



# UMZIMVUBU

LOCAL MUNICIPALITY

**ADVERTING DATE: 14 August 2017**

**UMZ/2017-18/LED (BROUCHER FOR TOURISM)/031**

**SERVICE PROVIDER TO DEVELOP MARKETABLE BROUCHER FOR ULM TOURISM AS PER SPECIFICATION.**

Bidders are hereby invited to submit proposals/Quotations for Develop marketable broacher for ULM Tourism as per 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 7813 Main Street, Mt Frere** not later than **12h00 noon on 24 August 2017**, where they will be opened in public. 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 Mr .Matam/ Mr Mbukushe (SCM Manager) 039 255 8556

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**

**GPT NOTA (MUNICIPAL MANAGER)**



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## TERMS OF REFERENCE

TO DEVELOP MARKETABLE TOURISM BROCHURE

FOR

UMZIMVUBU TOURISM PRODUCTS

REF NO: ULM/LED & EM /03/07/17/04

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### 1. Introduction:

- 1.1 Umzimvubu Local Municipality LED & EM Department has 5 areas of performance of which one them is Tourism
- 1.2 Umzimvubu Local Municipality is aiming do develop a marketable tourism brochure in A5 booklet consist of 40 pages
- 1.3 The aim of developing the tourism brochure 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 brochure for the 2017/2018 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 3000 copies of tourism brochure, for the 2017/2018 Financial year.

**Comprehensive Proposals** with financial costs for this exercise



#### **4. Scope of Work**

- 4.1 The service provider will have to take photographs of all tourism products ranging from natural attractions, man-made attractions, craft centres, accommodation establishments, Information centers, Umzimvubu culture, Services like restaurants, financial institutions.
- 4.2 The service provider will have to give a brief background or information for each attraction.
- 4.3 The service provider must meet with local community to get authentic information of the attractions
- 4.4 The service provider will develop 3000 color copies of Tourism Brochure in a quality paper
- 4.5 The service provider will have to use an easy catchy word on each page of a new commodity.
- 4.6 Telephone numbers, email addresses and faxes be correctly printed, the service provider to ensure that there are absolutely no errors at all on the final print of the document failing to do so there will be heavy penalties.
- 4.7 The document has to be electronically as well so that it can be posted on municipal website
- 4.8 The municipality will not be providing personnel to visit these attractions nor the transportation however telephone numbers and directions will be provided
- 4.9 . Pages must be glossy and be written back to back
- 4.10 Cover page ULM branding and written, " VISITORS GUIDE ."
- 4.11 Each Brochure must be binded in a form of magazine
- 4.12 Only the legally established accommodation establishments must appear in the brochure.
- 4.13 Arial font to be used

## **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.

## **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 & EM Manager may from time to time second personnel to assist whenever this deemed necessary.

## **7. Reference Materials**

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

1. Umzimvubu Tourism Brochures

## 8. 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.
- Declaration Forms

### Enquiries:

Enquiries to be forwarded to Miss L Dina LED Office @ 039 255 8540 /082 521 9230

Or Mr M Matam @ 039 255 8541 / 076 412 3285

The proposals should be submitted to Supply Chain Management Office at Mt Frere

**Compulsory Briefing Session to be held**

PREPARED BY : L DINA

DATE : 03/07/2017

APPROVED BY : S BATYI

DATE: 03/07/2017