



NOTICE NO:43/2025 - 2026 SENQU MUNICIPALITY

REQUEST FOR MARKET RELATED PRICE INFORMATION

Notice is hereby given that Senqu Local Municipality is currently conducting a market analysis to determine prevailing market-related prices for the hiring of goods and highlighted on the annexure attached, for the events.

This request is issued for information and market research purposes only in line with the Municipal Finance Management Act (MFMA), Act 56 of 2003, and the Municipal Supply Chain Management Regulations (2005), which require municipalities to ensure that procurement is conducted at market-related prices.

Please note that this is not a formal Request for Quotation (RFQ) or tender, and no purchase order or contract will result from this enquiry. The information provided will be used solely for internal benchmarking and budgeting purposes.

Alternatively, you may attach your latest price list or company catalogue for reference.

We would appreciate it if the information could be submitted by **21 October 2025 ,14h00** to the Supply Chain Management Unit by email at **ngwenyan@senqu.gov.za** or hand delivery to SCM Office, Senqu Local Municipality in Lady Grey.

For information purposes the official below may be contacted.

Name : Bronwen Viedge
Designation: Manager IPED
Email : viedgeb@senqu.gov.za
Tel : 082 725 5790

Your cooperation in assisting the municipality to maintain up-to-date and market-related pricing information is greatly appreciated.

Kind regards.

Mr. Thembinkosi Mawonga
Municipal Manager
Senqu Municipality
Lady Grey

9 October 2025

ANNEXURE A

COMPANY NAME:

CONTACT DETAILS: TEL NO:

EMAIL:

PHYSICAL ADDRESS:

ITEMS REQUIRED

PLEASE INDICATE WHICH ITEMS YOU CAN SUPPLY AND THE COST OF THE PRODUCT

ITEM	DESCRIPTION	COST
1.	MASS CATERING	
1.1	Healthy pre-pack Meal cost per pack 1 White and 1 Brown bread Roll (individually wrap) Fillings: Ham and Cheese or Peanut butter and Jam or Chicken and Mayonnaise 2 x Fruit in season 100% Juice 500ml bottle screw topped or can 340ml juice (assorted) 500ml Bottled Water screw topped	
1.2	Platter for 10 people including crockery, cutlery, wrapped toothpicks and serviettes Cocktail chicken kebabs, spare ribs, Cheese sausages, cocktail pizza, Sandwiches assorted, drumsticks	
1.3	Vegetarian meals cost per person	
1.4	Drinks 500ml Mineral Water (still)	
1.4	440ml Energy drink (Assorted)	

	AUDIO-VISUALS DESCRIPTION	Up to 1000 people to hire	1000-5000 people to hire
2.1	PA System for indoors (include description of what will be provided)		

	AUDIO-VISUALS DESCRIPTION	Up to 1000 people to hire	1000-5000 people to hire
2.2	Sound system for indoors with backline for a live band (include description of what will be provided)		
2.3	PA system for outdoors (include description of what will be provided)		
2.4	Sound system for outdoors with backline for a live band (include description of what will be provided)		
2.5	1 x Data Projector and Screen		
2.6	1 x Data Projector and Screen, Camera and Technician (indoors)		
	1 x Data Projector and Screen, Camera and Technician (outdoors)		
2.7	2 x Data Projector and Screens, Cameras and Technician (indoors)		
	2 x Data Projector and Screens, Cameras and Technician (outdoors)		
2.8	Plasma Screen (size) 19 and 32 inches in size		
	33 to 46 inches in size		
	47 to 63 inches in size		
	64 to 80 inches in size		
	Outdoor Screen (size) 10m ²		
	16m ²		
	29m ²		
	40m ²		
2.9	Basic Lighting for Tent per m (Provide description of what will be provided)		
2.10	Cordless Microphone per mic		
2.11	Lapel Microphone per mic		
4.12	Smoke Machine		

	AUDIO-VISUALS DESCRIPTION	Up to 1000 people to hire	1000-5000 people to hire
3.	Generator	Hire per day	Fuel per hr
3.1	Generator 25kva		
3.2	Generator 110kva		
3.3	Generator/Backup Power 125kva		
3.4	Generator/Backup Power 185kva		
3.5	Generator/ backup Power 250kva		

4. STAGES			
No	Item	Hire per day	Set up and breakdown
Indoor Stages (minimum 500mm Height)			
4.1.	4m x 6m		
4.2	6m x 8m		
4.3	6m x 10m		
4.4	8m x 14m		
Aluminum Outdoor Stages with Roof			
4.5	6m X 5m (1m Height minimum)		
4.6	8m x 10m (1m Height minimum)		
4.7	10m X 5m (1m Height minimum)		
4.8	10m x 8m (1m Height minimum)		
4.9	10m x 12m (1m Height minimum)		
4.10	12m x 14m (1m Height minimum)		
4.11	Disable Ramp		
4.12	Stairs with hand rails		

