



THE BIG 5 FALSE BAY MUNICIPALITY

INVITATION TO TENDER

COMMUNICATION/MEDIA ENHANCEMENT FOR 1 YEAR PERIOD

Proposals are hereby invited from suitably qualified, experienced and interested service providers to bid for the enhancing the media and communication for the Big 5 False Bay Municipality.

Proposals will be evaluated using 80/20 preference point system and a functionality criterion will be used.

Scope of work includes but not limited to the following:

- Mentoring of the mayor, Municipal Manager and Communication officer on how to handle media',
- Strengthening continuous engagements of the municipality,
- Facilitate media workshop
- Advise on newsworthy stories
- Develop & print municipal newsletter
- Publicizing Municipal events

Fully completed documents with attachments thereof must be submitted sealed and be clearly marked "**COMMUNICATION/MEDIA ENHANCEMENT**" and be deposited into the tender box at the foyer of the Big 5 Falsebay Municipal offices situated at 163 Zebra street, Hluhluwe by no later than 12h00 on the closing date stipulated below. Telefaxed, telegraphic and posted proposals will not be accepted.

Please note that proposals are to be accompanied by the following documents:

- ORIGINAL VALID TAX CLEARANCE CERTIFICATE(Compulsory)
- BBBEE Certificates to claim preference points (Optional)
- Registration Certificate (Compulsory)
- Latest statement of Municipal rates
- Completed MBD4 form (declaration of interest form) available on www.bigfivefalsebay.org.za or via email on request.

Technical enquiries with regards to legal services to be directed to Mr LM Buthelezi, on 035 562 0040 during normal office hours.

The municipality does not bind itself to accept the lowest or any tender.

Closing Date is 21 July 2015 @ 12h00.

Mr NN Shandu

Acting Municipal Manager