

Detailed Specifications

1. Live Streaming

The livestreaming services will be required from the 22 and 23 October 2025.

The package for the livestreaming services (recognised streaming platforms – not social media) should consist of the following:

- 1 JBL VRX sound system
- 1 Digital Soundcraft sound desk
- 4 Shure microphones
- 1 Black magic livestream gear with audio interface
- 2 Cameras with operator
- 1 Video recording of event for 2 days
- 2 Technicians onsite
- Dedicated internet connection
- Registration and management on attendees

2. PA system & DJ Setup (with a DJ)

- 4 tops (Monitor Speakers) with speaker stand
- 3 single bass bins
- 4 quality microphones
- Mixer
- Amplifier
- Microphone Stand

3. Ambulance services

- 1 ambulance with 4 medics (2 Basic life support and 2 Intermediate life support)
- **NB:** The service provider must provide events operating license, malpractice liability, valid copies of the HPCSA registration cards for medics and the driver's license and a valid PDP for the ambulance driver

4. Promotional Materials (Quantity 150)

4.1 Design, and production of branded altitude candystripe dome lanyard(150)

Colour: Black with logo to be provided for branding

Example:



4.2 Design, layout and printing of conference branded name tags and plastic pouches-150

Full colour

One sided print

Plastic pouches to be provided



4.3 White tote fabric shopper bag with x2 sided printing (one colour print)-150

Material: 120gsm, natural cotton

Size: Bag - 42cm (h) x 38cm (w)

Straps - 60cm (l) x 2cm (w)

Example:



4.4 Production of Branded Corporate Notepads-150

Size-A5 (14.8x21cm)

Paper gsm-80 gsm

Back board -200gsm

One sided print (full colour print)

Pages-20 pages per notepad

Artwork to be provided

Glue finishing

Example:



4.5 Production of branded eco glass bottles x 150

25 (h) cm

Glass and stainless steel lid

750ml

One sided print

One colour print(pad printing)

Wording/logo to be provided

Example:



4.6 Branded Altitude Picasso Ball Pens-150

Material: Plastic & Rubber

Ink Colour: Black

Branding Options: Pad Print

One sided print

One colour print

Colours: Black and Navy

Example:



5. Outdoor furniture/Umbrellas/tresle tables for rental on 22-23 October

Declan Commercial Indoor/Outdoor Dining Table with Umbrella Hole, 30" x 60"

All Weather Poly Resin Top and Steel Base

6 seater table x 25 tables with outdoor umbrellas (white in colour)

Outdoor chairs x 150

Example:



5.1 Exhibitor Furniture

X 10-fold up trestle tables to be provided for exhibitors

X 10 plain black table cloths to be provided

Example:



6. CATERING SPECIFICATION

DAY 1 - (22 October 2025)

Networking tea: 08:00 – 09:00

Day 1 BREAKFAST – 10:30-

Set up to be completed by 09h00

Freshly baked croissants served with the following two (2) fillings:

- Chicken Mayo
- Cheddar, Tomato, cucumber with Lettuce

Muesli cups served with strawberry yogurt (75) and plain yoghurt (75)

Tea & Coffee, milk, sugar, sweetener

150x 500ml still bottled water (150)

LUNCH – 12:30

Set up to be completed by 13h00

White rice and dumpling

Beef Curry

Grilled barbecue chicken (quarters)

Greek Salad with salad dressing

Vegetarian Meals as per rsvp – (Creamy veggie bake – Carrots, Butternut, red onion, cauliflower, zucchini, Garlic, red & yellow peppers) – Baked in 2x individual ovenproof dishes

150x bottled water

75 x assorted soft drinks 330ml cans / 75 assorted liquifruit 330ml cans (with straws)

DAY 2 – (23 October 2025)

BREAKFAST - 10:30**Set up to be done by 10h00**

Freshly baked scones served with strawberry jam, cream and grated cheese (served in individual bowls)

Fruit skewers with the following fruits: Strawberry, kiwi, pineapple, grapes

Tea & Coffee, milk, sugar, sweetener

150x 500ml still bottled water

LUNCH – 12:30**Set up to be done by 12h00**

Baby garlic potatoes and white rice

Grilled hake served with tartar sauce/ lemon butter sauce

Chicken schnitzel with mushroom/cheese sauce

Corn on the cob

Green garden salad

Gravy

Vegetarian meals as per rsvp (Vegetarian Pasta – zucchini, carrots, eggplant, red onion, broccoli with a cheese topping) - Baked in 2x individual ovenproof dishes

150x 500ml still bottled water

75 x assorted soft drinks 330ml cans / 75 assorted liquifruit 330ml cans (with straws)

Day 3 Breakfast (24 October 2025)

08h30

Set up to be done at 08h00

Freshly baked assorted muffins in the following flavors:

Blueberry, Poppiseed, Carrot and Bran

Fresh fruit salad cups served with plain and strawberry yoghurt (75/75)

Tea, coffee, milk, sugar, sweetener

50x 500ml still bottled water

LUNCH – 13:00

Set up to be done by 12h30

Pap and fresh mini rolls with individually wrapped butter

Chakalaka

Tomato Gravy

Potato salad

Braai menu: braaied chuck, braaied chicken drumstick, braaied wors (one per person)

Vegetarian meals as per rsvp (Vegetarian Pasta – zucchini, carrots, eggplant, red onion, broccoli with a cheese topping) - Baked in 2x individual ovenproof dishes

50x 500ml still bottled water

25x assorted 330ml soft drinks

25x assorted 330ml liquifruit cans

Catering Equipment & Dining Essentials-Quotation to include

Set up: x 2 serving stations to be provided outside in the courtyard(Service Provider to bring own tables and tablecloths)

- All Cutlery and utensils (forks, knives, spoons, serving spoons, tongs, etc.).
- Serviettes/napkins (sufficient supply, high-quality).
- Toothpicks (neatly packed or presented in hygienic containers).
- All chafing dishes, warmers, and serving trays for food presentation.
- Venue viewing to be arranged to ensure proper planning of set up and layout

Service & Presentation

- Professional setup of tables and food stations.
- Staff to be neatly dressed in uniform or a white shirt and black pants/ skirt. Staff to be neatly dressed and well and neatly presented. No hairnets / used or dirty aprons

- Staff to assist with clearing of all tables during and after eating sessions
- Timely delivery and arrangement before the event.
- Clearing and cleaning the venue after catering.

Standards & Quality Assurance

- All food must be hygienically prepared and comply with relevant health and safety regulations.
- Table settings must be neat, presentable, and consistent with event standards.
- Equipment, tablecloths, and utensils must be clean and in good condition.
- Agreed menu for the event.
- Complete provision of table settings, tablecloths, utensils, serviettes, and toothpicks.
- Setup, service, and post-event cleaning.

Very important-

- Halaal meals may be requested upon confirmation of all delegate registrations. To be discussed and advised by the NLSA and the Service provider.
- **Certificate of food acceptability** will be required

7. Ablution Facilities VIP Portable Toilets (3 double trailers) NB: This will **only** be required in case of emergency.

- Flushing
- Hand sanitizer/soap dispenser
- Sink (in the case of soap)
- Bins
- Wheelchair Ramps and spacious layout