

SPECIFICATIONS FOR EVENT MANAGEMENT COMPANY

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 to quote as per below requirements.

1.2 Project Title

Appointment of a Service Provider to pay prizes for the Annual Mayoral Event.

3. SCOPE OF WORK

The following prizes must be paid to participants.

CATEGORY	PRICE	% ADMIN FEE	TOTAL
SOCCER - 2019	R 42 000.00		
NETBALL 2019	R 24 500.00		
GOLF	R 13 000.00		
Referees and Umpires	R 30 500.00		
Transport	R 90 000.00		
Total	R200 000.00		

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.
- The price must be inclusive to all three towns of Senqu Municipality (Sterkspruit, Lady Grey and Barkly East)
- The total amount must be included in the bidder's price determination as per the MBD 1 form.
- The municipality may negotiate the price with the successful bidder/s.