



## **HARRY GWALA DISTRICT MUNICIPALITY**

**"Together We Deliver and Grow"**

### **OFFICE OF THE MUNICIPAL MANAGER**

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**ADVERTISEMENT  
REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS  
FOR THE CO-ORDINATION OF MEDIA TOUR FOR HARRY GWALA DISTRICT MUNICIPALITY**

#### **Background**

Harry Gwala District Municipality has a wealth of activities and world-class attractions including the Drakensburg mountains which is a world heritage site and many other countless natural features of beauty.

A Media Tour will certainly give the municipality's leaders and officials a great opportunity to further market the District and apprise the media and the public of its developmental prospects.

#### **Scope of work**

The District 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 tasks:

- 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 centers and other locations within the District that will be identified by the municipality.
- Facilitate that the tour receives effective publicity.
- Provide refreshments and drinks for the journalists.
- Arrange accommodation for the media.
- Coordinate media briefing session.

The Tour will cover all four Local Municipalities, with the aim of experiencing what they have to offer.

The service provider must have experience in events coordination.

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

- Valid tax clearance certificate or SARS PIN
- Central supplier database registration

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**The following conditions will apply:**

- Price(s) quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after tender closing date.
- 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 valid 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 the municipal database and central supplier database.

**CLOSING DATE**

The closing date for the bidders is ~~on 20~~ **August 2019 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.

**MRS A.N. DLAMINI**  
**MUNICIPAL MANAGER**

