



**ADVERT DATE: 21 August 2018**

**SERVICE PROVIDER TO DEVELOP MARKETABLE TOURISM MAP FOR ULM  
TOURISM PRODUCTS.**

**UMZ/2018-19/TOURISM MAP/002**

Umzimvubu Local Municipality hereby invited the Service Providers to develop marketable Tourism Map for ULM Tourism products as per terms of reference.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO  
BIDS BEING DEEMED TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere **not later than 12h00 noon on 03 September 2018**, where they will be opened in public. All tenders must be clearly marked "Marketable Tourism MAP FOR ULM". The municipality will not make any award to a person or persons working for the state.

All technical enquiries may be directed to Ms.L Dina 0392558540/41 and SCM Mr T Mbukushe 0392558555.

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager: Mr GPT Nota.

  
**GPT NOTA  
MUNICIPAL MANAGER**





# UMZIMVUBU

— LOCAL MUNICIPALITY —

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## TERMS OF REFERENCE

### TO DEVELOP MARKETABLE TOURISM MAP FOR UMZIMVUBU TOURISM PRODUCTS

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#### 1. Introduction:

- 1.1 Umzimvubu Local Municipality Local Economic Development & Environmental Management Department has 5 areas of performance of which one of them is Tourism
- 1.2 Umzimvubu Local Municipality is aiming to develop a marketable tourist map
- 1.3 The aim of developing the tourism map is to give directions to Umzimvubu visitors
- 1.4 Umzimvubu Local Municipality therefore is looking for a service provider that will develop a tourist Map for the 2018/2019

#### 2. Project Situation

The project is situated in Umzimvubu area of Jurisdiction

#### 3. Request

Umzimvubu Local Municipality is looking for a service provider that will develop a tourist map for the 2018/2019 Financial year.

**Comprehensive Proposals** with financial costs for this exercise

#### **4. Scope of Work**

- 4.1 The service provider will have to develop a tourist map of all tourism products ranging from natural attractions, man-made attractions, craft centres, Information centres, Trading centres and heritage sites
- 4.2 The Map must cover Umzimvubu area of jurisdiction, all 27 wards and be placed in a digital form.
- 4.3 The Map must show streets, street names, co-ordinates, distances from the national roads
- 4.4 The service provider must develop 300 copies of tourist maps
- 4.5 The service provider to ensure that there are absolutely no errors at all on the final print of the Map failing to do so there will be heavy penalties.
- 4.6 The scale of the Map is 1:1000 and be folded into a pocket size
- 4.7 The Map must have information signs
- 4.8 A master copy of the tourist map must be submitted to the municipality
- 4.9 Page must be glossy and colorful
- 4.10 The municipality will not be providing personnel to visit these attractions nor the transportation however telephone numbers and directions will be provided
- 4.11 Important Contact numbers to appear at the back of the map (eg; SAPS, Hospitals, Municipalities both district and local etc)
- 4.12 Copies must be branded with Umzimvubu Logo
- 4.13 Copies must be written Visitors guide

#### **5. Accountability and Reporting Structure**

- 5.1 The service provider will account to Umzimvubu Local Municipality LED & EM Department
- 5.2 The service provider must submit work done on stages to the LED & EM Department for Approval.
- 5.3 The municipality has a patent right on the Map, therefore selling and duplicating is prohibited.



## **6. Project Management**

A Project Manager from the Municipality who is an LED & EM Manager will be responsible for all the executions/Deliverables during the process of the project. She/he will work with the Consultants/Service Provider from the start until the completion of the Project. She/he will ensure that all the deliverables stated above are met/executed, However the LED Manager may from time to time second personnel to assist whenever this deemed necessary.

## **7. Project Duration**

The project time frame shall not exceed 21days from the date of appointment of the service provider.

## **8. Reference Materials**

It is recommended that the following not limited to the listed documents be used for reference purposes:

- 1. Umzimvubu Tourism Brochure**
- 2. ULM IDP Document**
- 3. SA heritage website**

### **Submission**

- ☒ A comprehensive proposal inclusive of the methodology for conducting and expected final outcomes from the study.
- ☒ Indicate experience in tourism brochure development
- ☒ An All-inclusive Quotation.
- ☒ A detailed activity work plan.
- ☒ Company profile with a traceable track record and references should also be submitted.
- ☒ BBBEE Certificate
- ☒ A valid copy company Certification as issued by CIPRO.
- ☒ A valid original tax clearance certificate.
- ☒ Proof of CSD Registration

**Enquiries:**

**Enquiries to be forwarded to Miss L Dina LED Office @ 039 255 8540**

**Or Mr M Matam 0392558541**

1. PREPARED BY : L DINA  
DATE : 15/08/2018

2. RECOMMENDED BY : M MATAM  
DATE : 15/08/2018

3. APPROVED BY : N ZEMBE

DATE : 15/08/2018