

BUFFALO CITY MUNICIPALITY



CALL FOR PROPOSALS FOR

BUFFALO CITY 2007 FESTIVE SEASON PROGRAMME

Buffalo City Municipality has over the past decade hosted a successful Christmas Carnival and the switching-on of the festive lights events. Both events seek to create a festive season spirit for the citizens of the city and the visitors alike. The Christmas Carnival takes place in two areas i.e. East London and King William's Town whilst the Switching On of the lights event takes place in three areas i.e. Mdantsane, East London and King Williams. Regrettably these events take place over a couple of days, which leaves the rest of the festive season in Buffalo City quiet and dull.

To make this year's events even more successful, diversified and sustained over a longer period the municipality seeks to appoint a qualified, experienced and credible service provider/ event management company to assist the municipality to coordinate these events. Interested companies are requested to submit a detailed proposal, which will include the following:

- A detailed concept document highlighting proposed activities to take place during the festive season period not only limited to the above-mentioned events
- Marketing and communication plan to market the events;
- Sponsorship plan to complement the seed funding provided by the municipality;
- Prepare a clear implementation plan outlining processes to be followed; and
- Present a clear budget breakdown.

Over and above the appointed service provider will be expected to produce a comprehensive summer season calendar of events, which include all events that will be taking place in Buffalo City during the festive season starting on 01 December to 15 January.

Interested service providers are invited to attend a **compulsory** briefing session to be held on Wednesday, **16 October 2007** at 12h00 at Trust Center Building, 12th Floor Boardroom.

Deadline for submission of proposals

The closing date for the submission of proposals is Tuesday, **23 October 2007** at **16h00**.

No late proposals will be accepted. Original proposals must be submitted, including both 2 hard copies and one electronic copy saved in Microsoft Word. **(Service Providers must please note that no faxed or e-mailed proposals will be accepted)**

Proposals must be deposited to:

The Tender Box
Munifin Center Building
1st Floor, Main Payments Hall
29 Oxford Street
East London
5201

For Further enquiries please e-mail: phindilem@buffalocity.gov.za or contact Ms. P. Mbonwa –
Programme Manager: Tourism at 043 705 1167.

G SHARPELY
MUNICIPAL MANAGER (4719)