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South African National Energy
Development Institute

ERRATUM NOTICE 2

RFQ5523A

Bid Description	Date of tender	Closing date
<p>REQUEST FOR QUOTATION FOR EVENTS MANAGEMENT</p> <p>COMPANY</p> <p>Erratum 1: Kindly note the following amendments from the scope of work.</p> <p>I. Marquee specifications:</p> <p>d. To provide a stage 3m x 3 m (the height to be less than 1 meter).</p> <p>II. Furniture and decorations:</p> <p>b. To provide 10 plastic trestle tables and black fitting tablecloths. (2 of the 8 tables to be used at the demonstration site)</p> <p>c. To provide 25 cocktail tables. (be arranged at the lunch area)</p> <p>d. To provide 100 cocktail chairs (be arranged at the lunch area)</p> <p>III. Stage, lectern, and audio-system visual system</p> <p>a. To set up a 3m x 3m stage black frill or painted.</p> <p>IV. Catering, cutlery, and crookery (for 160 persons)</p> <p>Mandatory requirements</p>	<p>26 February 2024</p>	<p>04 March 2024 at 11:00am</p>



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1. The service provider must submit two quoted menu options (welcome snacks and finger lunch) for the committee to select from.

a. To package food in environmentally friendly containers, and (to be taken out)

V. Transportation of guests

a. The service provider must provide 1 x 25 seater combis to shuttle guests from the main marquee to the demonstration site

We apologise for any inconveniences caused.

For more information on the bids, kindly contact Ms Nondumiso Buthelezi on enquiries.procurement@sanedi.org.za

Working hours: 08:00-17:00 Mondays to Fridays