



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 01 AUGUST 2018

UMZ/2018-19/TOURISM DVD

SERVICE PROVIDER TO DEVELOP TOURISM DVD.

Bidders are hereby invited to submit proposals/Quotations to develop marketable tourism digital visual disk (DVD) for Umzimvubu products per the attached specification.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 10 August 2018**. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Ms L Dina/ Mr Mbukushe (SCM Manager) 039 255 8500

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

039 255 8500

GPT NOTA (MUNICIPAL MANAGER)



UMZIMVUBU

LOCAL MUNICIPALITY

TERMS OF REFERENCE

TO DEVELOP MARKETABLE TOURISM DIGITAL VISUAL DISK (DVD)

FOR

UMZIMVUBU TOURISM PRODUCTS

1. Introduction:

- 1.1 Umzimvubu Local Municipality LED & EM Department has 5 areas of performance of which one of them is Tourism
- 1.2 Umzimvubu Local Municipality is aiming do develop a marketable tourism digital visual disk (DVD)
- 1.3 The aim of developing the tourism digital visual disk (DVD) is to promote and market Umzimvubu area of Jurisdiction as a preferred tourist destination.
- 1.4 Umzimvubu Local Municipality therefore is looking for a service provider that will develop a tourism Digital Visual Disk for the 2018/2019 Financial year.

2. Project Situation

The project is situated in Umzimvubu area of Jurisdiction

3. Request

Umzimvubu Local Municipality is looking for a service provider that will develop a tourism digital visual disk (DVD) for the 2018/2019 Financial year.

Comprehensive Proposals with financial costs for this exercise

4. Scope of Work

- 4.1 The service provider will have to do a video shoot of all tourism products ranging from natural attractions, man-made attractions, craft centres, Information centres, Umzimvubu culture, products that are manufactured within Umzimvubu area (Aloe products,) etc
- 4.2 The service provider must develop 400 copies of Digital Visual Disk
- 4.3 The service provider to ensure that there are absolutely no errors at all on the final print of the DVD failing to do so there will be heavy penalties.
- 4.4 A master copy of the DVD must be submitted to the municipality
- 4.5 The municipality will not be providing personnel to visit these attractions nor the transportation however telephone numbers and directions will be provided
- 4.6 .The DVD must play about 30 minutes
- 4.7 Caption is required in all Points of attractions and traditional dance
- 4.8 Flipping over of important contact numbers at the end of the video eg SAPS, Hospitals
- 4.9 The visuals must show all borders of Umzimvubu area of jurisdiction
- 4.10 Copies must be written Umzimvubu Explorer
- 4.11 Copies must be branded with Umzimvubu Logo

5. Accountability and Reporting Structure

- 5.1 The service provider will account to Umzimvubu Local Municipality LED & EM department
- 5.2 The service provider must submit work done on stages to the LED & EM Department for Approval.
- 5.3 The municipality has a patent right on the DVD, therefore selling and duplicating is prohibited.

6. Project Management

A Project Manager from the Municipality who is an LED& EM Manager will be responsible for all the executions/Deliverables during the process of the project. She/he will work with the Consultants/Service Provider from the start until the completion of the Project. She/he will ensure that all the deliverables stated above are met/executed, However the LED Manager may from time to time second personnel to assist whenever this deemed necessary.

7. Project Duration

The project time frame shall not exceed 14 days from the date of appointment of the service provider.

8. Reference Materials

It is recommended that the following not limited to the listed documents be used for reference purposes:

1. Umzimvubu Tourism Brochures

9. Education and Capacity Building

The appointed service provider will be required to transfer skills and share knowledge on the nature of the exercise with the community members during the duration of the project.

Submission

- A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- Indicate experience in tourism brochure development
- An All-inclusive Quotation.
- Activity schedule.
- Company profile with a traceable track record and references should also be submitted.
- BBBEE Certificate
- A valid copy company Certification as issued by CIPRO.
- A valid original tax clearance certificate.

Enquiries:

Enquiries to be forwarded to Miss L Dina LED Office @ 039 255 8540

Or Mr M Matam @ 0764123285

The proposals should be submitted to Supply Chain Management Office in Mt Frere on a sealed envelope written Umzimvubu Tourism DVD with a sample in Umzimvubu Local Municipality Offices in Mt Frere.

Prepared By : L Dina

Date : 11/07/2018

.....

Approved By : M Matam

Date : 11/07/2018

.....