
REQUEST FOR QUOTATION

SPECIFICATION: DÉCOR FOR GRADUATION

Reason for RFQ : Décor for Graduations (16 - 19 April)
Request from : Registrar's Office

INTRODUCTION

Autumn graduation will be held over 4x days, the 16 - 19 April 2024. In preparation, we require décor with the following specification:

EVENT DETAILS:

- Date : 16 - 19 April 2023
- Time : Set up to be completed by 15 April 2024
- Guests : 30x VIPs)
- Venue : MUT Seme Hall
- Theme : MUT corporate colours

A | VIP ROOM | DINING:

- Description: The VIP room will host the MUT Chancellor, Administrator, Executive Management and Industry Captains. This area is also for dining (lunch).
- Number of VIPs: 30
- Table: 3 X wooden tables
- Chairs: 30 X tiffany chairs / similar in price yet trendy
- Centrepieces: X 3
- Placemats and napkins: X 30
- Serving point X 2: 4 X trestle tables with cloths and skirting
- Crockery and cutlery (for tea and lunch): X 30

B | VIP ROOM | LOUNGE:

- Description: The VIP lounge will host the MUT Chancellor, Administrator, Executive Management and Industry Captains. This area is for seating and robing
- Set-up : 1x Couch set to seat to accommodate 10 guests with rug and coffee table
- Set-up : 4 X trestle tables with white cloths for tea station + crockery and cutlery for tea only for 30 ppl.

C | SEME HALL DECOR:

- Description: We require a few décor items to enhance the hall aesthetics.
- **Red carpet:** 10m + 15m (1 X main hall area + 1 X stage)
- **2x Tulip shaped flower arrangement** (on stage – left and right)
- **Artificial water feature surrounded by greenery:** This feature is the centre of attraction and will be situated at the bottom-centre of the stage. This feature may be 1m X 1m in dimension – we are not particular. Feel free to be as creative as possible. Note that the budget is limited budget; be as resourceful as possible.

D | WALL AND STAGE DRAPING:

- **Stage skirting:** Kindly measure the stage skirting in order to obtain the size of the skirting. The skirting must be black.
- **Stage Back Wall:** Kindly measure the back wall of the stage in order to obtain the size. Measure from top wall to stage floor. (do not cover any exit points – HOS Hazzard) The draping must be within MUT brand colours. More turquoise / more gold and less burgundy since all furniture is burgundy. (white is also permitted but only under extreme time constraints)

H | MANDATORY EXPECTATIONS:

- Kindly ensure that all décor is in line with MUT brand colours.
- Décor installation must be done on 15 April 2024 before 12h00.
- You are requested to also include links to your webpage of social media as your portfolio of work.