

GREATER KOKSTAD MUNICIPALITY

CALL FOR PROPOSALS

The Greater Kokstad Municipality hereby invites proposal from experienced services providers for the development of the Annual Report for the financial year 2005/6.

LEGISLATION

Local Government: Municipal Finance Management Act 56 of 2003, section 127 (1) states that the accounting officer of a municipal entity must, within six months after the end of a financial year, or on such earlier date as may be agreed between the entity and its parent municipality, submit the entity's annual report for that financial year to the municipal manager of the entity's parent municipality.

PROPOSED TERMS OF REFERENCE FOR THE ANNUAL REPORT 2005/6

The Service Provider shall perform the following services:

- a) Develop the municipal annual report
- b) Design and layout the content of the annual report for the financial year 2005/6
- c) Print all the agreed copies of the annual report (300 copies) assigned by the municipality
- d) Assist the municipality in sub editing of the annual report publication
- e) Liaise with the municipality on any matter related to content and photographs thereof
- f) Deliver the annual report to the municipality and assist in distributing it to the strategic areas such as Department of Local Government and Traditional Affairs, Provincial Treasury, Office of the Premier, Sisonke District Municipality government departments, local businesses, tourism guide and other relevant stakeholder offices.
- g) The Service Provider will use the Finwood Gloss paper material in the 50 page document publication
- h) The annual report should be produced in full colour and be provided in a Compact Disk (CD)

The Annual report's main purpose is to:-

- a) To reveal positive achievements done by the Municipality for their communities.
- b) To accounting and report on service delivery duties and activities performed by the municipality.
- c) To position and market the municipality in order to attract tourist

- d) To account to the general public about activities done which includes budget, expenditure and financial statements.
- e) To publish programs, activities and events performed by the municipality

For more information, please contact the Community Participation Coordinator: Mr K Seyisi at 039 727 3315 or email: kanyiso@kokstad.org.za

Late, telegraphic, email or faxed Bids/Proposal will not be considered.

The Council does not bind itself to accept the lowest or any Bid and reserves the right to accept the Bid in whole or in part, at the rates quoted.

L NDZELU
ACTING MUNICIPAL MANAGER

NOTICE NO.: 22/2007