

Terms of Reference: Marquees and furniture for Human Rights Day 2011
Sharpeville, Sedibeng
21 March 2011

1 Background

Human Rights Day is celebrated on 21st March each year to honour our fallen heroes and heroines and celebrate the human rights and fundamental values for which they sacrificed.

This day, is commemorated in partnership with Local Governments with the purpose to:

- Remind us of the great suffering and loss of life that accompanied the struggle for human rights;
- Celebrate our new Constitution and Bill of Rights; and
- Raise awareness on our human rights and our struggle for human rights, especially amongst the most vulnerable groups which is the women and youth.
- To highlight and showcase the work that local government does and key achievements of government as this sphere of government goes for elections next year.

2. SCOPE OF WORK

The following requirements are needed-

ITEM	QTY	NOTES
VIP		
Marquee (white free standing)	15m x 45m	For 750 guests, cinema style
Wooden Flooring with black carpet	15m x 45m	
White Plastic Chairs	750	
VVIP Stage Holding - 10 PAX		
Marquee (white free standing)	10mx10m	
Padded Chairs (black)	20	for stage



Flowers	2	1x marquee & 1 x stage
Wooden Flooring with black carpet	10m x 10m	
Furniture (black/brown)	1	1 x 3 seater couch, 1 x 2 seater couch, 2 x 1 seater couch & 1 coffee table, 1 x trestle table & cloth
Holding Tents for Artists		
Marquee (white free standing)	6m x 30m	divided into 3 change rooms
Wooden flooring	6m x 30m	
Furniture	1	12 trestle tables, 20 white plastic chairs, 6 black table cloths
Elderly		
Marquee (white free standing)	15m x 30m	
Wooden Flooring	15m x 30m	
Mobile Fridge (with generator)	1	for food packs
White Plastic Chairs	500	
Storage		
Marquee (white free standing)	10m x 10m	
Catering		
Marquee (white free standing)	15mx45m	
Wooden flooring	15mx45m	
Furniture	1	25 x trestle tables, 50 x white plastic chairs
Power	1	For usage of caterers.
Media		
Marquee (white free standing)	10mx10m	
Wooden flooring with black carpet	10mx10m	
Furniture	1	5 x trestle tables with black table cloths, 30 x white plastic chairs with power for them to be able to work on their computers



EMS		
Marquee x 2 (white free standing)	5m x 5m	
Furniture	1	Includes 12 trestle tables with black table cloths and 18 x white plastic chairs
Delivery	all	For Marquees
Erectors	all	of all marquees with fire extinguishers and relevant signage in all marquees as per health and safety requirements
Stand by Staff	1	Marquee representatives to be present at the venue throughout build up, event & breakdown
Structural Certificates	all	For Marquees and power due by 20 March, 10:00.
Furniture		
Chair	100	additional - govt info and accreditation desks
Tables - Rectangular	20	additional - govt info and accreditation desks

Load-in will commence no later than 16 March 2011 with certification of all structures expected at 10:00 on 20 March 2011.

The service provider will attend all planning/reporting meetings relevant to this event.

3. FINANCIAL IMPLICATIONS

The service provider will provide a detailed cost breakdown as stipulated in point 2.

The service provider should keep a record of all financial expenditure and ensure that the expenditure remains within the agreed budget of each event.

It will be expected of the service provider to provide proof of expenditure in the form of a financial reconciliation accompanied by a narrative report within 30 days after completion of the event.

All queries regarding this specification should be directed to-

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