



HARRY GWALA DISTRICT MUNICIPALITY

TERMS OF REFERENCE: COORDINATOR FOR MEDIA TOUR

Background

Harry Gwala District municipality is rich with activities and has world-class attractions including the world heritage site Drakensburg Mountains and many countless natural beauty items. Taking the media to the tour will certainly give the municipality's officials and leaders a great opportunity to further market the district and apprise the media and the public of its developmental prospects.

Scope of work

The municipality is looking for a service provider that will serve as a coordinator for the media tour on behalf of the municipality. The appointed service provider will be required to perform the following task:

- Coordinating the media,(local and mainstream)
- Providing transport for the media to and from Durban, Pietermaritzburg, and Kokstad to Harry Gwala District municipality development sites, tourism attraction centres and other locations within the district which will be identified by the municipality.
- Facilitate publicity of the tour
- Provide refreshments and drinks for the journalists.
- Arrange accommodation for the media.
- Coordinate media briefing session.

The tour will cover all five local municipalities, with the aim of experiencing its offerings and developmental aspects.

The service provider must have experience in event coordinating

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Original valid tax clearance certificate
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT (if applicable).

- A firm delivery period must be indicated.
- A signed MBD4 must be submitted with all bids (available on our website or at the reception)
- A certified or original BBBEE status level verification certificate must be submitted to claim preference points
- 80/20 Preference points system will be used in Evaluation
- Your company must be registered on municipal database

CLOSING DATE

The closing date for the bidders is **on 29 April 2016 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled **“COORDINATOR FOR MEDIA TOUR”** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed in writing to **Mr.N.Tenza** on 039 834 8700 during working hours

Mr M Mkatu

Acting Municipal Manager