



Sedibeng District Municipality

SPECIFICATION: 8/2/15-2010

CONSOLIDATED END OF TERM REPORT

Bids are hereby invited for the compilation of an End-of-Term Report for the Sedibeng District Municipality. The purpose of the report is to present to the public, different spheres of government, community organisations, business and industry, professional institutions, national and international investors the achievements and progress of the Sedibeng District Municipality during the current term of office. The prescribed period for the purposes of this report is from 1st March 2006 to date. The successful bidder must:

- Study and Analyse all Annual Reports and other relevant reports since 2006.
- Extract all progress reports on Focus Areas and Key Strategies
- Provide a Narrative of the progress in Key Focus Areas over the prescribed period.
- Provide a Consolidation of the Financial Statements over the prescribed period.
- Report on progress on Flagship Projects.

Additional Requirements:

- The work must allow for an easy update of the remaining months until the next local government elections in 2011.
- The final report must be presented in a MS Word Format and must include images, tables, graphs etc to allow the content to be easily understood.
- The final report must be presented to the SDM no later than the 15 December 2010.
- The standards expected are of a high-quality, well consolidated report that meets the expectations of the corporate world with adequate summarised information for easy reading by communities.

Evaluation Criteria

The 80/20 principle will be applicable and the following criteria will also be considered.

Experience

Qualifications

Capacity

Project plan /Approach and Methodology

For Further Information Contact the Municipal Manager, Yunus Chamda@016 450 3165