	Item	COLOUR	COST OF HIRE per chair
5.	CHAIRS AND TABLES		
5.1	Banquet Chairs with steel legs	Blue	
5.2	Stackable heavy duty Plastic chair	Black, white or blue	
5.3	Foldable Adult Wimbledon resin chair	White, black	
5.4	Bar Stool	Silver with Crome Seat	
5.5	Tub Chairs	Black, Red, White, Brown & Blue	
5.6	One Seater Couches	Black	
5.7	Two Seater Couches	Black, Red, White & Brown	
5.8	Three Seater Couches	Black, Red, White & Brown	

	Item	COLOUR	COST OF HIRE per chair
5.9	Rectangular Ottomans padded 2 seater	White/Black	
5.10	Long Wooden Table	2.4m x 2 m	
5.11	1.8. m folding table – plastic top	White/black	
5.12	1.8. m folding table – metal		
5.13	Round Table 1.54m circumference		
5.14	Round Table 1.7m circumference		
5.15	Glass table with silver legs 1.6m		
5.16	Coffee Table 1 m	Wooden or chrome	

6.	DRAPING & DECORATING FOR FORMAL EVENTS	PRICE PER EVENT
6.1	Draping and decorating for 100 people including chair covers, tablecloths, table runner, table centerpieces, plate chargers (underplate)and glasses	
6.2	Draping and decorating for 200 people including chair covers, tablecloths, table runner, table centerpieces, plate chargers etc	
6.3	Draping and decorating for 300 people including chair covers, tablecloths, table runner, table centerpieces, plate chargers etc	
6.4	Draping and decorating for 400 people including chair covers, tablecloths, table runner, table centerpieces, plate chargers etc	
6.5.	Draping and decorating for 500 people including chair covers, tablecloths, table runner, table centerpieces, plate chargers etc	

7.	ABLUTION FACILITIES	Price per Unit per day INCLUDING VAT	SERVICE CHARGE PER DAY
7.1	Non Flush Toilets		
7.2	Flush Toilets		
7.3	Executive Portable		
7.4	Trailer Unit		
7.5	Toilets for persons with disabilities		

8.	MARQUEE TENT	Hire Price including set up and breakdown	Wooden Flooring Hire Price/M²	Carpet Tiles Hire Price/M²
8.1	Sizes: 6m Frames			
8.1.1.	6m x 6m			
8.1.2	6m x 12m			
8.2	Sizes: 10m Frames			
8.2.1	10m x 6m			
8.2.2	10m x 12m			
8.3	Sizes: 12m Frames			
8.3.1	12m x 6m			
8.3.2	12m x 21m			
8.4	Sizes: 15m Frames			
8.4.1	15m x 9m			
8.4.2	15m x 12m			
8.4.3	15m x 21m			
8.4.4	15m x 24m			
8.4.5	15m x 30m			
8.5	Size: 20 m Frames			
8.5.1	20m X 5m			
8.6	Delivery costs and return			
	To Sterkspruit			
	To Lady Grey			
	To Barkly East			

9	MISCELLANIOUS	PRICE TO HIRE
9.1	Patio Gas Heater with gas bottle per day	
9.2	Gazebo 3 X 3 m per day	
9.3	Fire Extinguishers – 1 kg per day	
9.4	Fire Extinguishers – 2.5 kg per day	
9.5	Fire Extinguishers – 5 kg per day	
9.6	Bar counters 1m per day	
9.7	748 L Double glass door bar fridge (Beverage Cooler) per day	
9.8	1 Air conditioner for tents per day	
9.9	1 Industrial Fan for tent per day	
9.10	Jumping castle 6m x 4m per day	
9.11	Compliance with the Safety at Sports and Recreational Events Act No.2/2010 and Regulations relating to the issuing of compliance certificates. Per day	
9.12	Crew Sleep over cost when setting up tents per day	
9.13	Waste Removal Containers/Bins 120 l wheelie bin for 1 per day	
9.14	Events Safety Officer per day	
9.15	Events Safety Officer & File per day	
9.16	Red carpet per metre	
9.17	Collapsible physical barriers (Speed fencing 1.2m) cost per metre)	
9.18	Servers/waiter per hour	
9.19	Marshalls per hour	
9.20	Security Officers per hour	
9.21	Security Supervisors per hour	
9.22	Cleanup crew per hour	

9	MISCELLANIOUS	PRICE TO HIRE
9.23	Emergency services crew per day	
9.24	Event and Site signage as required by Safety at Sports and Recreational Events Act No.2/2010 and Regulations per event	
9.25	Printing of corex board A 4 posters for 10	
9.26	Printing of street banner for 1	
9.27	Paper stickable wristbands for events for 100	
9.28	Printed lanyards for 100	
9.29	Printed tickets for 100	
9.30	Branded clear festival 500ml printed plastic takeaway cup for 100	
9.31	Branded crew Tshirts all sizes white 135g	
9.32	Interpreters (Sign Language) per hour	
9.33	Printing of Promotional flyers per 500	
9.34	Broadcasting slots on local radio stations per 5 minutes	
9.35	Crew costs per day	
9.36	Giant Blank Cheques	
9.37	Videographers per day	
9.38	Videographer per hour	
9.39	Operator and drone per 30 min	
9.40	Photographer per hour	
9.41	Photographer per day	
9.42	Graphic designer per day	
9.43	Fresh cut flowers per bunch	