

The Sedibeng District Municipality invites interested parties to tender for the development of a Corporate Calendar for 2010 and to develop a system that will be used for future development of Corporate Calendars.

The project has 2 distinct deliverables.

• **Deliverable One (21 days)**

To factor the following into a Corporate calendar for the 2010 Calendar Year. This is to be done by submissions from management as well as via interview of relevant staff.

1. Events (All)
2. Tender Deadlines
3. Council Meetings
4. Mayoral Committee Meetings
5. Mayoral Izimbizo
6. MANCO Meetings
7. Section 80 Meetings
8. Section 79 Committee Meetings
9. Joint Mayoral Meetings
10. IDP Process
11. Budgetary Process
12. Audit Committee Meetings
13. Financial Reporting Deadlines
14. Annual Report Process
15. SODA
16. FIFA 2010 World Cup Programme
17. Recess dates
18. Performance Assessment Schedule
19. Performance Assessment Schedule
20. Procurement Deadlines for all major events, meetings etc
21. Employee Day / Year End Function -2010
22. OR Tambo Games 2009
23. Provincial Events / Programmes
24. National Events / Programmes

• **Deliverable Two (90 Days)**

Development of a system that will ensure proper corporate planning to avoid unmanageable sequencing and programming.



**REQUEST FOR QUOTATION**  
**8/2/1/4-2009**

**Sedibeng**  
**District Municipality**

**Compilation and Development of**  
**System for Corporate Calendar**

**Closing Date :** Monday, 16 Nov 2009 @ 12h00 Noon

**Contact Person :** Mr. Yunus Chamda

**Contact Number :** 016 450 3165/6

Detailed specifications will be available as from 12:00 on 05 Nov 2009, and thereafter on weekdays from 08:00 until 15:30 ONLY until the closing date, upon payment of cash non-refundable fee of R30.00 per document, at the cashier office, third floor, CNR Leslie and Beaconsfield Avenues, Vereeniging.

**Instructions dealing with the depositing of quotations:**

Address a sealed envelope clearly marked with the quote no., description and closing date to "Municipal Manager, PO Box 471, Vereeniging, 1930" or Deposit it in the Tender Box situated at CNR Leslie and Beaconsfield Avenues, Vereeniging, Outside the main building

**Terms and Conditions relating to tendering:**

- Sedibeng District Municipality Supply Chain Management Policy will apply;
- The lowest or any quote will not necessarily be accepted and the Municipality reserves the right to accept where applicable a portion of any quotation;
- Late, emailed or faxed quotations will not be considered.
- Quotations submitted are to hold good for the period up until to 60 days;
- Preference will be given to suppliers based within the Sedibeng District Municipality's area of jurisdiction;
- All persons in the service of the state are not allowed to bid; and
- 80/20 Preferential Pointing System will be used to evaluate the quotes.

Please attach the following documents:

- (Failure to submit the below mentioned documents will result to immediate disqualification)
- An original valid Tax Clearance Certificate obtainable from SARS; and
  - An original current account in terms of water & lights/Rates & Taxes obtainable from any Local Municipality.

**CLOSING DATE : Monday 16 Nov 2009 at 12h00 - For more information contact: Yunus Chamda on 016 450 3165**