



**ETHEKWINI MUNICIPALITY
INTERNATIONAL & GOVERNANCE RELATIONS
PROJECTS DEPARTMENT – INTERNATIONAL RELATIONS**

PQ No. 7A-183

CONTRACT FOR PROVISION OF SPECIALISED CONFERENCING SERVICES TO THE ETHEKWINI MUNICIPALITY
IGR UNIT

The international and Governance Relations Unit, invites suitably qualified, competent and specialised conference organisers for the following services

The core services of the company will be to provide decoration as per the following specification:

Holding room

- X1 Contemporary Lounge pocket (*seating 8*)
- Coffee table
- Rug
- Contemporary cushions
- Floral centre piece/s (*Proteas, Tulips, Hydrangeas, Lilies/ stargazers and other votives*)

Pre drinks area

- X6 High cocktail tables (*with tied back table cloths and centre pieces*)
- X2 Contemporary Lounge pockets (*each seating 8*)
- Coffee table/s
- Rug for each lounge pocket/set-up
- Theme specific cushions for the lounge pockets
- Floral centre pieces and votives for the lounge pockets and cocktail tables (*Proteas, Tulips, Hydrangeas, Lilies/ stargazers and other votives*)

Other décor props

- Charger plates
- Napkins
- Cutlery (Stainless 18/10 grade)
- Crockery (Fine bone China)
- X8 Modern console/Conversation tables
- X8 Electric lamps (*placed on the console tables*)
- X12 Large Floral arrangements on Pedestals/ Plinths
- X6 Chandeliers
- Red carpet at the main entrance to the reception venue(1 x 20m)

NOTE: The Décor of the successful bidder will be subject to a mock set-up for final approval four days prior to the event

TENDER CLOSING: WEDNESDAY 31 OCTOBER 2018, AT 11H00

DOCUMENTS AVAILABLE AT HUMAN SETTLEMENTS OFFICES: 90 QASHANA KHUZWAYO ROAD

Technical enquiries: Contact Asamukele Hadebe on 031 311 2048

General Enquiries: Contact Thandeka Meyiwa on 031 311 2329

City hall Basement

No Tender Document please submit quote and proposal



QUOTATIONS ARE TO BE DEPOSITED IN THE BOX PROVIDED IN THE FOYER OF ARCHIE GUMEDE PLACE,
CORPORAT PROCUREMENT BUILDING, MATERIALS MANAGEMENT BUILDING AND NOT ANYOTHER
MUNICIPAL DEPARTMENT

HUMAN SETTLEMENTS UNIT
MUNICIPAL CENTRE
ANTON LEMBEDE (SHELL HOUSE)
DURBAN

HEAD: HUMAN SETTLEMENTS

DURBAN

FOR OFFICIAL USE ONLY			
Tenderer Name :			CIDB Registered - Y N
			VAT Registered - Y N
	Price (excl)	VAT	Price (incl)
Submitted			
Corrected			