



**SPECIFICATION: 8/2/8/5-2011**

**Concept Design and Project Plan for the 110<sup>th</sup> Anniversary of the Signing of Vereeniging Peace Treaty.**

Tenders are invited for a Professional Service Provider to design a project concept together with a project plan for the Office of the Executive Mayor's commemoration of the 110<sup>th</sup> Anniversary of the Signing of the Vereeniging Peace Treaty (Anglo-Boer War).

The successful service provider will:

1. Provide a concept plan which will include (but limited to):-
  - a. Title
  - b. Background
    - i. Provide detailed background of historical value of the event
    - ii. Identification of need and urgency of matter
    - iii. Identification and drafting of key stakeholders list
    - iv. Status quo and work done to date
  - c. Concept note
  - d. Objectives
  - e. Inputs
  - f. Activities and duration
  - g. Stakeholder engagement
  - h. Outputs
  - i. Beneficiaries and impacts (outcomes)
  - j. Project management Plan
  - k. Budget
  
2. Provide a project plan that will include (but not limited to):-
  - a. Define the sequences of tasks to be performed;
  - b. Identify all deliverables associated with the project;
  - c. Define the dependency of relationship between tasks;
  - d. Estimate the resources required to perform the tasks;
  - e. Schedule the tasks to be performed;
  - f. Define budget for performing the tasks;
  - g. Define organisation of execution of the tasks;
  - h. Identify known project risks;
  - i. Define process of assuring quality of the project product;
  - j. Define process for project management;
  - k. Define process for specifying and controlling requirements.
  
3. Match the programmes of the District Municipality to National and Provincial Programmes as well as Local Municipalities.

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## Technical Scoring

Technical Evaluation	Score	Total
<b>Technical Scoring</b>		<b>100</b>
Project Plan and Concept	60	
Team Experience	20	
Company Experience	20	

## EVALUATION CRITERIA

Price = 80 points

HDI = 20 points

- No franchise in national elections before the 1983 and 1993 Constitutions = 8 points,
- Female = 4 points,
- Disability = 2 points,
- Locality = 6 points,

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