

**REQUEST FOR QUOTATIONS: Event Organiser, Human Rights Festival (Sedibeng District Municipality 50<sup>th</sup> Anniversary of the Sharpeville Massacre held at the George Thabe Stadium in Sharpeville on Sunday, 21st March 2010 at 10h00 ) Rally.**

**1. PURPOSE**

The Sedibeng District Municipality (SDM) is seeking to appoint an event organiser to provide a range of services to coordinate the efficient management of the Human Rights Celebration activities that will take place in Sedibeng during March 2010

**2. BACKGROUND**

Annually on 21<sup>st</sup> March, the Gauteng Provincial Government (GPG) holds an event to commemorate the Sharpeville massacre and celebrate the human rights enshrined in our democratic constitution.

The local municipalities partner with the GPG as well as arrange a number of other complementary and related events, often focussing on art, culture and heritage.

The Human Rights Festival is seen as part of the SDM 2010 strategy. Through this festival it aim to build up to and positioning Sedibeng as a district municipality able to promote national events at a lower cost regarding travelling and accommodation and provides a safe environment.

An event organiser is required to co-ordinate the different events.

**3. KEY DELIVERABLES**

The event organiser would be required, in consultation with Sedibeng District Municipality to:

- a. Finalise programme schedule;
- b. Coordinate service providers and different events;
- c. Co-ordinate marketing campaign;
- d. Do budget and Financial management; and
- e. Oversee implementation of event production, logistics and marketing.

This would include:

- Developing a work plan, marketing and publicity programme and implementation strategy;
- Developing an internal and external communications plan and implementation strategy;
- Developing and coordinate all venue production and logistics, including technical requirements; and
- Ensuring health and safety standards are met.

Please note that the event organiser will be responsible for the overall coordination of the activities. It will not be responsible for:

- Organising any specific event; and
- Paying for marketing materials, media etc.

The event organiser may be required to assist in sourcing sponsorship.

#### **4. EVALUATION CRITERIA**

The event organiser must:

- Demonstrate the capacity to coordinate successful events;
- Have previous experience;
- Have knowledge of the arts and cultural industries;
- Pay attention to detail; and
- Be sensitive to the nature of the activities.

#### **5. REQUIREMENTS OF THE QUOTATION**

In addition to the requirements on the advert, bidders are required to provide:

- A curriculum vitae of key persons on project and company profile if relevant;
- Three contactable references; and
- An hourly rate as well as indicative cost proposal based on the proposed programme in the annexure.

A final price can be negotiated in the service level agreement which will need to be signed between the service provider and the SDM.

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