



## Sedibeng District Municipality

**SPECIFICATION: Re-advert 8/2/14-2009**

- **Request for Quotation:**
- **Compilation and Development of System for Corporate Calendar**

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.