification. ✓ Quotations not including all items will be automatically disqualified. ✓ Service Providers who accept the PO and provide poor service due to errors on the quotes or have under quoted may be blacklisted for future service requests. Please triple-check your quote before submitting it. ✓ A physical or Teams briefing meeting will be arranged with the appointed service provider. ✓ Services must be rendered on time as agreed between the organisers and the service provider. ✓ The waiters must be neatly dressed and well presented.		