



## **SUPPLY CHAIN MANAGEMENT UNIT**

### **PROCUREMENT SPECIFICATIONS FORM (R 30 000 – R 200 000)**

## **SPECIFICATIONS:**

### **REQUEST FOR A PROPOSAL FOR AN EVENTS MANAGEMENT COMPANY TO COORDINATE A WELCOME RECEPTION FOR THE SWISS NATIONAL FOOTBALL TEAM (EVENT OF 100 DELEGATES)**

<h3><b>DESCRIPTION</b></h3>
-----------------------------

#### **BACKGROUND**

Sedibeng is honored to host the two countries namely: Switzerland and Ivory Coast during the 2010 FIFA Soccer World Cup. These countries will be our guests for this term plus they will be using our very own Stadiums as their training base camp facilities. The Sedibeng is proud of this achievement and will like to give these visitors a memorable stay, which will make them to come back for other experiences offered by this beautiful region.

The Executive Mayor: Hon. Cllr. Mahole Simon Mofokeng will like to host these prestigious events on different dates and at the identified venues that will be communicated to the awarded service provider.

#### **OBJECTIVES**

To extend a warm welcome to our Soccer guests and wish them a peaceful and safe World Cup

To be good Sedibeng Ambassadors to our guests during and beyond 2010

To present the regional 2010 offerings, its Heritage, Tourism and Economic Opportunities

To build lasting legacy and create a memorable stay

To promote Sedibeng a preferred tourist destination

To market our Public Viewing areas

#### **SCOPE OF WORK:**

Develop and execute the events, marketing and communication plan for these events  
Co-ordinate these events and manage all the logistical arrangements as reflected on the plan

Arrange a debrief and submit a report to Council seven days after the last event

**EXPECTED OUTPUTS**

Bidders are required to submit a costed plan with the tender document for these events

Bidders are requested to only quote for the co-ordination of these events and the

Sedibeng District Municipality will be liable for payments of all logistical items

Short listed Bidders will be requested to do a short presentation to the panel