

GENERAL INFORMATION

1.1 BACKGROUND

Senqu Municipality through its Supply Chain Management Unit has identified a need to formalise Events Management Services in an effort to develop a uniform standard in events coordination, planning and management.

It is against this background that Senqu Municipality, through its SCM Unit is requesting Prospective Service Providers in the events management industry to quote for an opportunity to be responsible for all event management activities until end of June 2018. (2 months)

1.2 Project Title

Appointment of an Event Management Company to handle all events hosted by Senqu Municipality.

3. SCOPE OF WORK

This will include aspects such as:

PRICE	HOURLY PRICE BASED ON 24H00	
R		• Event planning and management
R		• Promotional materials
R		• Venue hire and set-up
R		• Audio visual equipment hire and set-up
R		• Venue branding
R		• Marketing of event (radio, written press, website etc)
R		• Communication services related to event (Press conferences)
R		• Entertainment (when required) – Artist and MC's
R		• Corporate gifts and prizes

Events will include workshops, imbizos, festivals, meetings and exhibitions. The scale and size of events will also vary.

The appointed service provider will consult with Senqu Municipality management around all details pertaining to the event and may have to work with Service Providers that have been appointed by Senqu Municipality for other services which may have a bearing on event management (e.g. marketing, communications and catering)

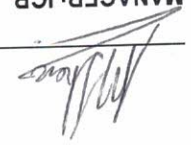
5. SPECIAL CONDITIONS

- The municipality may appoint more than one service provider for a large category.
- Bidders who have complied with minimum requirement may be invited to do a presentation.

- The price must be inclusive to all three towns of Senqu Municipality (Sterkspruit, Lady Grey and Barkly East)
- The municipality may negotiate the price with the successful bidders.

DATE: 11 May 2018

MANAGER: IGR



DATE: 11 May 2018

DIRECTOR: CORPORATE SERVICES

