

ADVERTISED IN: The Star
 PUBLISHING DATE: Tuesday 30 March 2010
 TENDER NOTICE: EM 01/2010

MOGALE CITY LOCAL MUNICIPALITY

Proposals are hereby invited for the following department: Office of the Executive Mayor

PROPOSAL NO: EM 01/2010

PROPOSALS ARE HEREBY INVITED FROM EXPERIENCED EVENTS MANAGEMENT SERVICE PROVIDER/S FOR ORGANIZING AND STAGING OF MOGALE CITY’S ANNUAL JAZZ AND YOUTH FESTIVALS OF BOTH LOCAL AND INTERNATIONAL TALENTS ,GALA DINNER, INCLUDING FUNDRAISING DURING THE CITY’S ANNUAL AND HERITAGE MONTH (SEPTEMBER) CELEBRATIONS FOR A PERIOD OF THREE (3) YEARS.

SCOPE OF WORK:

The following is the proposed framework for the execution of the projects:

1. the appointed service provider will be responsible for the fundraising, coordination, projects management and implementation for the projects, and will be remunerated as a percentage of the funds raised and agreed on.
2. the appointed service provider must achieve all objectives of the project.
3. a programme must be proposed for the staging of the event.
4. the appointed services provider must manage and implement the approved project in accordance with applicable municipal policies and procedures
5. once, the successful service provider has been appointed regular progress meetings, as scheduled by the Executive Mayor: Mayors Office, must be attended and formal progress reports must be submitted at these meetings

TECHNICAL EVALUATION CRITERIA

All proposals received will be evaluated on 90/10 point scoring basis. The points will be divided into 90 points for Functionality for the below mentioned Functionality criteria. The supporting documentation must be submitted.

NO.	DESCRIPTION	%WEIGHTS	SCORE
1	<ul style="list-style-type: none"> • Experience in organizing and staging music festivals, gala dinners and production of relevant marketing material, including a detailed breakdown of similar work done. The proposal must indicate values for the executed similar projects and references, e.g. company profile, cvs to be attached. 	30	
2	<ul style="list-style-type: none"> • Detailed breakdown into project methodology, indicating clearly all work to be executed prior, during and post event occurrences in line with the requirements of the project. 	40	
	<ul style="list-style-type: none"> • A thorough understanding of the terms of reference 	15	
	<ul style="list-style-type: none"> • Skills transfer plan. 	5	
	TOTAL	90	70

